

PROFESSIONAL SERVICES BULLETIN 16-1

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

STATEMENTS OF INTEREST are due by 4:30 p.m. (local time)

Due Date: February 9, 2016

Successful Applicants will be notified.

Overall results will be posted on the Tollway's website.

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 16-1**

Date January 15, 2016

Addendum No 1 does not change the due date or time. Statements of Interest are due via email (SOIPSB.16-1@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Time, February 09, 2016.

NOTES:

- The following questions were received in the SOIPSB Questions folder and are addressed below. Resulting changes are summarized here:
- TABLE OF CONTENTS
 - Added Section 4.11, Self-Performance. Change page 1R is enclosed.
- PART I: The Schedule
 - Corrected web links. Change page 2R is enclosed.
- PART III: List of Documents, Exhibits, and Other Attachments
 - 3.3 Exhibits: Exhibit A is updated to reflect that “Subconsultant Professionals” is changed to read “Technical Staff.” Change page 43R is enclosed, and the Exhibit is updated on the Tollway website.
- PART IV: Representations and Instructions
 - Added 4.11 to clarify self-performance requirements. Change page 89R is enclosed.
 - Correct web links. Change page 87R is enclosed.
- Tollway website:
 - Links to Exhibit E VOSB Mentor Protégé are corrected.

QUESTIONS: The Tollway has received the following questions to PSB 16-1 via email to the SOIPSB 16-1 mail box. The Tollway offers the following responses:

Question 1: Will geotechnical services be required on Items 6, 7, 8, or 9?

Response: No. Geotechnical services will not be required on Items 6, 7, 8, or 9.

Question 2: For a Teaming arrangement, it states that a minimum of 40% of the work needs to be performed by the Team. In the case where a single firm is submitting as Prime, what is the minimum required percentage of work needing to be performed by the Prime?

Response: The minimum self-performance for a stand-alone prime consultant is 40%. Section 4.11 is added to clarify this requirement. Change pages 1R and 89R are enclosed.

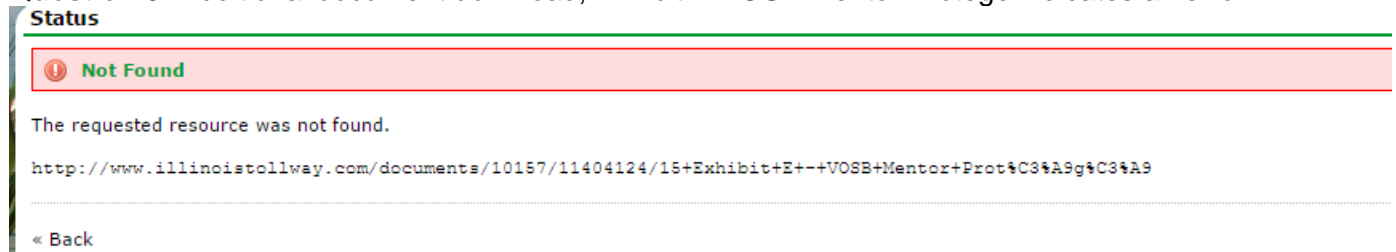
Question 3: Which form should be completed for the Veteran-Owned Small Business Participation Utilization Plan and Letter of Intent? The one on the ISTHA website that lists at the top of the form: Exhibit F – State of Illinois VETERAN-OWNED SMALL BUSINESS PARTICATION,... or the form from the Illinois Procurement Bulletin website under Illinois Bid that lists at the top of the form: STATE OF ILLINOIS VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN and the LETTER OF INTENT BUSINESS ENTERPRISE PROGRAM OR VETERAN SMALL BUSINESS form?

Response: The forms that are located on the Tollway’s website are the correct forms for the submittal.

Question 4: Page 2, the two links to email address to send questions and response opens in Outlook as 1@getipass.co

Response: The correct email address is SOIPSB.16-1@getipass.com. The link is corrected, and change page 2R is enclosed.

Question 5: Additional document download, Exhibit E VOSB Mentor Protégé indicates an error:



Response: The website is corrected and forms are accessible. The link is corrected, and change page 87R is enclosed.

Question 6: I am not able to open on the web page <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

These 2 Forms for Professional Services Bulletin 16.1 are not opening:

- Offer Commitment and Signature
- Certification Disclosures PSB Illinois Tollway Standard Business Terms and Conditions

Please advise.

Both Internet Explorer and Google Chrome were unsuccessful.

Error message received:

This page can't be displayed

- Make sure the web address <http://www.illinoistollway.com> is correct.
- Look for the page with your search engine.
- Refresh the page in a few minutes.

Response: The links have been tested and appear to open successfully for both documents.

Question 7: Will environmental services and/or wetland delineation be required on Items 6, 7, 8, or 9?

Response: No. Environmental services and/or wetland delineation will not be required on Items 6, 7, 8, or 9.

Question 8: Can we use the Forms A & B on the website even though they say "...15.2" in the footer?

Response: Yes. The number 15.2 in the footer is the State version number of Forms A & B.

Question 9: Item 10 – I-16-4257, Environmental Studies Upon Request Additional Statement of Interest Requirements.

The Tollway has indicated that wetland mitigation prospectus preparation and approval is required.

We have recent experience in the preparation of prospectuses but outside of Illinois. These recent prospectuses have been approved by Corps of Engineers Districts in Massachusetts and Connecticut, as well as receiving approval from their respective state Departments of Natural Resources. As we have local experience in preparing prospectuses in Illinois, but not within the last 10 years, will the approval of prospectuses by other state Departments of Natural Resources be equivalent to approval by the IDNR, considering local wetland mitigation expertise in the Chicago office?

In addition, what is considered proof of approval of the Prospectus? Will it be the Corps of Engineers issuance of a permit for the mitigation activities or final signoff after the 5 year monitoring and maintenance activities are completed?

Response: Issuance of United States Army Corps of Engineers (USACE) permits sighting planned mitigation activities from other Corps Districts, outside of Chicago, are acceptable. Final USACE sign-off is not needed. Further, other state equivalent approvals to the IL Department of Natural Resources are acceptable as well.

Question 10: Do items 6, 7, 8, and 9 include Master Planning Services and a 30% Concept Report?

Response: Items 6, 7, 8, and 9 do not include master planning services; however, a 30% concept plan would be required per the DSE manual.

Question 11: At the Move Illinois Networking meeting last Thursday, Jan 14th, two questions were asked that I think need additional clarification:

- a. The first was, “*Do subs need to have Board of Elections certification?*”
- b. The second was, “*Do subs need an Illinois Department of Human Rights number?*”
- c. The answer provided by the panel was “Yes” to both.
- d. But, now I am not sure if those questions were referring to the SOI submittal or to after selection, i.e., for the contract.

Response:

- a: Subs are not required to provide a Board of Elections Certification with the PSB submittal.
- b: Subs are not required to provide an Illinois Department of Human Rights number with the PSB submittal.
- c: Subs are not required to provide a Board of Elections (BOE) Certification or an Illinois Department of Human Rights number with the PSB submittal.
- d: Subs are not required to provide a BOE Certification or an Illinois Department of Human Rights number with the PSB submittal. Upon selection, subconsultants are required to submit either Forms A or Forms B disclosures, which include the BOE Certification.

Question 12: I have searched PSB 16-1 and find no reference or indication requiring subs to provide either the Board of Elections Certification or the IDHR No. for the SOI.

Response: They are not required by the subconsultants either before or after selection. Upon selection, subconsultants are required to submit either Forms A or Forms B disclosures, which include the BOE Certification.

Question 13: Please clarify

Response: We believe this question applies to (11) and (12) above, which are answered.

Question 14: Secondly, on the subject of the Board of Elections Certification, where should it be included in the submittal?

- a. Is it part of the “**abc DS.pdf**” disclosure package?
- b. Then, I understand that if the prime is submitting the Forms A Disclosure it is required to submit Board of Elections Certification.
- c. But, if the prime firm has an IPG Registration # is it also required to attach the Board of Elections Certification (since the Board of Elections Certification is part of the IPG registration process it thereby seems redundant).

Response:

- a: The Board of Elections (BOE) Certification should be submitted with the “abc.DS.pdf” disclosure package when submitting Forms A. It is already included as part of Forms B.
- b: The BOE Certification should be submitted with the “abc.DS.pdf” disclosure package when submitting Forms A. It is already included as part of Forms B.
- c: The BOE Certification is not required to be submitted with Forms B, however vendors are reminded that they have an obligation to keep their registration up-to-date in order to be eligible for an award.

Question 15: Regarding MBE/WBE/DBE certifications. Where should these be inserted in the submittal?

- a. Should they follow Exhibit A? Before or after resumes?
- b. Or should they follow Standard Business Terms and Conditions/Subcontractor delinquent Debt Review [as part of “**abc DS.pdf**”]?
- c. Or is there another preferred location to insert the Certs?

Response:

- a: Certifications should follow Exhibit A, after the resumes.
- b: No, certifications should follow Exhibit A, after the resumes.
- c: No, certifications should follow Exhibit A, after the resumes

Question 16: Finally, on the last page of Exhibit A we are to list total staff under three columns: Management, Professionals, and Subconsultant Professionals; the latter is broken down into Technicians, Draftsman, Survey Crew, Clerical and Other. Do you really mean “Subconsultant” Professionals? Because subconsultants are also assigned/used in the Professionals level. “Sub-professionals” would be a better name for that last column.

Response: Exhibit A is updated to reflect that “Subconsultant Professionals” is changed to read “Technical Staff.” Change page 43R is enclosed.

Question 17: In Section 2.7 of the PSB, it states that “The Tollway requires the Team to do 40% of the work,...”. What is the minimum percentage of work that the prime consultant (not in a Teaming Agreement) is required to perform?

Response: The minimum self-performance for a stand-alone prime consultant is 40%. Section 4.11 is added to clarify this requirement. Change pages 1R and 89R are enclosed.

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PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

Illinois Toll Highway Authority
2700 Ogden Avenue
Downers Grove, IL 60515

Professional Services Bulletin (PSB) 16-1 is the official notice of needed professional services for the Illinois Tollway, as authorized by the Illinois Procurement Code 30 ILCS 535. This PSB contains information pertaining to the advertisement for Statements of Interest (SOI) and is part of the official Illinois Procurement Bulletin for the Illinois State Toll Highway Authority. PSB 16-1, including all Exhibits and forms, is available on the Tollway's website at <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>. Additional information is also posted on the Illinois Procurement Bulletin at <http://www.purchase.state.il.us>. For instructions on accessing the Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instructions on receiving procurement opportunities are included in the "Illinois Procurement Bulletin (IPB) Notice" section of this PSB.

All questions related to this Professional Services Bulletin must be submitted electronically to the Statement of Interest (SOI) Mailbox at SOIPSB.16-1@getipass.com at least 10 days prior to the submittal date of February 09, 2016. The subject line should read: PSB 16-1 Question. Answers will be addressed via an Addendum published on the IPB. Please call if you need assistance: (630)241-6800, ext. 3311.

This is not an invitation for bids. Firms properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting Statements of Interest to the Tollway at SOIPSB.16-1@getipass.com. The Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535/1: Architectural, Engineering, and Land Surveying Qualifications Based Selection Act) for selecting qualified consultants under this PSB.

SOI email submittals must be received by February 09, 2016, 4:30:00 P.M. CT. Any emails or partial submittals received after that time shall be considered late and your submittal will be deemed non-responsive.

1.2 Mileposts

The Mile Posts listed in the project details (Section 1.4) are approximate.

1.3 Professional Services Bulletin No. 16-1 Item Index

Item No.	Project No. / County	Description	Page
1	I-16-4249 Systemwide	I-90 and Systemwide Construction Management Services Upon Request. On-call and as-needed Construction Management Services.	4-5
2	RR-16-4250 Systemwide	Systemwide Construction Management Services Upon Request. On-call and as-needed Construction Management Services.	6-7

Attach resumes for Key Project Personnel.

<u>Management</u>	<u>Professionals</u>	<u>Technical Staff</u>
Total _____	Engineers _____	Technicians _____
	Land _____	Draftsmen _____
	Surveyors _____	Survey Crew _____
	Architects _____	Clerical _____
	Others _____	Other _____
	Total _____	Total _____
	Total Projected Staff _____	

Exhibit A – Proposed Staff

PSB# _____ Item# _____

Firm will complete project within estimated time listed in the project advertisement. Yes No

If **Yes**, provide completion date and/or number of months. _____

If **No**, explain:

Exhibit A

Forms B Section

Complete this section only if you **are using** an IPG Registration #

<http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

1. Certification of Illinois Procurement Gateway Registration #
2. Certification Timely to this Solicitation
3. Replacement Certification to IPG Certification #6
4. Disclosures of Lobbyist or Agent
5. Disclosure of Current and Pending Contracts
6. Signature

For Veteran Small Business Utilization Plan go to:

<http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

4.5.2 Instructions for Submitting Certifications

Submit the State of Illinois Standard Business Terms and Conditions (see Part III, 3.3) with your Forms A or Forms B Disclosures. This document is also available on the Tollway website.

4.6 SUBMITTING A PROTEST

Vendors may submit a written protest to the Protest Review Office following the requirements of the Standard Procurement Rules. 44 ILL. ADMIN. CODE 1.5550, 4.5550, 6.420, & 8.150. For protests related to specifications, the Protest Review Office must physically receive the protest no later than 14 days after the solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual bids or awards, the protest must be received by close of business no later than 14 days after the protesting party knows or should have known of the facts giving rise to the protest. The Protest Review Office information is as follows:

Protest Review Office
401 S. Spring Street
Suite 515 Stratton Office Building
Springfield, IL 62706

Phone: (217) 720-7267
Facsimile: (217) 558-1399
Illinois Relay: (800) 526-0844

4.7 USEFUL LINKS FOR PSB 16-1

The Illinois Tollway - www.illinoistollway.com

Professional Service Bulletin - <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

Consultant Contract Forms (required forms for submittal) - <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

Consultant Invoicing Forms - <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-invoicing-forms>

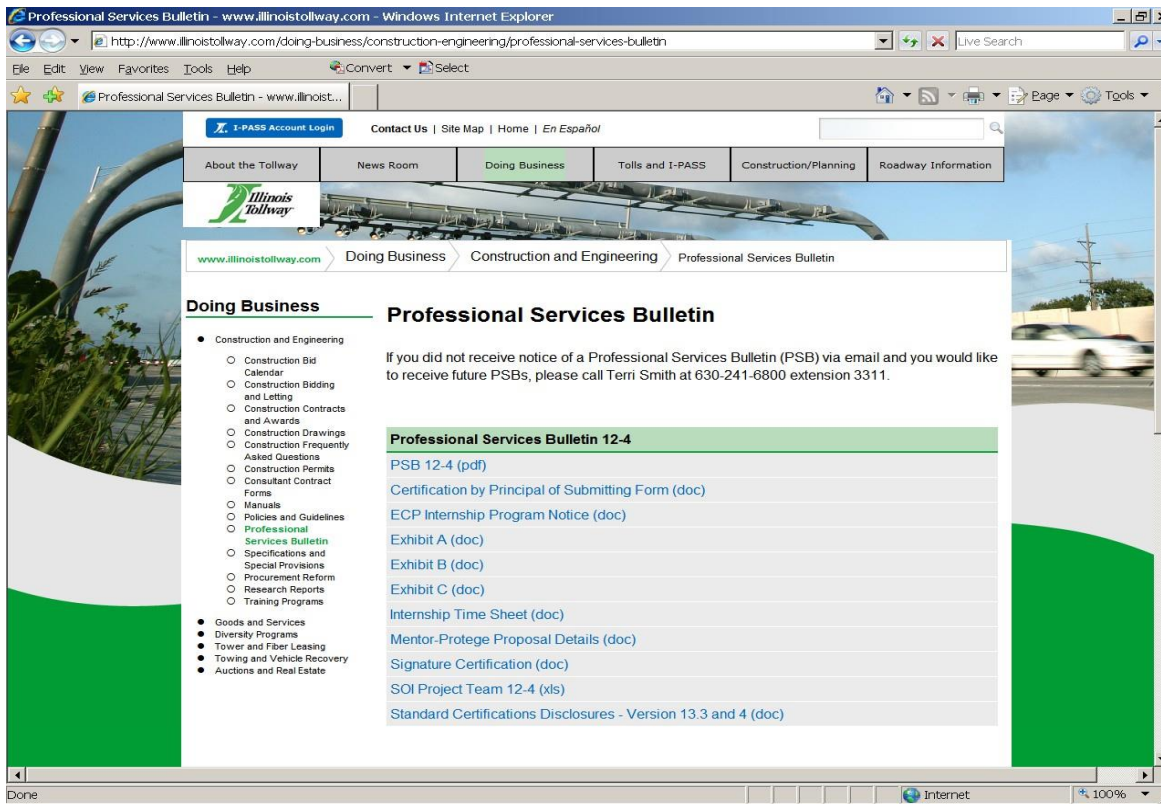
Mentor Protégé Program - <http://www.illinoistollway.com/doing-business/diversity-programs/mentor-protégé-partnership-program>

Public Act 097-0895 - <http://www.ilga.gov/legislation/publicacts/97/097-0895.htm>

Illinois Procurement Bulletin - <http://www.purchase.state.il.us>

Illinois Procurement Gateway Frequently Asked Questions - <http://www.illinois.gov/cpo/Pages/FrequentlyAskedQuestions.aspx>

Chief Procurement Office/Procurement Gateway – Vendor Registration - <https://ipg.vendorreg.com/>



4.10 FUTURE PROFESSIONAL SERVICES BULLETIN NOTIFICATIONS

To receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted, please submit the following information:

PLEASE DO NOT SUBMIT WITH YOUR STATEMENT OF INTEREST

If previously submitted, only resubmit if information has changed.

To unsubscribe from the PSB Notification list send an email to terri.smith@getipass.com

Submit to: Ms. Terri Smith, Document Control Manager
terri.smith@getipass.com

Include the following information:

Please add this contact to receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted:

Name of firm: _____

E-mail Address: _____

Contact person (corresponding with e-mail) _____

4.11 SELF-PERFORMANCE