

PROFESSIONAL SERVICES BULLETIN 17-1

ADDENDUM 2

ADDENDUM 2 does not change the due date or time.

STATEMENTS OF INTEREST are due by 4:30:00 p.m. (local time)

Due Date: April 3, 2017

Successful Offerors will be notified.

**Overall results will be posted on the Illinois
Procurement Bulletin.**

No. 17-1 Addendum 2

Date March 27, 2017

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 2
TO
PROFESSIONAL SERVICES BULLETIN No 17-1**

March 27, 2017

Addendum No 2 does not change the due date or time. Statements of Interest are due via email (SOIPSB.17-1@getipass.com), to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, April 3, 2017.

NOTES:

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

QUESTIONS: The Tollway has received the following questions to PSB 17-1 via email to the SOIPSB 17-1 mail box. The Tollway offers the following responses:

Question 1: Section 2.8 Teaming agreement (page 31) notes, “All former policies and procedures referring to Joint Venture still apply, with Teaming as the name of the effort.” And all of the text in that section makes it seem like the proposer only prepares an SOITEAM spreadsheet if you are a JV—plus you need to seek a “name code” for that team.

Section 4.12 on page 93 and 94, however, notes that the SOITEAM spreadsheet needs to be part of all submittals or you’re deemed non-responsive.

Please confirm that only teams led by a Joint Venture need to complete and submit the SOITEAM spreadsheet as part of their submission.

Response: If a firm is submitting as a prime, the SOITEAM spreadsheet must be submitted. For Joint Venture submissions, only the Team Lead is required to fill out a SOITEAM spreadsheet which includes all Team Members and subconsultants.

Question 2: Item N, page 7, states “Leadership in Energy and Environmental Design (LEED) Professional: The Offeror should also provide information relative to the capabilities and resources of its lead Illinois office, any Illinois branch offices, and a listing of Illinois office personnel by discipline that would be assigned to this project that have not been identified above.”

The supporting sentence under Leadership in Energy and Environmental Design (LEED) professional does not seem to support that heading, but instead seems to be additional submittal requirements. Please confirm that this requirement does not pertain to the LEED professional, but is additional depth of resources information requested.

Response: Correct. This is additional submittal requirements. This does not pertain to the LEED professional.

Question 3: Exhibit A: The current Exhibit A form does not include information tables for the following Key Personnel:

- Project Manager
- Deputy Project Manager
- Project Principal

Can the Tollway revise the current Exhibit A form and include these positions? Or, can the submitter modify the forms to include these positions?

Response: Key Personnel on the Exhibit A form has been added. The revised Exhibit A form has been uploaded to the Illinois Tollway website under Bids and Bulletins (PSBs – Professional Services Bulletin 17-1).

Question 4: Per page 40 of the PSB, the Demonstrated Experience/Prequalification Item 1 should be used for the project experience. However, this form is not available from the PSB 17-1 list of available forms. Can the Tollway please provide the demonstrated experience form template, or please confirm that submitters can recreate the form, as long as it matches the format and exact information identified in the PSB? 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: Numbering on the form has been corrected. The revised form has been uploaded to the Illinois Tollway website under Bids and Bulletins (PSBs – Professional Services Bulletin 17-1).

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: Anticipated Percentage. Please note that a new “Subcontractor/Subconsultant-Delinquent Debt Review” form has been updated and uploaded to the Illinois Tollway website under Bids and Bulletins (PSBs – Professional Services Bulletin 17-1). The new form is part of the Illinois Tollway Standard Business Terms and Conditions document.

Question 6: PSB 17-1, Consulting Engineer Services, please confirm whether Exhibit B, Location/Design – Environmental Questionnaire is required for this item.

Response: Yes it is required.

Question 7: Are the Forms A and Forms B Certification/Disclosure Forms required for the entire team including sub consultants or just the Prime/Joint Venture Firms?

Response: Disclosures are required for the Prime / Teaming Agreements (Joint Venture Firms). Disclosures for Subconsultants will be required as soon as selection is made on PSB 17-1.

3.2

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** complex projects 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 17-1 Published February 16, 2017

Exhibit A – Proposed Staff PSB 17-1, continued

The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel

Landscape Architect ** (Item 1)			
Name:			
Firm:			
Category:	Illinois Licensed Landscape Architect		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Information Technology (IT) Professional ** (Item 1)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

ITS Professional ** (Item 1)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

LEED Professional ** (Item 1)			
Name:			
Firm:			
Category:	Experience IAW		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Manager ** (Item 1)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Deputy Project Manager ** (Item 1)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Principal ** (Item 1)			
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



**Sub-Consultant Information/Delinquent Debt Review
Consultant
Sub-Consultant
FEIN**

Date: _____

Project Number: _____

Project Name: _____

DELINQUENT DEBT REVIEW

Sub-Consultant Disclosure.

Will you be using any sub-consultants? Yes No

If yes, you must identify below, to the extent the information is known, the names, addresses and type of work all Sub-Consultants you will be using in the performance of this Contract, together with the anticipated percentage each is expected to receive pursuant to this Contract. The State may request updated information at any time. For purposes of this section Sub-Consultants are those specifically hired to perform all, or part, of the work of this contract or to provide the supplies requested by the State.

Upon request, our firm agrees to provide a copy of the subcontract, if required, within fifteen (15) days after execution of the contract if selected, or after execution of the subcontract, whichever is later, for those subcontracts with an annual value of more than \$50,000. All subcontracts over \$50,000 must include the same certifications that the Vendor must make as a condition of the contract. The vendor shall include in each subcontract the sub-contractor/consultant certifications as shown on the Standard Sub-contractor Certification form available from the State.

Delinquent Payment. The Sub-Contractor/Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The Contractor/Consultant further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the Contractor/Consultant or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

**CONTRACTOR/
CONSULTANT**

Consultant: _____

Federal Employment Identification Number (FEIN) _____

E-Mail: _____

Include an attachment if more space is needed to provide the below information. The attachment must provide the requested information.

NOTE for Construction Contracts: List all known sub-contractors including those identified in the Bid Package on DBE Form 2025 and VOSB Form 2025, and include any name listed in the "Under Contract To" section of these forms.

<u>Sub-Consultant(s)</u>	<u>Sub-Consultant FEIN</u>	<u>Address</u>	<u>General Type of Work</u>	<u>Anticipated Percentage of Contract (to extent known)</u>

Signature: _____

Date: _____

Printed Name: _____