

# PROFESSIONAL SERVICES BULLETIN 16-3

## ADDENDUM 1

*ADDENDUM 1 does change the due date or time.*

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

**Due Date: June 1, 2016**

**Successful Applicants will be notified.**

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

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No. 16-3 Addendum 1

Date April 12, 2016

ISTHA web site: [www.illinoistollway.com](http://www.illinoistollway.com)



Illinois Tollway 2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1  
TO  
PROFESSIONAL SERVICES BULLETIN No 16-3**

**Date April 12, 2016**

Addendum No. 1 does change the due date or time. Statements of Interest are due via email (SOIPSB.16-3@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Time, June 1, 2016.

**NOTES:**

Resulting changes are summarized here:

- **COVER PAGE**
  - The cover page is updated to reflect the revised due date. Change page is enclosed.
- **PART I: The Schedule**
  - 1.1 Contact Information is updated to reflect the revised due date. Change page 2R is enclosed.
- **PART IV: Representations and Instructions**
  - 4.2 Schedule for Consultant Selection is updated to reflect the revised due date. Change page 64R is enclosed.
  - 4.12 PSB 16-3 Compliance Matrix is updated to reflect the revised due date. Change page 73R is enclosed.

# PROFESSIONAL SERVICES BULLETIN 16-3

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

**Due Date: Wednesday, June 01, 2016**

**Successful Offerors will be notified.**

**Overall results will be posted on the Illinois Procurement Bulletin and the Tollway's website.**

## Professional Services Bulletin

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No. 16-3

Published April 01, 2016

ISTHA web site: [www.illinoistollway.com](http://www.illinoistollway.com)



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

# PART I: THE SCHEDULE

## 1.1 CONTACT INFORMATION

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

Professional Services Bulletin (PSB) 16-3 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 16-3, 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.16-3@getipass.com](mailto:SOIPSB.16-3@getipass.com), at least 10 days prior to the submittal date of June 01, 2016. The subject line should read: PSB 16-3 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.16-3@getipass.com](mailto:SOIPSB.16-3@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 June 01, 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. 16-3 Item Index

Item No.	Project No. / County	Description	Page
1	RR-16-4265 Cook, DuPage	<b>Tri-State Tollway, Design Corridor Management.</b> Project Management and Phase II Engineering.	4-5

## PART IV: REPRESENTATIONS AND INSTRUCTIONS

### 4.1 SELECTION CRITERIA

Members of the Consultant Selection Committee will not be available to discuss specifics of projects listed in this PSB between the date of the submittal and the Selection Committee meeting. Please do not send letters or e-mails expressing interest in specific projects to members of the Consultant Selection Committee.

Selection of professional consultants by the Tollway is based on the firm's professional qualifications, related experience, expertise, and availability of key personnel to be assigned to the project. SOIs will be evaluated based on the following criteria:

- Related experience and technical competence of the personnel and experience of the firms and/or Subconsultants proposed.
- Familiarity of the firm and any proposed subconsultants with the work described in the Item. Particular attention will be given to appropriate cost saving measures and innovative ideas that will benefit the Tollway.
- Ability to complete the work in the time required and the firm's existing workload.
- Commitment and availability of Key Personnel.
- Proposed method of accomplishing the project's objectives.

Consideration will also be given to the quality and scope of DBE (Reference Section 2.4 for definition of "DBE"), VOSB/SDVOSBE and Mentor Protégé proposals.

### 4.2 SCHEDULE FOR CONSULTANT SELECTION

The Tollway anticipates selecting consultants based on this estimated schedule:

Task	Date Due
Complete Statements of Interest (SOIs) are due no later than 4:30:00 pm CT on this date, including all required Attachments/Exhibits as specified in this PSB.	June 01, 2016
Consultant Selection	Week of July 18, 2016
Notify Consultants of Selection	Week of July 18, 2016
Final Proposal/Agreement Due from Selected Consultant	September 02, 2016
Board Approval – A copy of the subcontract agreement, if required, within fifteen (15) days after execution (generally the Notice to Proceed date) of the contract if selected, or after execution of the subcontract, whichever is later, must be submitted to the State Purchasing Officer (SPO) through the General Manager of Engineering at: 2700 Ogden Ave., Downers Grove, IL 60515	September 22, 2016
Notice to Proceed	October 28, 2016

## 4.12 PSB 16-3 COMPLIANCE MATRIX

This table lists the “must / shall / required” statements that MUST be addressed in your proposal. Failure to comply shall cause your offer to be rejected as non-responsive.

### Exchanges with Offerors after Offer Submission

- A. Discussions may be held with Offerors to clarify certain aspects of their offers.
- a. Discussions are limited exchanges between the Tollway and Offerors that may occur during the responsiveness determination.
  - b. These exchanges shall not provide an opportunity for the Offeror to revise its offer, but may address:
    - i. Deficiencies
    - ii. Errors
    - iii. Omissions
  - c. Responses are due to the Tollway on the common due date established by the Tollway when discussions are initiated. Offeror responses that are not received timely shall result in the offer being considered nonresponsive.
- B. Certain requirements are not open for discussion and, if not met, shall render the offer nonresponsive:
- a. Late submissions, including omission of any of the four (4) required documents as stated in the PSB:
    - i. Statement of Interest (SOI)
    - ii. Disclosures (DS)
    - iii. Exhibit C – Current Obligations (WL)
    - iv. SOITEAM Spreadsheet
  - b. Omission of State of Illinois requirements
  - c. Inability to meet eligibility requirements as stated in 44 Ill. Admin. Code 625.70, Confirmation of Eligibility.

PSB Reference	Must / Shall / Requirement
<b>Applicable to all Items</b>	
PART I, 1.1 Contact Information	SOI email submittals must be received by June 01, 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.
PART II, 2.4 Disadvantaged Business Enterprise (DBE) Participation	To qualify as an eligible DBE, the firm must be currently certified by one of the following agencies currently participating in the Illinois Unified Certification Program (IL UCP), or in the County of Cook, Illinois M/WBE Program or in the Small Business Administration SBA 8(a) Program. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency: <ul style="list-style-type: none"> <li><input type="checkbox"/> IL UCP - Illinois Department of Transportation (IDOT)</li> <li><input type="checkbox"/> IL UCP - Chicago Transit Authority (CTA)</li> <li><input type="checkbox"/> IL UCP - PACE</li> <li><input type="checkbox"/> IL UCP - METRA</li> <li><input type="checkbox"/> IL UCP - City of Chicago</li> <li><input type="checkbox"/> Cook County</li> <li><input type="checkbox"/> Small Business Administration SBA 8(a)</li> </ul> <b>Each DBE firm utilized must be listed in a certifying agency's database at the time of SOI submission to be considered acceptable. Please provide proof of certification (example: letter) with your SOI submittal (Certifications are to be included as attachments to Exhibit A – Proposed Key Staff).</b>
PART II, 2.6 State of Illinois Veteran Small Business Participation and Utilization Plan	Vendor must submit a Utilization Plan and Letter of Intent with its SOI.