

PROFESSIONAL SERVICES BULLETIN 16-2

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 29, 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 16-2**

Date February 16, 2016

Addendum No 1 does not change the due date or time. Statements of Interest are due via email (SOIPSB.16-2@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Time, February 29, 2016.

NOTES:

- The following questions were received in the SOIPSB Questions folder and are addressed below. Resulting changes are summarized below:

PART I: The Schedule

- Section 1.1 – Links have been updated. Change page 2R is enclosed.

PART II:

- Section 2.1 – Paragraph one is updated. Change page 44R is enclosed.

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

- 3.2 Demonstrated Experience / Prequalification forms are updated and available on the Illinois Tollway website. Change pages 57R and 58R are enclosed.
- 3.3 Exhibits: Exhibit A is updated and change page 63R is enclosed.

SOITEAM Spreadsheet

- Inappropriate dropdown boxes are removed and the revised SOITEAM Spreadsheet is available on the Illinois Tollway website.

QUESTIONS: The Tollway has received the following questions to PSB 16-2 via email to the SOIPSB 16-2 mail box. The Tollway offers the following responses:

Question 1: Section 2.1: Consultant/Subconsultant Conflicts of Interest Within Tollway Projects

Certain contracts require that a consultant and/or subconsultants cannot perform other new services for the Tollway. Those are the Program Management Office (PMO), Consulting Engineer (CE), and Traffic Engineer (TE) contracts. “Those are the Program Management Office (PMO), Consulting Engineer (CE), and Traffic Engineer (TE) contracts. The PMO, CE, and TE and their respective sub-consultants can perform work on contracts awarded prior to the PMO, CE, or TE project awards, whether prior contract has been completed or is still in progress, in each case referred to herein as a “Prior Award”. A party serving as the PMO, CE or TE may not perform other work for the Tollway during the pendency of the respective PMO, CE, or TE contract (including extensions).”

Does this restriction apply to only the Consulting Engineer (Prime Firm), or does it also apply to sub-consultants on the Consulting Engineer team?

Response: PART II, Section 2.1 has been revised to clarify that the restriction does not apply to Subconsultants. Revised page 44R is enclosed.

Question 2: PSB 16-2 language seem to bar sub consultants from working on any future tollway projects, incase of selection of their team.

We considered it prohibitive for us to be part of any teams for lack of our ability to perform subsequent tollway work in future. Please clarify Tollway Authority's intent.

Incase the intent was not to bar sub consultants for future tollway work, incase of selection of their team, we would request Tollway Authority to consider extension of time for SOI submission, as majority of the sub consultants simply haven't pursued this bulletin for apparently lack of their ability to pursue future tollway work.

Response: PART II, Section 2.1 has been revised to clarify that the restriction does not apply to Subconsultants. Revised page 44R is enclosed.

Question 3: PSB 16-2, Item #1 SOI Team Spreadsheet includes several boxes with drop down selections including:

- Percentage Commitment of VOSB on the Project
- Key Personnel Project Manager
- Key Personnel Project Engineer/Resident Engineer
- ISTHA – Total Fee and Total Fee Remaining all Projects
- IDOT – Total Fee and Total Fee Remaining all Projects
- Other – Total Fee and Total Fee Remaining all Projects

The drop down selection does not apply to the required information for these boxes. Can the Tollway please revise the SOI Team spreadsheet to remove the drop down selections and reissue the SOI Team Spreadsheet?

Response: PSB 16-2 SOITEAM has been revised and is available on the Illinois Tollway website.

Question 4: Per page 56 of the PSB, Demonstrated Experience/Prequalification Item 1, it states that the Unique Forms are available on the Tollway website. However, it appears that these are not available from the PSB 16-2 list of available forms. Can the Tollway please provide the demonstrated experience form template, or please confirm that submitters can recreate the form? Also, it is noticed that the number sequence in the first column of the form is 1, 2, 2, 3, 4, but should read 1, 2, 3, 4, 5. Can the Tollway please make this revision to the form or confirm that the submitter can make this revision?

Response: The form is updated and available on the Illinois Tollway website.

Question 5: Subcontractor Form/Delinquent Debt Review form includes a column for the Anticipated Amount to be Paid (to extent known). Is an estimated fee required or can this be a percentage?

Response: Please refer to the verbiage in the form. As stated, consultants / subconsultants may include a percentage.

Question 6: On Page 2 of the PSB, the Mailbox SOIPSB.16-2@getipass.com link actually links to SOIPSB.14-2@getipass.com. Can the Tollway please update the link to reflect the current PSB 16-2 bulletin.

Response: The link has been updated.

PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

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

Professional Services Bulletin (PSB) 16-2 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 16-2, 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.16-2@getipass.com at least 10 days prior to the submittal date of February 29, 2016. The subject line should read: PSB 16-2 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.16-2@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 29, 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 Acceptance of Scanned Signatures

Unless otherwise specified, the parties agree that proposals, contracts, certifications and disclosures, and other contract related documents to be entered into in connection with the resulting contract will be considered signed when the signature of a party is delivered by scanned image (e.g. .pdf or .tiff file extension name) as an attachment to electronic mail (email). Such scanned signature will be treated in all respects as having the same effect as an original signature.

1.3 Professional Services Bulletin No. 16-2 Item Index

Item No.	Project No.	Description	Page No.
1	RR-15-9975R	Consulting Engineer. Consulting Engineer Services.	3
2	RR-15-9976R	Traffic Engineer. Traffic Engineer Services.	26

1.4 Professional Services Bulletin No. 16-2 Item Detail

Details follow for both PSB 16-2 items.

PART II: CONTRACT CLAUSES AND REQUIREMENTS

2.1 CONSULTANT/SUBCONSULTANT CONFLICTS OF INTEREST WITHIN TOLLWAY PROJECTS

Certain contracts require that a prime consultant cannot perform other new services for the Tollway. Those are the Program Management Office (PMO), Consulting Engineer (CE), and Traffic Engineer (TE) contracts. The PMO, CE, and TE and their respective subconsultants can perform work on contracts awarded prior to the PMO, CE, or TE project awards, whether prior contract has been completed or is still in progress, in each case referred to herein as a "Prior Award". A party serving as the prime consultant on PMO, CE or TE projects may not perform other work for the Tollway during the pendency of the respective PMO, CE, or TE contract (including extensions).

Notwithstanding the permission granted to complete work under Prior Award, the prime consultant, or any subconsultant, may not review its own firm's work on a Prior Award. In such cases where, in the course of performing duties as a PMO, CE, or TE, such party, or any subconsultant thereto, would need to review its own work, the Tollway may permit the use of an "ethical screen" approved by the Tollway at the time Statements of Interest for PMO, CE, or TE are submitted. Such ethical screens must, at a minimum, provide that there shall be no communications between employees of firms reviewing Prior Award work performed or supervised by such firm. For example, if a subconsultant to the CE has the responsibility of performing electrical lighting reviews for the prime consultant, and the subconsultant is also responsible for designing electrical lighting as a subconsultant on a Prior Award, the CE prime consultant may substitute either another subconsultant or an employee of their own firm to review the Prior Award's specific design submittal. As an additional example, if a CE prime consultant is reviewing work that prime consultant performed under a Prior Award, an approved ethical screen would allow different employees of the CE than those that worked on the Prior Award or a CE subconsultant uninvolved in the Prior Award to perform the review. The Tollway reserves the right to assess any other potential issues that a professional firm, professional individual, or the Tollway reasonably determines is inappropriate.

This notice is not intended to create confusion; rather it is to request the use of common sense and professional judgment. As professional firms, it is known that you should not place your firm in an unfair advantage, and when you believe there may be an issue, to quickly inform the Tollway so that appropriate steps can be taken to mitigate any such instance. This notice is not intended to address any potential conflicts of interest ruled upon by the Chief Procurement Officer and/or the Procurement Policy Board under the Illinois Procurement Code (30 Ill. Comp. Stat. 500). Violations of this section may result in termination of contracts for cause.

Demonstrated Experience / Prequalification: Item 1

Excerpt from Item 1 description:

1.4.1.5.3, II - Relevant Project Experience Consulting Engineer Services

*Include a minimum of three (3) **relevant** projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project.*

As required by 1.4.1.5.3, II and 4.3.4 Section 5, complete the below table to document the required years of experience.

<ol style="list-style-type: none"> 1. Name of Project 2. Project Location 3. Project Manager 4. Key Staff 5. Description of Project 	<ol style="list-style-type: none"> 1. Description of Your Firm's Role 2. Type of Project 3. Specific Project Involvement 	<ol style="list-style-type: none"> 1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address 	<ol style="list-style-type: none"> 1. Total Project Amount 2. Your Firm's Contract Amount and Fee 3. Project Completion Date 	<ol style="list-style-type: none"> 1. Name of Client 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

PSB 16-2 Published January 27, 2016

Demonstrated Experience / Prequalification: Item 2

Excerpt from Item 2 description:

1.4.2.5.3, II - Relevant Project Experience Traffic Engineer Services

*Include a minimum of three (3) **relevant** projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project.*

As required by 1.4.2.5.3, II and 4.3.4 Section 5, complete the below table to document the required years of experience.

<ol style="list-style-type: none"> 1. Name of Project 2. Project Location 3. Project Manager 4. Key Staff 5. Description of Project 	<ol style="list-style-type: none"> 1. Description of Your Firm's Role 2. Type of Project 3. Specific Project Involvement 	<ol style="list-style-type: none"> 1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address 	<ol style="list-style-type: none"> 1. Total Project Amount 2. Your Firm's Contract Amount and Fee 3. Project Completion Date 	<ol style="list-style-type: none"> 1. Name of Client 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

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**Exhibit A – Proposed Staff
PSB 16-2 Item #2**

Other Required Key Staff:

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

*If work is being performed by a Subconsultant list firm name also.

**Note the specific function listed in the Item description for Key Personnel

Attach resumes for Key Project Personnel.

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