

PROFESSIONAL SERVICES BULLETIN 17-4

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

STATEMENTS OF INTEREST are due by 4:30:00 p.m.

(Central Standard Time)

Due Date: August 22, 2017

Successful Offerors will be notified.

Overall results will be posted on the Illinois
Procurement Bulletin.

No. 17-4 Addendum 1

Date August 1, 2017

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 17-4**

August 1, 2017

Addendum No 1 does not change the due date or time. Statements of Interest are due via email (SOIPSB.17-4@getipass.com), to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, August 22, 2017.

NOTES:

Addendum 1

- deletes the requirement on Item 1 for the Project Manager to have a PMI Certification
- change Key Personnel on Page 81R - Design Project Manager to Project Manager
- deletes requirement Illinois Licensed Professional Engineer for the Program Controls Manager (Page 81R).

Revised pages 5R, 27R, and 81R accompany this addendum.

deployment of all ITS projects and initiatives on the Tollway from conceptual design through maintenance and operation.

- Administrative Assistance. Assist in the internal day-to-day administration of the Engineering Department which may include the reviewing of correspondence, the transmitting and tracking of Tollway documents.
- Information Technology Support as requested by the Chief of IT. Tasks may include the design, deployment, troubleshooting and support of the Tollway's network, internal databases, security and network initiatives.
- Business Systems Support as requested by the Chief of Business Systems. Tasks may include the management of and coordination with the Tollway's electronic toll collection (ETC) contractor, and providing technical assistance in the installation, monitoring and troubleshooting of the ETC systems.
- Document Control Management. Management of the flow of information (electronic & hard copies) into and out of the Engineering Department. Document control tasks may include the archiving of information and providing staff to support Tollway administrative processes and procedures, as well as compliance with state record retention requirements.
- Communications and outreach coordination and facilitation. Tasks assigned may include establishing an external communications outreach plan to disseminate project and program information and solicit feedback from a wide range of project stakeholders. This task may include developing presentations, managing specific project or corridor outreach programs, developing information to be shared with stakeholders and conducting planning and design charrettes for capital program projects.

1.4.1.5.4 Miscellaneous Services

- Other facilities. The Consultant may be responsible for rent and other costs associated with housing Tollway and other consultant staff in off-site facilities required for the Move Illinois Program. Costs, including rent, office furniture rental, copying machines, etc., will not be considered when calculating D/M/WBE and VOS/SDVOSBE participation.

1.4.1.6 Guidelines for Submitting Statements of Interests:

In addition to Section 4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI) REFERENCE SECTION of this PSB, all Statements of Interest shall include the following.

1.4.1.6.1 Project Team Matrix and Staffing Plan

The Offeror shall submit a project team matrix that clearly illustrates the key personnel of the organizational structure proposed to accomplish the management, technical, and administrative services required. The Offeror shall identify the Key Personnel and the key technical staff of the team. The firm employing each of these key personnel must be identified.

Key Personnel

The Offeror shall identify and provide relevant information concerning the Offeror's other project management and key technical personnel. These individuals can be the employees of any firm on the team. Key personnel must include, but not be limited to:

- A. Project Manager
- B. Program Controls Manager
- C. Design Monitor
Must be an Illinois Licensed Professional Engineer
- D. Construction Monitor
Must be an Illinois Licensed Professional Engineer

Exhibit A – Proposed Staff PSB 17-4

Please provide the information for the following Key Project Personnel, (Key Project Personnel are defined as those specific positions identified in each PSB Item, and are subject to approval by the Tollway if they change during contract performance), including the staff from the Sub Consultants. **The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel**

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

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

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

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

Project Manager (Item 2)**			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Construction Corridor Manager (Item 2)**			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Resident Engineer (Item 2)**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Materials Coordinator (Item 2)**			
Name:			
Firm:			
Category:	Documentation Certification Number- IDOT class S-14		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Document Technician (Item 2)**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Materials QA Technician (Item 2)**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

	<p>Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required per unique Offeror / Team.</p>
<p>PART IV, 4.5 Disclosures and Certifications, 4.5.1 Instructions for Submitting Disclosures</p>	<p>The submittal shall contain either FORMS A or FORMS B. Offers submitted without FORMS A or FORMS B shall be deemed non-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>
<p><i>Applicable to Item 1</i></p>	
<p>PART I, Professional Services Bulletin No. 17- 4 Item Detail, Item 1, 1.4.1.6.1 - Project Team Matrix and Staffing Plan</p>	<p>In addition to Section 4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI) REFERENCE SECTION of this PSB, all exhibits shall include:</p> <p>The Offeror shall submit a project team matrix that clearly illustrates the key personnel of the organizational structure proposed to accomplish the management, technical, and administrative services required. The Offeror shall identify the Key Personnel and the key technical staff of the team. The firm employing each of these key personnel must be identified.</p> <p><u>Key Personnel</u></p> <p>The Offeror shall identify and provide relevant information concerning the Offeror's other project management and key technical personnel. These individuals can be the employees of any firm on the team. Key personnel must include, but not be limited to:</p> <ul style="list-style-type: none"> A. Project Manager B. Program Controls Manager C. Design Monitor <i>Must be Illinois Licensed Professional Engineer.</i> D. Construction Monitor <i>Must be Illinois Licensed Professional Engineer.</i>
<p><i>Applicable to Item 2</i></p>	
<p>PART I, 1.4.2 PART I, 1.4 Professional Services Bulletin No. 17-4 Item Detail, Item 2, 1.4.2.2 Contract Provisions and Prequalification</p>	<p>PRE-QUALIFICATIONS: To be considered for this project, firms must be pre-qualified by the Illinois Department of Transportation (IDOT) in:</p> <ul style="list-style-type: none"> • Highways: Freeways. • Structures: Highway Typical; Highway Advanced Typical; Highway Complex; Railroad Bridges; Major Bridges. • Special Services: Construction Inspection; Quality Assurance Testing. <p>The Tollway will allow a prime firm to meet the prequalifications for Highways (Freeways); Structures (Highway Typical), Structures (Highway Advanced Typical), Structures (Highway Complex), Structures (Railroad Bridges), Structures (Major Bridges) and Special Services (Quality Assurance Testing) through a subconsultant.</p>