

PROFESSIONAL SERVICES BULLETIN 16-3

ADDENDUM 5

ADDENDUM 5 changes the due date.

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

Due Date August 29, 2016

Successful Applicants will be notified.

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

No. 16-3 Addendum 5

Date July 19, 2016

ISTHA web site: www.illinoistollway.com



Illinois Tollway 2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 5
TO
PROFESSIONAL SERVICES BULLETIN No 16-3**

Date July 18, 2016

Addendum No 5 changes the due date. Statements of Interest for all items are due via email (SOIPSB.16-3@getipass.com) to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Time, Monday August 29, 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 and correct this link: SOIPSB.16-3@getipass.com. Change page 2RRR is enclosed.
 - Item 1 – Prequalifications have been updated. See attached, change pages 4R, 5R and 81RR,
 - Item 3 – Prequalifications have been updated. See attached, change pages 9R and 83RR
- **PART III: List of Documents, Exhibits, and Other Attachments**
 - 3.2 Demonstrated Experience / Prequalification – Item 4 is added. New page 24.1 is enclosed.
- **PART IV: Representations and Instructions**
 - 4.2 Schedule for Consultant Selection is updated to reflect the revised due date. Change page 66RRR is enclosed.
 - 4.3.4 Section 1 Executive Summary is updated to reflect a limit of 10 pages. Change page 67RR is enclosed.
 - 4.12 PSB 16-3 Compliance Matrix is updated to reflect the revised due date, and updated prequalifications for Item 1 and Item 3. Change pages 75RRR, 81RR, and 83RR are enclosed.
- The following questions were received in the SOIPSB Questions folder and are addressed below.

QUESTIONS: The Tollway has received the following questions to PSB 16-3 via email to the SOIPSB 16-3 mail box. The Tollway offers the following responses:

Question 1: Regarding PSB 16-3, we submit the following questions:

1. As described in Section 1: Executive Summary of 4.3.4, PSB 16-3 states that the Executive Summary is limited to five pages. For the extent of the work and approach associated with the respective PSB 16-3 items, will the Tollway extend the page limit to ten pages?

Response: The Tollway has increased the limit to ten pages. Change page 67RR is enclosed.

2. Please provide the limits associated with Item 1: RR-16-4265, Tri-State Tollway, Design Corridor Manager.

Response: The limits for Item 1 are: 95th Street (M.P. 17.5) to Balmoral Avenue (M.P. 40.0)

Question 2: We have the following questions regarding PSB 16-3. All of these questions are related to Item 2. Thanks.

1. Item 2: Is survey information and topographic mapping of the project area available to the selected consultant? If no, will that scope of work be covered under this contract?

Response: The selected consultant will be provided all survey information and topographic mapping of the project that is currently available. However, it is anticipated that this information will need to be updated by the selected consultant.

2. Item 2: Please confirm the 0.05% VOSB/SDVOSB participation goal as listed is correct.

Response: Yes, 0.05% that is the correct VOSB/SDVOSB participation goal.

3. Item 2: Please confirm a Project Engineer should not be listed for this project. Project Engineer is not listed as one of the individuals to include in Exhibit A, and the Exhibit A form does not list Project Engineer for Item 2. However, the guidelines for the Executive Summary on P. 67R of the PSB indicate a Project Engineer should be listed. Also, the SOITEAM.xls includes a place to list Project Engineer. For the Executive Summary, should we list our Environmental Lead, Planning Lead, and Roadway Lead, instead of a Project Engineer?

Response: A Project Engineer should not be listed for this project. The Executive Summary should include the Leads. The SOITEAM.xls should state "Not Applicable" in the Project Engineer cell.

4. Item 2: Will IDOT's Environmental Survey Request (ESR) Process covering biological resources, cultural resources, and special waste be used during the Tier 2 EIS?

Response: Yes, you should assume that IDOT's Environmental Survey Request (ESR) Process covering biological resources, cultural resources, and special waste will be used during the Tier 2 EIS.

5. Item 2: Will we be able to add subconsultants to our team during the Tier 2 EIS for special studies that might be identified during the Tier 1 EIS?

Response: Yes, sub-consultants may be added for new work not previously addressed.

6. Item 2: Will a Financial and Economic Impact Analysis be included in the scope of work for this contract?

Response: Yes, a Financial and Economic Impact Analysis be included in the scope of work for this contract

7. Item 2: Will a Traffic and Tolling Analysis be included in the scope of work for this contract?

Response: Yes, it is anticipated that a Traffic and Tolling Analysis will be included in the scope of work for this contract

Question: 3: We respectfully request the following clarifications:

1. For Item 2, Exhibit A asks for the Project Manager, Environmental Lead, Engineering Lead, Planning Lead, Drainage Lead, Structural Concepts Lead, Public Involvement Lead. A Project Engineer is not requested. This matches the request in the Item 2 dot points on pages 7 and 8. In Section 4.3 (Guidelines for Submitting Statements of Interest), 4.3.4 Section 1 Executive Summary requests the Name of Project Engineer. Should Exhibit A add a Project Engineer or should the Executive Summary include the Leads noted above without Project Engineer?

Response: A Project Engineer should not be listed for this project. The Executive Summary should include the Leads.

2. In Section 4.3 (Guidelines for Submitting Statements of Interest), 4.3.4 Offeror Commitment and Signature. For a teaming submittal, should the managing partner complete or should each of the teaming members also complete?

Response: The managing partner must complete the offeror commitment signature on behalf of the team.

Question 4: Can a sub-consultant on the GEC or PMO team be a sub-consultant on items in this bulletin?

Response: Yes, sub-consultants on the GEC and PMO teams can be sub-consultants for items on this PSB.

Question 5: In regards to PSB 16-3, we have two follow-up questions we were hoping you could address.

1. Please clarify that Air is no longer a required IDOT prequalification category.

Response: This confirms that Air is no longer an IDOT Prequalification category.

2. In regards to PSB 16-3 - Item 2, a requirement of the submittal is to demonstrate that both prime and subconsultant firms are prequalified with the Illinois Department of Transportation in the category of work they are performing (Section 4.3.1). How should a non-DBE subconsultant firm that will be providing specialized support services to the team, but does not have IDOT prequalifications, be represented in the Statement of Interest? Do all DBE subconsultant firms that do not currently possess IDOT prequalification in the category of work they will be performing require mentoring via the Mentor-Protégé Program?

Response: Section 4.3.1 refers to primes and subs who are leading the specified areas of work that require IDOT prequalification. The item description takes precedent over Section 4.3.1. Item 2 (Section 1.4.2.1) lists four (4) required prequalification categories, and notes that the prime may use a subconsultant to meet the Structures (Highway Bridges: Typical) category. The prime must be prequalified by IDOT in the other three (3) categories. For Item 2, only the four (4) categories listed in Section 1.4.2.1 require IDOT prequalification. Non-DBE subs should be identified in the SOI and in the SOITEAM Spreadsheet with their work scope noted. Unless

the sub (DBE or non-DBE) is assigned to lead the Structures (Highway Bridges: Typical) category, the sub does not need IDOT prequalification, and is not required to be under a Mentor-Protégé program. Please note that Mentor-Protégé arrangements are generally optional for PSB items. *Example:* The non-DBE subconsultant firm that performs specialized support services to the team, but does not have IDOT prequalifications, should be represented in the Statement of Interest by stating that they will support the prequalified firm in the prequalified firms' performance of their work. Whoever seals the work must be prequalified. If a sub performs a special survey or analysis that is used by the prequalified firm in doing their work, the sub does need to be prequalified.

Question 6: On items 1 and 3 the list of required prequals shows:

Special Plans - Lighting (which is not a prequal)
Is that the same as: Special Studies – Lighting

Response: Item 1 and Item 3 prequalification is now changed to: Special Studies (Lighting: Complex). See attached pages 4R, 9R, 81RR, and 83RR.

Question 7: I would just like some clarification for the team spreadsheet when submitting with one teaming partner. We have received our special name (V3CDBC). So on the spreadsheet:

1. Under the Prime Consultant Firm Name since we are the lead firm would we put in V3CDSC_TM3?

Response: The SOI Team Code assigned is V3CDSC_TM. Please use this code on the SOI and SOITEAM spreadsheet. Please refer to Section 2.7 for detailed instructions. This Section states: "Under the "Prime Consultant Firm Name" enter the Team Code name as provided by the Tollway, followed by the actual firm name of the Team Lead in parenthesis."

2. On the first column under sub-consultant information I am assuming we use the same name as above?

Response: Yes, that is correct. Please refer to Section 2.7 for detailed instructions. This Section states: "Subconsultants (Team participants) to the Teaming Agreement are to be listed under "Subconsultant Firm Name" by identifying the Team Code Name followed by the actual firm name in parenthesis."

3. For the Subconsultant firm names:
 - a. For our team member we use V3CDSC_TMDBSterlin (since DB Sterlin is our teaming partner

Response: Please use DB Sterlin. The Team Code is listed on the 1st column. Please refer to Section 2.7 for detailed instructions. This Section states: "Subconsultants (Team participants) to the Teaming Agreement are to be listed under "Subconsultant Firm Name" by identifying the Team Code Name followed by the actual firm name in parenthesis."

- b. Then for all others we just put the name of the sub or we put in V3CDSC_TM(name of sub)

Response: Please put the sub name. The Team Code is listed on the 1st column. Please refer to Section 2.7 for detailed instructions. This Section states: "Subconsultants to a Team member are to be listed after the Team member, followed by the participating partner's name in parenthesis."

Question 8: Just wanted to follow up on the below question. Also, I have two additional questions:

Should responders use the Offeror Commitment and Signature form included in Addendum 3 (Part III 3.1) or the version included for download on the PSB 16-3? They are slightly different.

Response: Please use the Offeror Commitment and Signature posted on the [Illinois Tollway's website](#).

Should responders use firm codes or firm names for subconsultants in the SOI spreadsheet?

Response: The SOITEAM Spreadsheet should include actual firm names, rather than name codes. Please refer to Section 4.4.3 for detailed instructions.

When submitting a statement of interest for a single item, can a prime firm/team have more than one mentor-protégé agreement?

Response: Yes, the prime firm / team may propose more than one mentor-protégé agreement. Please see response provided on Addendum 2, question #2.

Question 9: We submitted a question on Friday as seen below from the link in the PSB 16-3 that does not have the right address. It's soipsb.16-3@getpass.com on page 2 of the PSB. Also, our returned emailed didn't appear until today. Can we resubmit our question?

Response: The link was corrected on 5/24/2016 Addendum No 4. Firms may submit questions up to 10 days prior to the submittal date. Please refer to Section 1.1 for detailed information.

Question 10: Item 2 I-16-4266, IL 53/IL120 Environmental Impact Statement and Related Reports

The PSB indicates that the Firm must be pre-qualified by IDOT in Environmental Reports (Environmental Impact Statement).

Our firm is pre-qualified by IDOT at EIS level; however, the person we are targeting for Environmental Lead on this project because of experience is EA pre-qualified and works with our EIS pre-qualified leads. Is it acceptable to the Tollway to have the Environmental Lead for this project pre-qualified as EA with the firm's EIS pre-qualification?

Response: Yes, that approach is acceptable.

Question 11: What does this mean for Item 2, I-16-4266, the IL 53 EIS?? Is it still included and due on Aug.1 or is it pulled from the bulletin?

Response: Item 2 is included in PSB 16-3, and is due on August 29, 2016, per Addendum 5.

Question 11: I wanted to confirm that all of the items under PSB 16-3, particularly Item 4 have been pushed until August 1?

Response: All the items on PSB 16-3, including Item 4, are due on August 29, 2016, per Addendum 5.

Question 12: I am writing to clarify the due date and time on Addendum 4. Are all Items due 8/1/16, or is just Item 1 due 8/1/16?

Response: All items on PSB 16-3 are due on August 29, 2016, per Addendum 5.

PROFESSIONAL SERVICES BULLETIN 16-3

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

Due Date: Monday August 29, 2016

Successful Offerors will be notified.

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

Professional Services Bulletin

No. 16-3

Published April 01, 2016

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

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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) 16-3 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 at least 10 days prior to the submittal date of August 29, 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. 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 August 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. 16-3 Item Index

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

1.4.1 Item 1: RR-16-4265, Tri-State Tollway, Design Corridor Manager

This project has a 22.00% D/M/WBE participation goal and 1.50% VOSB/SDVOSB participation goal.

Design Corridor Management services are required for the design contracts associated with the Central Tri-State Tollway. The Consultant may also be required to perform yet to be determined design elements for this corridor. The Consultant may also be required to provide services during construction.

The contract is a six year contract.

1.4.1.1 SCOPE OF CONSULTANT SERVICES

The work generally encompasses design corridor management for the above project, and shall include but not be limited to the following:

1. Coordination and project management of design contracts.
2. Coordination and project management of contracts associated with land acquisition.
3. Coordination and project management of contracts associated with survey.
4. Coordination and project management of contracts associated with geotechnical studies.
5. Coordination and project management of contracts associated with environmental studies and permits.
6. Coordination and project management of contracts associated with utility investigations.
7. Coordination of Intergovernmental Agreements and/ or permits with IDOT, Local Agencies, airports and Railroads.
8. Program cost estimating and scheduling.
9. Ensuring consistency and designing elements of the corridor, to be determined.
10. Coordination with IDOT and other Local Agency contracts.
11. Coordination with project stakeholders including; airports, communities, business organizations, general public and other interested parties.
12. Coordination of corridor maintenance of traffic needed for field investigation.
13. Constructability reviews for design contracts.

In addition, the Consultant should have the ability to perform the above services either as the prime or through a sub consultant to their contract.

Item 1 Total Project Budget: \$1.67 billion.

Firms must be prequalified by IDOT in the following categories:

- Highways (Freeways)**
- Structures (Highway Bridges: Complex)**
- Structures (Railroad Bridges)**
- Geotechnical Services (Subsurface Explorations)**
- Special Services (Surveying)**
- Special Services (Aerial Mapping and LiDAR)**
- Special Services (Electrical Engineering)**
- Special Services (Mechanical Engineering)**
- Special Services (Architecture)**
- Special Services (Construction Inspection)**
- Special Services (Subsurface Utility Engineering)**
- Special Studies (Location Drainage)**
- Special Studies (Lighting: Complex)**

The Tollway will allow a Prime consultant to meet the prequalifications for Structures (Highway Bridges: Complex), Structures (Railroad Bridges), Geotechnical Services (Subsurface

Explorations), Special Services (Surveying), Special Services (Aerial Mapping and LiDAR), Special Services (Electrical Engineering), Special Services (Mechanical Engineering), Special Services (Architecture), Special Services (Construction Inspection), Special Services (Subsurface Utility Engineering), Special Studies (Location Drainage), and Special Studies (Lighting: Complex) through a subconsultant.

In addition to the above prequalification, the Tollway prefers that the Firms (or their subconsultants) be in, and show compliance with Appraiser Management Company Registration Act (PA 097-602) enacted August 26, 2011 and effective January 1, 2012. The Tollway prefers that the Firms have the following:

Illinois Certified General Appraisers licensed per (225 ILCS 458/) Real Estate Appraiser Licensing Act of 2002.

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

- 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).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for architectural related issues (must be an Illinois Licensed Professional Architect).
- The person who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical design related issues (must be an Illinois Licensed Professional Engineer).
- Construction Engineer, who will be responsible for reviewing the constructability of the contract plans (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements. This requirement may be satisfied by one individual who holds both licenses, or two individuals who are licensed in their appropriate categories.
- The person who will assume the duties to assist in Land Acquisition.

Schedule: Design for this project is scheduled to start in 2016. Construction of this project is scheduled to start in Spring 2018 and be completed by Fall 2022.

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-16-4267, Maintenance Facilities Site Design

This project has a 25.00% D/M/WBE participation goal and 1.00% VOSB/SDVOSB participation goal.

Phase II Engineering services are required for the design/ architectural plans for the Tollway's maintenance facilities. The Tollway may adjust the project scope to more accurately reflect the field conditions at time of negotiations. These services will include, but not limited to, the following:

1. Develop civil site plans and prepare contract documents for up to four (4) maintenance sites. Work will include incorporating a Tollway Maintenance Facility, as designed under contract RR-12-4079, into the contract documents. As such, the consultant may need to hire the RR-12-4079 firm as a subconsultant.
2. On call and as-needed work related to the Tollway Maintenance Facilities.

Construction estimate: Category C.

Firms must be prequalified by IDOT in the following categories:

Highways (Roads and Streets)
Special Studies (Lighting: Complex)
Special Studies (Location Drainage)
Special Services (Architecture)

The Tollway will allow a Prime consultant to meet the prequalifications for Special Studies (Lighting: Complex), Special Studies (Location Drainage), and Special Services (Architecture) through a subconsultant.

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

- The person who will assume the duties of the Program Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or Illinois Licensed Architect).
- The person who will assume the duties of the Project Architect (must be an Illinois Licensed Architect).
- The person(s) who will perform the QC/QA review work of all milestone submittals.

Schedule: This project is scheduled to start in Spring 2017.

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.

3.2 DEMONSTRATED EXPERIENCE/PREQUALIFICATION – Item 4

Each Statement of Interest submitted for Item 4 must include a Demonstrated Experience / Prequalification form.

3.3 EXHIBITS

The following Exhibits shall be submitted in accordance with PSB submittal instructions in PART IV, and are available on the Tollway website. Refer to paragraph 4.3.4 for guidelines.

- Exhibit A: Proposed Staff
 - Required - Submit with SOI
- Exhibit B: Environmental Questionnaire
 - If required by the item, submit with SOI
- Instructions for Completing Exhibit C
- Exhibit C: Current Obligations
 - Required - Submit as a separate pdf document
- Exhibit D: Availability of Key Project Personnel
 - Required - Submit with SOI
- Exhibit E-DBE: Partnership- Mentor/Protégé Program
 - If proposing a mentor-protégé arrangement with a DBE firm, this Exhibit is required.
 - Submit with SOI
- Exhibit E-VOSB: Partnership- Mentor/Protégé Program
 - If proposing a mentor-protégé arrangement with a VOSB/SDVOSB, this Exhibit is required.
 - Submit with SOI
- Exhibit F: Veteran Small Business Participation and Utilization Plan
 - If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI
- Illinois Tollway Standard Business Terms and Conditions
 - Required - Submit with Forms A or Forms B Disclosures
- SOITEAM Spreadsheet
 - Required - Submit as a separate Excel file

Demonstrated Experience / Prequalification: Item 4

Excerpt from Item 4 description:

1.4.4 - In addition, the consultant, or their subconsultant, must demonstrate a minimum of five (5) years of experience in ITS work related to transportation projects. Special consideration will be given to firms demonstrating experience in highway transportation system ITS work.

As required by 1.4.4 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 2. Project Manager 3. Key Staff 4. 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 16-3 Published July 19, 2016

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.	August 29, 2016
Consultant Selection	Week of October 16, 2016
Notify Consultants of Selection	Week of October 16, 2016
Final Proposal/Agreement Due from Selected Consultant	November 30, 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	December 15, 2016
Notice to Proceed	January 30, 2017

4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

4.3.1 Required Format for Submitting Statements of Interest

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any consultant, prime or sub must be prequalified by IDOT in the category of work they are performing or as stated in the item description, unless the subconsultant is being mentored in the Mentor-Protégé Program. All pre- qualifications must be obtained no later than the final date established for the receipt of Statements of Interest for any items offered.

4.3.2 All Exhibits submitted for this PSB must be current. Exhibits from previous PSBs will not be accepted.

4.3.3 Prequalified firms may indicate their desire to be considered for selection on any of the projects listed within this PSB by submitting a separate SOI for each project.

4.3.4 Each SOI must be submitted using the following basic format:

COVER SHEET

Include Full Legal Firm Name, PSB Number, Item Number, and **all** known sub-consultants (Full Legal Firm Names).

TABLE OF CONTENTS

Include Section Number and Page Numbers

OFFEROR COMMITMENT and SIGNATURE

Include the Offeror Commitment and Signature pages following the Table of Contents. These pages are shown in PART III, 3.1, and are available on the Tollway website and through this link:

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

Section 1. Executive Summary (limit of 10 pages)

- A. Legal Name of firm, address, telephone number, e-mail address and contact person.
- B. List all known subconsultants, the work the firm(s) will be performing and a contact person for each. Identify any DBEs (Reference Section 2.4 for definitions) and VOSB/SDVOSBs. Include Mentor Protégé data if applicable.
- C. Name of Project Manager.
- D. Name of Project Engineer.
- E. Project Understanding.
- F. Project Approach (include brief statement of firm's unique qualifications and experience, approach to the project's specific challenges such as maintenance of traffic, environmental constraints, budget constraints, schedule constraints, design challenges, etc.).
- G. Statement that firm will meet or exceed the DBE goal and VOSB/SDVOSB goal as applicable for the item. Include the proposed percentage of work to be completed by proposed DBE and VOSB/SDVOSB firms (Percentages shall match those submitted with SOI Team Spreadsheet).

Section 2. Organization Chart

Include names and titles for all Key Project Personnel

Section 3. Personnel:

Exhibit A: Proposed Staff

Please include Exhibit A as part of Section 3 and complete as follows:

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
Applicable to all Items	
PART I, 1.1 Contact Information	SOI email submittals must be received by August 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.
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"> <input type="checkbox"/> IL UCP - Illinois Department of Transportation (IDOT) <input type="checkbox"/> IL UCP - Chicago Transit Authority (CTA) <input type="checkbox"/> IL UCP - PACE <input type="checkbox"/> IL UCP - METRA <input type="checkbox"/> IL UCP - City of Chicago <input type="checkbox"/> Cook County <input type="checkbox"/> Small Business Administration SBA 8(a) 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).
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.

PART II, 2.11 Clarification of Quality Control/Quality Assurance Requirements	The Quality Control/Quality Assurance personnel on Exhibit A shall not be the same personnel preparing the data. b) QC/QA personnel must be different individuals than those preparing the documents.
PART II, 2.12 Consultant Contract Forms	Selected consultants should be prepared to execute the appropriate Agreement template. Any exceptions shall be noted in the consultant's Statement of Interest.
PART III, 3.1 Offeror Commitment and Signature	Include the Offeror Commitment and Signature pages in each Statement of Interest following the Table of Contents. Offeror must mark each blank below as appropriate; mark N/A when a section is not applicable to the PSB Item offered. Offeror understands that failure to meet all requirements is cause for disqualification. 3. Submission of all Documentation Required in PSB 16-3: Offeror is submitting with its SOI any and all documents required in PSB 16-3. Exhibits from previous Professional Services Bulletins will not be accepted. Offeror understands that incomplete or missing documentation will render the offer non-responsive. 9. Exhibit D: Availability of Key Project Personnel: The Offeror provided with its SOI, Exhibit D, which must include Key personnel as identified in the item detail, for both Prime and subconsultants. 14. Illinois Board of Elections Registration: The Offeror understands that Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest), and has enclosed a copy of the registration certificate with the Certification/ Disclosure forms.
PART III, 3.2 Demonstrated Experience / Prequalification	Each Statement of Interest submitted for Item 4 must include a Demonstrated Experience / Prequalification form.
PART III, 3.3 Exhibits	The following Exhibits shall be submitted in accordance with PSB submittal instructions in PART IV, and are available on the Tollway website. <ul style="list-style-type: none"> • Exhibit A: Proposed Staff <ul style="list-style-type: none"> ○ Required - Submit with SOI • Exhibit B: Environmental Questionnaire <ul style="list-style-type: none"> ○ If required by the item, submit with SOI • Instructions for Completing Exhibit C • Exhibit C: Current Obligations <ul style="list-style-type: none"> ○ Required - Submit as a separate pdf document • Exhibit D: Availability of Key Project Personnel <ul style="list-style-type: none"> ○ Required - Submit with SOI • Exhibit E: Partnership- Mentor/Protégé Program <ul style="list-style-type: none"> ○ If proposing a mentor-protégé arrangement, this Exhibit is required. Submit with SOI • Exhibit F: Veteran Small Business Participation and Utilization Plan <ul style="list-style-type: none"> ○ If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI • State of Illinois Standard Business Terms and Conditions <ul style="list-style-type: none"> ○ Required - Submit with Forms A or Forms B • SOITEAM Spreadsheet <ul style="list-style-type: none"> ○ Required - Submit as a separate Excel file
PART III, 3.3 Exhibits, Exhibit A	The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel. (Applies to both Items 1 and 2.)
PART III, 3.3 Exhibits, Exhibit F	To qualify as an eligible VOSB/SDVOSBE, the firm must be currently

Instructions for Submitting Disclosures	<p>responsive. FORMS A section contains eight forms and shall be returned by Offerors that are <u>not</u> registered in the Illinois Procurement Gateway (IPG).</p> <p>FORMS B contains three forms and shall be returned by Offerors that <u>have</u> a current approved IPG registration number.</p> <p>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. Team leads must submit either Forms A or Forms B for themselves and their team members.</p>
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Applicable to Item 1

PART I, 1.4.1 Item 1: RR-16-4265, Tri-State Tollway, Design Corridor Manager	<p>Firms must be prequalified by IDOT in the following categories:</p> <ul style="list-style-type: none"> Highways (Freeways) Structures (Highway Bridges: Complex) Structures (Railroad Bridges) Geotechnical Services (Subsurface Explorations) Special Services (Surveying) Special Services (Aerial Mapping and LiDAR) Special Services (Electrical Engineering) Special Services (Mechanical Engineering) Special Services (Architecture) Special Services (Construction Inspection) Special Services (Subsurface Utility Engineering) Special Studies (Location Drainage) Special Studies (Lighting: Complex) <p>The Tollway will allow a Prime consultant to meet the prequalifications for Structures (Highway Bridges: Complex), Structures (Railroad Bridges), Geotechnical Services (Subsurface Explorations), Special Services (Surveying), Special Services (Aerial Mapping and LiDAR), Special Services (Electrical Engineering), Special Services (Mechanical Engineering), Special Services (Architecture), Special Services (Construction Inspection), Special Services (Subsurface Utility Engineering), Special Studies (Location Drainage), and Special Studies (Lighting: Complex) through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • 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). • The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer). • The person who will be responsible for drainage design related issues (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for architectural related issues (must be an Illinois Licensed Professional Architect). • The person who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer). • The person who will be responsible for mechanical design related issues (must be an Illinois Licensed Professional Engineer).
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	<p>work groups and press conferences, drafting press releases and property owner contact letters, etc.</p> <ul style="list-style-type: none"> ○ The person who will perform the QC/QA review work of all milestone submittal documents. This person must be an Illinois Licensed Professional Engineer for roadway work, and an Illinois Licensed Structural Engineer for structural work; the QA/QC personnel must have adequate review experience for their assigned discipline.
Applicable to Item 3	
<p>PART I, 1.4.3 Item 3: RR-16-4267, Maintenance Facilities Site Design</p>	<p>Firms must be prequalified by IDOT in the following categories:</p> <p>Highways (Roads and Streets) Special Studies (Lighting: Complex) Special Studies (Location Drainage) Special Services (Architecture)</p> <p>The Tollway will allow a Prime consultant to meet the prequalifications for Special Studies (Lighting: Complex), Special Studies (Location Drainage), and Special Services (Architecture) through a subconsultant.</p> <p>Key personnel listed in Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • The person who will assume the duties of the Program Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or Illinois Licensed Architect). • The person who will assume the duties of the Project Architect (must be an Illinois Licensed Architect). • The person(s) who will perform the QC/QA review work of all milestone submittals.
Applicable to Item 4	
<p>PART I, 1.4.4 Item 4: I-16-4666, Elgin O’Hare Western Access, U.S. 20 to York Road</p>	<p>The prime firm must be prequalified by IDOT in the following category:</p> <p>Special Services (Construction Inspection) Special Services (Electrical Engineering)</p> <p>In addition, the consultant, or their subconsultant, must demonstrate a minimum of five (5) years of experience in ITS work related to transportation projects. Special consideration will be given to firms demonstrating experience in highway transportation system ITS work.</p> <p>The Tollway will allow a prime firm to meet the prequalifications for Special Services (Electrical Engineering) through a subconsultant.</p> <p>Key personnel listed on Exhibit A for this project must include:</p> <ul style="list-style-type: none"> • 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) • 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