

# PROFESSIONAL SERVICES BULLETIN 16-1

## ADDENDUM 2

*ADDENDUM 2 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](http://www.illinoistollway.com)



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 2  
TO  
PROFESSIONAL SERVICES BULLETIN No 16-1**

**Date February 2, 2016**

Addendum No 2 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:

**PART I: The Schedule**

- Section 1.4.2 – Project number is corrected to read RR-16-4250. Change page 6R is enclosed.
- Section 1.4.3 - Project number is corrected to read RR-16-4251. Change page 8R is enclosed.
- Section 1.4.4 - Project number is corrected to read RR-16-4252. Change page 10R is enclosed.
- Section 1.4.5 - Project number is corrected to read RR-16-9189. Change page 11R is enclosed.

**PART III: List of Documents, Exhibits, and Other Attachments**

- Section 3.3 - Corrected versions for both Exhibit E – DBE Mentor Protégé and Exhibit E – VOSB Mentor Protégé are updated on the Illinois Tollway website.

**Exhibit A: Proposed Staff**

- The exhibit is updated on the Illinois Tollway website to match the version included in PSB 16-1.

**SOITEAM Spreadsheet**

- The Ethnicity dropdown menu on the SOITEAM Spreadsheet has been updated to include Native American as a selection. A revised SOITEAM Team Spreadsheet is updated on the Illinois Tollway website.

**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:** I would like to confirm the project start date for Item 4: I-16-4252. It is listed to start in Summer 2016.

**Response:** Summer of 2016 is the desired project start date for Item 4.

**Question 2:** If a VOSB has the skill set to support Highway design but does not have the IDOT prequal in Highway design can they still be utilized as a team member without being in a mentor protégé relationship? If the answer is no and the VSOB does not have the appropriate prequals listed in bulletin, in what capacity without mentoring can a prime utilize their skill set in an effort to comply with the requirement?

**Response:** While the IDOT pre-qualification provides evidence of the firms skill set, any firm -- Veteran owned or otherwise -- can be a team member without an IDOT prequalification as long as that firm is not sealing the plans. A Veteran-owned firm need not be included as a protégé.

**Question 3:** If an item on the bulletin has a prequalification requirement, is it sufficient for the Prime to have that prequalification? Or does the prime and all subs have to be prequalified?

**Response:** The prime must meet the prequalifications as indicated in each PSB Item. The firm that seals the plans needs to be prequalified in the work they are performing.

**Question 4:** There is a discrepancy between the project numbers in section 1.3 and those in section 1.4. Items 2 through 5 show starting with RR-16- in section 1.3 and I-16- in sections 1.4. Which is correct?

**Response:** Items 2-5 should start with RR, as shown in Section 1.3. Change pages 6R, 8R, 10R, and 11R are enclosed.

**Question 5:** The PSB indicates that “Key Project Personnel” listed in Exhibits A and D should match the “Key Project Personnel” listed in the Bulletin items. It also indicates that resumes must be included for the “Key Project Personnel”. The Organization Chart will list additional staff that may be considered essential project staff. Can we include the resumes for essential project staff or should the resumes be limited to only “Key Project Personnel”? For example, Item 6 includes drainage work, but a drainage design engineer is not included in the “Key Project Personnel”. Can we include the resume for our lead drainage design engineer?

**Response:** Resumes may be included for additional personnel, but are only required for Key Personnel as identified in each PSB Item.

**Question 6:** The check boxes on the “Exhibit E - DBE Mentor Protégé and VOSB Mentor Protégé” forms are linked to each other. Will we be expecting revised forms?

**Response:** Corrected versions for both Exhibit E – DBE Mentor Protégé and Exhibit E – VOSB Mentor Protégé are updated on the Illinois Tollway website.

**Question 7:** Just want to confirm for PSB 16-1, that the DBE requirement can be met by firms that are MBE or WBE certified with the City of Chicago.

**Response:** Yes, the DBE requirement can be met by firms that are currently MBE or WBE certified with the City of Chicago.

**Question 8:** We have questions regarding the relationship between Exhibit A, Exhibit D, and Organizational Chart. We understand that Exhibit A is to include Key Personnel as required within each bulletin item description. Should the Exhibit A, Exhibit D, and Org Chart only list the Key Personnel or can we include additional staff (including subconsultants) to demonstrate the strength of the project team? Can more team members be listed on Exhibit D (and Org Chart) than are on Exhibit A? If so, would the additional team member resumes be included after Exhibit A? We appreciate your assistance and look forward to working with you.

**Response:** Exhibit D and the organization chart may list additional personnel. Additional team members are not required to be listed on Exhibit A. Resumes may be included for additional personnel, but are only required for Key Personnel as identified in each PSB Item.

**Question 9:** Should Exhibit A be customized for each Item by deleting the positions not relevant to that particular Item?

**Response:** Exhibit A may be customized as noted, but that is not required. Only the Key Personnel as identified for each PSB Item are required to be identified.

**Question 10:** We have two QA/QC personnel, but Exhibit A only has one spot for QA/QC. Where should we place the other individual's information?

**Response:** Exhibit A includes blanks for additional personnel. The second QA/QC person may be identified in an open blank entry. Exhibit A is updated on the Illinois Tollway website to match the version included in PSB 16-1.

**Question 11:** If a firm is part of a Teaming Agreement (formerly known as a Joint Venture) for an Item, but not the lead, can the firm still submit for the same Item as a Prime?

For example – Item X:

Firm A and Firm B are pursuing in a Teaming Agreement (fka joint venture)

Firm A is leading the Teaming Agreement (fka joint venture)

Can Firm B pursue Item X as a Prime, in addition to pursuing as a non-lead member of a Teaming Agreement?

**Response:** Just as with Joint Ventures, Team Members are considered prime contractors, whether they are the lead / managing team member or not. The commitment / obligation of the teamed firms is the same. Based on this, if a firm is submitting as part of a Team, then the firm may not submit as a prime alone or as part of another Team on the same item.

**Question 12:** If a firm is part of a Teaming Agreement (formerly known as a Joint Venture) for an Item, but not the lead, can the firm still submit for the same item as a subconsultant on a different team?

For example – Item Y: Firm A and Firm B are going as a Team (teaming agreement, fka joint venture)

Firm A is leading the joint venture, Can Firm B pursue Item X as a Subconsultant on another team, as well?

**Response:** Yes, a firm may submit as sub on the same item for which it submitted as a prime.

**Question 13:** Needed a clarification please. On the Offerors Commitment page, item # 13 it states that we need to submit Form A and or B for itself and team member firms. However on the instructions page 86 it just talks about the offeror submitting them. Do we need these forms for all team members? (I understand we would do it for a joint venture)

**Response:** Just as with Joint Ventures, Team Members are considered prime contractors, whether they are the lead / managing team member or not. The commitment / obligation of the teamed firms is the same. Based on this, all team members are required to submit either Forms A or Forms B, as appropriate for their firms.

**Question 14:** My question is since the exhibit A has been revised the other key personal is no longer on this form. What if you have more than one person for the key position Materials Coordinator or Document Technician? Do you not have to list all the individuals in this role on the exhibit A? On my org chart it may be two people per role.

**Response:** Exhibit A includes blanks for additional personnel. The additional personnel may be identified in an open blank entry. Exhibit A is updated on the Illinois Tollway website to match the version included in PSB 16-1.

**Question 15:** Addendum 1 says geotechnical services are not required. However, in the past pavement/shoulder corings as well as non-destructive testing on the bridge deck have been performed on the rehab projects. Are these tests to be performed under current on-call geotech contract or not to be performed at all?

**Response:** Detailed scope items will be addressed at the time of negotiation.

**Question 16:** Is sewer televising anticipated on existing CMP laterals?

**Response:** Detailed scope items will be addressed at the time of negotiation.

**Question 17:** Addendum 1 says environmental services and/or wetland delineations will not be required. Is this means that ESIS I and ESIS II are not part of the scope?

**Response:** Detailed scope items will be addressed at the time of negotiation.

**Question 18:** Is ITS work part of the scope: i.e., using ITS technology to do incident management during the construction and/or to supplement existing ITS equipment?

**Response:** Detailed scope items will be addressed at the time of negotiation.

**Question 19:** Does the Tollway require PE with IDOT Certified in Erosion and Sediment Control Planning & Design to sign-off on your erosion and sediment control design?

**Response:** The individual needs to be IDOT Certified in Erosion and Sediment Control (IDOT Dept. Policy D&E-23) and/or 12 hours of equivalent training as referenced in the Tollway's CM Manual (Section 5.1.2.2.9).

**Question 20:** Do we need to submit signed delinquent debt forms from our subconsultants?

**Response:** No. The prime submits the delinquent debt form included with the Illinois Tollway Standard Business Terms and Conditions, on which it identifies all subconsultants.

**Question 21:** SOI Team spreadsheet, Ethnicity – Is it possible for Native American to be added to the dropdown menu?

**Response:** The Ethnicity dropdown menu on the SOITEAM Spreadsheet has been updated to include Native American as a selection. A revised SOITEAM Team Spreadsheet is updated on the Illinois Tollway website.

**Question 22:** Form B Certificaitons & Disclosures – The very first line – IPB Reference # & Procurement/contract #...do we do one Form B for each item we are submitting on? So if we are submitting on 8 items, what would we put there?

**Response:** You may provide one Disclosure submittal for all of the Items you are responding to as a unique prime. In the reference number, if you are responding to multiple items, list all items.  
**NOTE:** If you are also responding as a team member for another item, you will need to submit your Disclosures as part of the team as well. A Team is a unique entity, and should not be combined with a submittal by an individual prime.

**Question 23:** I am looking for how much work (percentage) must be performed by the Prime firm and how much can be allocated to subconsultants. Page 32 lists no less than 40% for firms in a “teaming” situation. I can’t find a percentage for a Prime/Sub situation. Please clarify.

**Response:** Addendum 1 provided the following clarification: “*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.*” Please refer to Addendum 1.

**Question 24:** CURs’ have the potential for multiple tasks which may require multiple RE’s and Doc Techs. The Exhibit A has only 1 spot for RE’s and Doc Tech’s. How would you like us to handle the multiple team members?

**Response:** Exhibit A includes blanks for additional personnel. The additional personnel may be identified in an open blank entry. Exhibit A is updated on the Illinois Tollway website to match the version included in PSB 16-1.

**Question 25:** Regarding Item 10:

**A:** With regard to the “Various Noise Studies” subheading, is any person prequalified in the IDOT Environmental Assessment Noise category also qualified to be the Noise Project Manager for this item?

**B:** Under the “Additional Statement of Interest Requirements” subheading, it states that: “The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).”

Can this Professional Engineer (PE) requirement be fulfilled by a subcontractor, given that the IDOT Environmental Assessment prequalification category does not require a licensed PE to oversee the Environmental Assessment services?

**C:** Under the “Environmental Work” subhead of Exhibit B, item 4 lists of categories for which individuals should be assigned. Is the title “Environmental Lead” listed here interchangeable with title “Project Manager” that is referenced in the first bullet under the “Additional Statement of Interest Requirements” subheading on page #26?

**D:** Under the “Miscellaneous Tasks” subheading, it states that “The Tollway will allow a Prime consultant to meet the prequalification for Special Services: Landscape Architecture; Special Services: Hazardous Waste: Simple; and Special Services: Asbestos Abatement Surveys through a subconsultant.” Does this mean that the prime must meet the prequalification for Environmental Assessment without the support of subconsultants?

**E:** Exhibit B lists staffing titles and notes that “categories that must be assigned to a person prequalified in that area are noted with an asterisk.” Does “prequalification” refer to IDOT EPAS prequalification for said individuals?

**F:** In the event that several firms team to meet all IDOT prequalification categories for a given item’s scope of work, can a firm that is prequalified in one IDOT category perform aspects of an item’s work that fall outside of the category in which they are prequalified by IDOT?

**Response:** Regarding Item 10:

A. IDOT Environmental Assessment Prequalification for Noise requires a BS in related field and experience with noise analysis. Tollway requires 5 years of experience and a background in Physics/Mechanical Engineering. IDOT EA Noise Prequalification would not meet Tollway requirements if they do not have 5 years of experience.

B. The PSB indicates that the Project Manager needs to be a PE. The Tollway’s Environmental manual as well as the IDOT EA Prequalification do not require the PM to be a licensed PE. This requirement can be fulfilled by a subconsultant.

C. Yes, the Environmental Lead identified in Exhibit B is the same individual as the Project Manager listed on Page 26.

D. Yes, the prime must meet the prequalification for Environmental Assessment without the support of subconsultants.

E. Yes. In Exhibit B, “prequalification” refers to IDOT EPAS prequalification.

F. The prime / team must meet the prequalifications as indicated in each PSB Item. A firm can be a team member without an IDOT prequalification as long as that firm is not sealing the plans. The firm that seals the plans needs to be prequalified in the work they are performing.

**Question 26:** The instructions for submitting the SOI Team Spreadsheet indicate that this is to be saved in Microsoft Excel 2010 and named as Firm Name Code, SOITEAM.xls We run Microsoft Excel 2013 and it is our understanding that **only** Microsoft Excel 97-2003 would end in .xls and anything later ends in .xlsx? Will you accept the SOI Team spreadsheet in Microsoft 2013 and labeled as Firm Name Code, SOITEAM.xlsx?

- **Response:** As stated in the PSB, “DO save your file with your cursor in cell **B3** and as an Excel 2010 file before submitting.”

#### 1.4.2 Item 2: RR-16-4250, Systemwide Construction Management Services Upon Request

This project has a 20% D/M/WBE participation goal and 1% VOSB/SDVOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

Work scheduled for construction in 2017:

1. South Tri-State Pavement and Bridge Preservation
2. On call and as-needed work related to the Tollway System

Work scheduled for construction in 2018:

1. Systemwide Bridge and Pavement Repairs
2. On call and as-needed work related to the Tollway System

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

##### **Special Services (Construction Inspection) Structures (Highway Bridges: Typical)**

The Tollway will allow a prime firm to meet the prequalification for Structures (Highway Bridges: Typical) through a subconsultant.

Key personnel listed on Exhibit A for this project must include:

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This project is scheduled to start in spring 2017 for construction contracts in 2017 and 2018.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.



### 1.4.3 Item 3: RR-16-4251, Systemwide Construction Management Services Upon Request

This project has a 20% D/M/WBE participation goal and 1% VOSB/SDVOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

Work scheduled for construction in 2017:

1. Systemwide Pavement Repairs
2. On call and as-needed work related to the Tollway System

Work scheduled for construction in 2018:

1. Systemwide Bridge and Pavement Repairs
2. On call and as-needed work related to the Tollway System

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

#### **Special Services (Construction Inspection) Structures (Highway Bridges: Typical)**

The Tollway will allow a prime firm to meet the prequalification for Structures (Highway Bridges: Typical) through a subconsultant.

Key personnel listed on Exhibit A for this project must include:

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This project is scheduled to start in spring 2017 for construction contracts in 2017 and 2018.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

**1.4.4 Item 4: RR-16-4252, Systemwide Maintenance Facilities, Construction Management Services Upon Request**

This project has a 22% D/M/WBE participation goal and 1.5% VOSB/SDVOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

Work scheduled for construction in 2016:

1. Maintenance Site Reconstruction
2. Salt Dome repairs, systemwide
3. On call and as-needed work related to the Tollway System

The upper limit of compensation will be set at \$4,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)**

Key personnel listed on Exhibit A for this project must include:

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This construction project is scheduled to start in Summer 2016.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

**1.4.5 Item 5: RR-16-9189, Systemwide Facilities Construction Management Services Upon Request**

This project has a 20% D/M/WBE participation goal and 1.5% VOSB/SDVOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

Work scheduled for construction in 2016:

1. Central Administration Building Repairs
2. Systemwide Facility Repairs
3. On call and as-needed work related to the Tollway System

Work scheduled for construction in 2017:

1. Systemwide Facility Repairs
2. Systemwide signing contract
3. Systemwide pavement marking contract
4. On call and as-needed work related to the Tollway System

Work scheduled for construction in 2018:

1. Systemwide Facility Repairs
2. Systemwide signing contract
3. Systemwide pavement marking contract
4. On call and as-needed work related to the Tollway System

The upper limit of compensation will be set at \$2,500,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)**

Key personnel listed on Exhibit A for this project must include:

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This project is scheduled to start in 2016.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.