

# PROFESSIONAL SERVICES BULLETIN 17-4

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

## Professional Services Bulletin

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No. 17-4

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Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

# TABLE OF CONTENTS

## PART I: THE SCHEDULE

1.1	Contact Information	2
1.2	Acceptance of Scanned Signatures	2
1.3	PSB Item Index	2
1.4	PSB Item Details	3-10

## PART II: CONTRACT CLAUSES AND REQUIREMENTS

2.1	Consultant/Subconsultant Conflicts of Interest within Tollway Projects	11
2.2	Inspector General	11
2.3	Financial Information	12
2.4	Illinois Tollway's Contract Payment Policy	12-13
2.5	Disadvantaged, Minority, Women Owned Business Enterprise (DBE) Participation	13-14
2.6	Partnering for Growth Program Guidelines	15
2.7	State of Illinois Veteran Small Business Participation and Utilization Plan	15
2.8	Teaming Agreement	15-17
2.9	Phase III: Construction Engineering Services	18
2.10	Construction and Quality Assurance Consultants	18-19
2.11	Quality Assurance Prequalification Category	19-20
2.12	Clarification of Quality Control/Quality Assurance Requirements	20
2.13	Consultant Contract Forms	20
2.14	Self-Performance	20

## PART III: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

3.1	Offeror Commitment and Signature	21-22
3.2	Demonstrated Experience/Prequalification	23-24
3.3	Exhibits	25
	Exhibit A: Proposed Staff	26-28
	Exhibit B: Not Required	
	Instructions for Completing Exhibit C	29
	Exhibit C: Current Obligations	30-33
	Exhibit D: Availability of Key Project Personnel	34
	Exhibit E-DBE: Partnering for Growth(formerly Mentor/Protégé) Program	35-40
	Exhibit E-VOSB: Partnering for Growth (formerly Mentor/Protégé) Program	41-46
	Exhibit F: Veteran Small Business Participation and Utilization Plan	47-55
	Illinois Tollway Standard Terms and Conditions	56-63

## PART IV: REPRESENTATIONS AND INSTRUCTIONS

4.1	Selection Criteria	64
4.2	Schedule for Consultant Selection	64
4.3	Guidelines for Submitting Statements of Interest (SOI)	65-67
4.4	Submittal Instructions	67-69
4.5	Disclosures and Certifications	69-70
4.6	Complaint Procedure	70
4.7	Useful Links	71
4.8	Illinois Procurement Bulletin (IPB) Notice	71
4.9	Information on Accessing the Tollway Website	71-72
4.10	Future Professional Service Bulletins	73
4.11	Reserved	74
4.12	PSB Compliance Matrix	74-82

# PART I: THE SCHEDULE

## 1.1 Contact Information

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

Professional Services Bulletin (PSB) 17-4 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 17-4, including all Exhibits and forms, is available on the Tollway's website at <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>. 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.17-4@getipass.com](mailto:SOIPSB.17-4@getipass.com) at least 10 days prior to the submittal date of August 22, 2017. The subject line should read: PSB 17-4 Question. Answers will be addressed via an Addendum published on the IPB. Please call if you need assistance: (630) 241-6800, ext. 3836.

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.17-4@getipass.com](mailto:SOIPSB.17-4@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 22, 2017, 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. 17-4 Item Index

Item No.	Project No. / County	Description	Page
1	I-17-4093 Systemwide	<b>PMO Contract. Program Management Office and Technical/ Administrative Services.</b> PMO Contract. Program Management and Technical/ Administrative Services	3-7
2	I-17-4326 Cook, DuPage	<b>Construction Corridor Manager and Owner's (Tollway) Representative Services (CCM/OR) – Central Tri-State Tollway.</b>	8-10

## **1.4 Professional Services Bulletin No. 17-4 Item Detail**

Details follow for each of the two (2) PSB 17-4 items. The Mile Posts listed in the project details (Section 1.4) are approximate.

### **1.4.1 Item 1: I-17-4093, PMO Contract. Program Management Office and Technical/Administrative Services**

This project has a 28% D/M/WBE participation goal and 3% VOSB/SDVOSB participation goal.

The Tollway requests Program Management Office services (PMO) on an as-needed basis as directed by the Chief Engineering Officer. The project limits for the PMO services are for the entire Tollway system and Capital Programs.

#### **1.4.1.1 Contract Term**

This contract shall provide for a ten (10) year term, subject to the Tollway's periodic review, approval and satisfaction with the PMO's performance, and may be terminated by the Tollway at any time upon a stipulated notice period, or extended upon agreement of both parties.

Certain contracts require that a prime consultant and/or subconsultant cannot perform other services for the Tollway, and this item is among those contracts See PART II, Section 2.1 for additional information.

The Tollway's Move Illinois program is a 15 year, \$14.0 billion program.

**NOTICE: A party selected to perform the services under this PSB will only be permitted to perform such services, or those substantially similar, for the Tollway for a maximum of ten years consecutively (under any one or more contracts or extensions). Additionally, starting upon award of the instant contract, in the event any party performs, or will have performed, as the PMO for any consecutive ten-year period, such party will not be considered for PMO services in the immediately following solicitation for those services. By way of example, if a party which has previously served as the PMO for, say, the past eight years is awarded the instant contract and serves under such contract for five years (total of thirteen consecutive starting with the instant award), that party would not be eligible to bid on the immediately following solicitation for PMO services. This requirement applies only to a party serving in a prime role.**

#### **1.4.1.2 Contract Provisions:**

Selection of professional consultants by the Tollway is not based on competitive bidding, but on the firms' professional qualifications, related experience and the expertise of key personnel to be assigned to the project.

#### **1.4.1.3 Oral Presentations are Tentatively Scheduled for September 18, 2017**

Some or all of the firms submitting SOIs for the project may, at the sole discretion of the Tollway, be required to appear for an oral presentation. The oral presentations, if required, shall be conducted so as to solicit additional information and enable the Tollway to evaluate the capability of the applicable Offerors in providing the desired services. If the Tollway notifies a Offeror that an oral presentation is required, the Tollway shall inform that Offeror of the schedule, order and procedure for the presentation, including its content, time limits, and use of handouts and visual aids. The Tollway may tape record and/or videotape any presentations and/or make them open for public viewing. The oral presentations, if any, shall be evaluated by the Selection Committee. Notwithstanding the foregoing, the Tollway emphasizes that it may elect to forego oral presentations for all or some Offerors. Consequently, all SOIs should be comprehensive and clear. No Offeror should rely upon the opportunity to present additional or clarifying information later.

#### **1.4.1.4 Schedule**

This project is scheduled to start in November 2017.

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.

#### **1.4.1.5 Scope of Consultant Services**

PMO services shall be coordinated with existing Tollway staff and with the Traffic Engineering and Consulting Engineering consultants and may include the following tasks:

##### **1.4.1.5.1 Program Management Services:**

- Overall Program Management. Manage the implementation of the Tollway's current Move Illinois program and potentially any subsequently-approved capital programs. Overall program management responsibilities may include but are not limited to a review of the current systems in place for project cost/budget controls, and schedule controls and recommendations for any changes based on this review.
- Comprehensive Program Controls, including cost controls, cost estimating, and master program scheduling to monitor the overall program and individual project budget, expenditures and schedule. This task could also be considered as a Technical/ Administrative Service task and may include a review of current methods and implementing changes deemed necessary based upon recent recommendations.
- Design & Construction Management. Project managers to supplement existing Tollway staff in the day to day management of design and construction contracts.
- Program Development. Assist in the on-going program budget development and development of future programs.
- Errors and Omissions Review. Assist the Tollway in evaluating potential errors and omissions on design, construction management and construction contracts.
- Contract Claims review: Assist the Tollway in evaluating construction claims.

##### **1.4.1.5.2 Technical/Administrative Services:**

These services are defined as positions that report to Tollway personnel to fill specific needs of the Tollway. These services include, but are not limited to:

- Intergovernmental agreement development, coordination, processing and tracking of payments.
- Diversity Program Management. Responsible for the development, implementation, management, reporting, monitoring, enforcement and coordination of the Tollway's Diversity Program which includes the Disadvantaged Business Enterprise (DBE) and Equal Employment Opportunity (EEO) Program. Diversity management may also include assisting in creating policies, procedures and overseeing a comprehensive communication and outreach program.
- GIS support. Management of the Tollway's GIS database that includes construction drawings, utility locations, ROW data and lane closures. Other tasks may include the development of applications, maps and exhibits for internal and external use. A detailed review of the data base framework may be required to identify areas of streamlining the process.
- Fiber optic and utility coordination. Task may include providing administration and coordination for the maintenance, relocation and repair of the Tollway's fiber optic system in addition to coordinating the relocation of other utilities located on the Tollway's property.
- Information Technologies System Deployment. Assist with the planning, design, deployment, operation, and maintenance of all intelligent transportation systems projects and initiatives on the Tollway, excluding electronic tolling. Tasks may include day-to-day management of the

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  
*Must hold PMI certification*
- B. Program Controls Manager
- C. Design Monitor  
*Must be an Illinois Licensed Professional Engineer*
- D. Construction Monitor  
*Must be an Illinois Licensed Professional Engineer*

#### 1.4.1.6.2 Method for Providing PMO Services

The Consultant shall propose their method for providing Program Management services; however, in general, the Tollway is interested in how the Consultant will address the following:

1. Staffing: This includes incorporating the Consultant's team within the Tollway employees.
2. Program Controls: This includes cost estimating, scheduling, forecasting, budget analysis, and financial assistance necessary for either the Consultant or the Tollway to provide the management of the Tollway's Move Illinois program.
3. Design Management: The capability of monitoring design contracts with respect to schedule, scope, and budget for the Tollway's Move Illinois program.
4. Construction Management: The capability of monitoring construction and construction management contracts with respect to schedule, scope, and budget for the Tollway's Move Illinois Program.
5. Document Controls: This includes the management of Tollway documents, from both internal and external sources, as required for either the Consultant or the Tollway to provide the management of the capital programs.
6. Cost Estimating Services: The capability of providing cost estimating services, specifically addressing the consultant's process for producing accurate cost estimates and the specific methods used in developing the cost estimates.
7. Technical Expertise: The capability of providing technical support for Information Technology and Business Systems.
8. Financial Cost Savings: The capability of initiating measures to implement and identify areas of cost savings for the Tollway. Respondents should include examples of cost savings measures and innovations.

#### 1.4.1.6.3. Relevant Project Experience PMO Services

Include a minimum of three (3) **relevant** projects accomplished within the past 10 years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. **Include the following for each project identified in the categories below:**

- Project name
- Project location
- The person who will assume the duties of the Program Manager (must be an Illinois Licensed Professional Engineer).
- A brief description of the project and the work performed, including the project's size, complexity, and fee
- Name, address, telephone number, and e-mail address of client contact to serve as reference

#### Tollway Projects

Include additional projects that specifically identify and describe the firm's experience related to Tollway projects, including the Illinois Tollway or any other Tollways in the United States. The Offeror should also provide the **total** firm's billings for the past 10 years in performing typical PMO services on Tollway projects, and briefly identify those projects.

#### Other Transportation Projects

The Offeror should summarize any relevant experience working with transportation agencies and other governmental bodies operating in this region and/or with which the Tollway regularly works or interacts, including the Illinois Department of Transportation (IDOT), the Federal Highway Administration (FHWA), the Environmental Protection Agency, and the United States Army Corps of Engineers.

#### Project Management and Coordination Experience

The Offeror must describe its experience in providing project management and coordination services similar to the services required and described above. This description should specifically address the

Offeror's record in delivering completed projects on time and on budget.

Other Criteria to be considered

- A. Proven systems, techniques and resources designed to facilitate effective decision-making and stakeholder coordination.
- B. Demonstrated ability of the proposed team leadership to secure cooperation and progress from consultants and client personnel without having direct contractual or organizational authority.
- C. Workforce diversity among the individuals comprising the proposed management team.
- D. Financial capacity to deliver the required services.
- E. Anything that could impede the ability of the PMO to protect the interests of the Tollway.
- F. Compliance with all applicable local, City, State and Federal laws, ordinances and statutes. Compliance with the Tollway regulations and requirements including required disclosures and certifications.
- G. Level, relevance and quality of the proposed D/M/WBE and VOS/SDVOSBE utilization plan.

Other

All final documents shall be submitted in hard copy and electronic format.

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.



#### **1.4.2 Item 2: I-17-4326, Construction Corridor Manager and Owner's (Tollway) Representative Services (CCM/OR) – Central Tri-State Tollway.**

This project has a 28% D/M/WBE participation goal and 1.5% VOSB/SDVOSB participation goal.

The Tollway requests Construction Corridor Management Services and Owner's (Tollway) Representative (CCM/OR) on an as-needed basis as directed by the Chief Engineering Officer or Chief Operating Officer. The project limits for the CCM/OR services are for the Central Tri-State Corridor project between 95th Street (M.P. 17.8) and Balmoral Avenue (M.P. 40.0); however, since the Tollway is finalizing design and construction limits the Tollway may modify project limits and scope during and after the time of negotiations. The Tollway may consider adding construction management services to this contract at time of negotiations or after.

##### **1.4.2.1 Contract Term**

This contract shall provide for a ten (10) year term, subject to the Tollway's periodic review, approval and satisfaction with the CCM/OR's performance, and may be terminated by the Tollway at any time upon a stipulated notice period, or extended upon agreement of both parties.

The Tollway's Central Tri-State Corridor program is a 10-year, \$4 billion program.

##### **1.4.2.2 Contract Provisions and Prequalifications:**

###### **See Part IV section 4.3.1 for additional information**

Selection of professional consultants by the Tollway is not based on competitive bidding, but on the firms' professional qualifications, related experience and the expertise of key personnel to be assigned to the project.

SUBCONTRACTING: Subcontracting required areas of pre-qualification is acceptable as detailed below.

PRE-QUALIFICATIONS: To be considered for this project, firms must be pre-qualified by the Illinois Department of Transportation (IDOT) in:

- **Highways:** Freeways.
- **Structures:** Highway Typical; Highway Advanced Typical; Highway Complex; Railroad Bridges; Major Bridges.
- **Special Services:** Construction Inspection; Quality Assurance Testing.

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.

##### **1.4.2.3 Schedule**

This project is scheduled to start in January 2018.

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.

##### **1.4.2.4 Scope of Consultants Services**

###### **1.4.2.4.1 Central Tri-State Construction Corridor Management and Owner's (Tollway) Representative Services (CCM/OR):**

- The firm will perform Construction Corridor Management and Owner's (Tollway) Representative (CCM) services for the Phase III Engineering services for future Construction Management contracts for work on the Central Tri-State Corridor project. The firm shall coordinate with the Tri-State Corridor Design Corridor Manager (DCM). These services will consist of but not be limited to constructability reviews, industry coordination, review of packaging and timing of construction contracts, coordination with Construction Managers (CMs), monitor and coordinate if requested by the Chief Engineering Officer or Chief Operating Officer progress with respect to utilities, utility relocation, permits and land acquisitions as they impact planned construction activities, etc.
- The firm will act as the Owner's (Tollway) Representative beginning with Phase I design and through the construction and completion of the project. The Consultant may also be required to perform yet to be determined construction management (CM) elements for the corridor. The project manager or designee should report monthly to the Chief Engineering Officer and Chief Operating Officer regarding project status and problems and short and long term scheduling of the project and any other projects or matters the Chief Engineering Officer and Chief Operating Officer may require from the firm to move this project forward in a timely, safe and financially responsible manner.
- The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the ICAPP Manual. All CADD file documents shall be required to contain all record drawing modifications.

#### 1.4.2.5 Guidelines for Submitting Statement of Interest:

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.

##### 1.4.2.5.1 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  
*Must be an Illinois Licensed Professional Engineer*
- B. Construction Corridor Manager  
*Must be an Illinois Licensed Professional Engineer*
- C. Resident Engineer
- D. Materials Coordinator  
*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.***
- E. Document Technician
- F. Materials QA Technician

#### 1.4.2.5.1. Method for Providing CCM/OR Services

The Consultant shall propose their method for providing Construction Corridor Management and Owner's (Tollway) Representative services; however, in general, the Tollway is interested in how the Consultant will address the following:

1. Staffing: This includes incorporating the Consultant's team within the Tollway employees.
2. Coordination with DCM: This includes how the Consultant will coordinate with the DCM during the design process.
3. Coordination with future Construction Management contracts: This includes a description of how the Consultant plans to coordinate with future Construction Management contract.
4. Coordination with future Construction contracts: This includes a description of how the Consultant plans to coordinate with future Construction contract.
5. Maintenance of Traffic: This includes a description of how the Consultant plans to monitor and coordinate maintenance of traffic during construction, and a description of potential issues and how they would address them during construction.
6. Utilities: This includes a description of how the Consultant plans to coordinate and mitigate utility issues during construction.
7. Communication: This includes a description of how the Consultant's communication plan during construction, specifically as to how they would coordinate with the Tollway's Communication Department focusing on lane closures and other construction activities; and how they would communicate with the Tollway in general.
8. Land Acquisition: This includes a description of how the Consultant plans to coordinate, communicate and mitigate right of way issues during design and construction.

#### 1.4.2.5.2. Relevant Project Experience CCM/OR Services

Include a minimum of three (3) **relevant** projects accomplished within the past 10 years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. **Include the following for each project identified in the categories below:**

- Project name
- Project location
- The person who will assume the duties of the Project Manager.
- The person who will assume the duties of the Construction Corridor Manager
- (must be an Illinois Licensed Professional Engineer).
- A brief description of the project and the work performed, including the project's size, complexity, and fee
- Name, address, telephone number, and e-mail address of client contact to serve as reference

##### Tollway Projects

Include additional projects that specifically identify and describe the firm's experience related to Tollway projects, including the Illinois Tollway or any other Tollways in the United States. The Offeror should also provide the **total** firm's billings for the past 10 years in performing typical CCM/OR services on Tollway projects, and briefly identify those projects.

##### Other Transportation Projects

The Offeror should summarize any relevant experience working with transportation agencies and other governmental bodies operating in this region and/or with which the Tollway regularly works or interacts, including the Illinois Department of Transportation (IDOT), the Federal Highway Administration (FHWA), the Environmental Protection Agency, and the United States Army Corps of Engineers.

##### Project Management and Coordination Experience

The Offeror must describe its experience in providing project management and coordination services similar to the services required and described above. This description should specifically address the Offeror's record in delivering completed projects on time and on budget.

Other

All final documents shall be submitted in hard copy and electronic format.

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.

## **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 be selected to perform work under PSBs published prior to the PMO, CE, or TE project awards, whether selections under the PSB have been completed or are still in progress, in each case referred to herein as a "Prior Award". Except as noted above, 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).

Even if the prime consultant is also selected under a Prior Award, the prime consultant's, or any subconsultant's project team personnel, may not review that team's own 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 the proposal that would give rise to a potential conflict 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 or the Tollway may decline to award projects.

### **2.2 Inspector General**

The Consultant hereby acknowledges that pursuant to Section 8.5 of the Toll Highway Act (605 ILCS 10/8.5) the Inspector General of the Illinois State Toll Highway Authority ("OIG") has the authority to conduct investigations into certain matters including but not limited to allegations of fraud, waste and abuse, and to conduct reviews. The Consultant will fully cooperate in any OIG investigation or review. Cooperation includes providing access to all information and documentation related to the goods/services described in this Agreement, and disclosing and making available all personnel involved or connected with these goods/services or having knowledge of these goods/services. All subcontracts must inform Subcontractors of this provision and their duty to comply.

## 2.3 Financial Information

### 2.3.1 Direct Labor Multiplier

The Direct Labor Multiplier to be used on projects advertised in the PSB is as follows:

Phase I and II (Studies, Design, and Survey)	2.8
Phase III (Construction Management)	2.8
Project Staff at Tollway Facilities	2.5

- The 2.5 multiplier applies to contracts with personnel permanently assigned to a Tollway facility, such as the Central Administration Building (CA). The 2.5 multiplier does not pertain to personnel assigned to construction field offices for Phase III (Construction Management).

The Direct Labor Multiplier for specialty engineering services, such as Aerial Mapping and LiDAR, will be based upon the firm's current overhead determined during contract negotiations.

### 2.3.2 Salary Caps and Personnel Compensation

Maximum Salary Cap for all Project Personnel is \$70 per hour when a Direct Labor Multiplier payment method is used.

#### Temporary personnel with Specialized Expertise

*Personnel brought in as "experts" can bill at a rate not to exceed \$85 per hour with the written approval of the Chief Engineering Officer. These personnel are not assigned to the project as Key Personnel but are available to assist in specific areas of expertise as needed and as requested by the Tollway.*

### 2.3.3 Other Contracting Methods

The Illinois Tollway, **in its sole discretion, may consider**, when it is in the best interest of the Tollway, other payment methodologies in lieu of Direct Labor Multiplier. Other considerations include "flat rate" or "lump sum" methodology that would be further defined at the time of negotiations. Other payment methodologies could negate or alter sections 2.3.1 Direct Labor Multiplier and 2.3.2 Salary Caps and Personnel Compensation.

### 2.3.4 Not Used

### 2.3.5 Allowable Direct Costs

The Allowable Direct Cost and Allowable Direct Cost –Construction Inspection list was last updated October 01, 2013 and is available on the Tollway's website.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

Website for State Reimbursement Rates

<https://www.illinois.gov/cms/Employees/travel/Pages/default.aspx>

Click on the "For Employees" tab and then on the "Travel Guide".

For information on accessing the Tollway Website please refer to the Table of Contents.

## 2.4 Illinois Tollway's Contract Payment Policy

The Illinois Tollway will no longer make payments under contracts for costs incurred during the preceding calendar year if any invoice for that work is received after February 28th of the subsequent fiscal year.

This policy will enable the Illinois Tollway to close its financial books both on time and accurately. In order to meet the requirements of Generally Accepted Accounting Principles and those of the Illinois Auditor General and external auditors, the Tollway must account for all of its expenditures for a given calendar year before the end of the subsequent February.

The Illinois Tollway's current contracts already require vendors to submit their invoices and progress reports on the 20<sup>th</sup> of each month for the previous month's work. Therefore, we do not anticipate this change in policy to have an adverse impact on payment of invoices.

This policy includes payment of any "re-bill" issues that may arise. We are unable to make any payments for work in a given calendar year if it has not been properly invoiced to the Illinois Tollway by February 28th of the following year.

## 2.5 Disadvantaged Business Enterprise (DBE) Participation

The Tollway hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged, minority, women-owned business and Small Business Administration (SBA) 8(a) enterprises are encouraged to submit a Statement of Interest (SOI) response to this invitation and/or to participate in the advertised Disadvantaged Business Enterprise (DBE) goal of the work to be performed under the contract as a sub-consultant.

**Any agreement between a Consultant and a DBE or other subconsultant in which the Consultant requires that the subconsultant not provide professional services proposals to other consultants is prohibited.**

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:

- IL UCP - Illinois Department of Transportation (IDOT)
- IL UCP - Chicago Transit Authority (CTA)
- IL UCP - PACE
- IL UCP - METRA
- IL UCP - City of Chicago
- Cook County
- Small Business Administration SBA 8(a)

**Each DBE firm utilized must be listed in a certifying agency's database at the time of the expiration of the extended documentation period described below if utilized as described below 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).**

You can view/print and download the most current listing of DBE firms at:

- IDOT's web site: <https://webapps.dot.illinois.gov/UCP/ExternalSearch>
- City of Chicago's web site: <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp>
- County of Cook, Illinois' web site: <https://cookcounty.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?XID=2768&TN=cookcounty>
- Small Business Administration's SBA 8(a) web site: [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm).

### **Extended Documentation Period for Proposers with a Technical Issue related to the DBE Commitment Made on a Statement of Interest:**

**All required DBE documentation must be completed to the fullest extent possible and submitted with the statement of interest (SOI), including the Utilization Plan/SOI Team Spreadsheet. If a DBE Utilization Plan is not submitted with the SOI, the SOI may be deemed non-responsive.**

Each Proposer submitting a statement of interest who has a DBE commitment with a technical issue related to DBE participation that is identified during initial review of a statement of interest (SOI) by the Tollway shall be allowed, upon email notification from the Tollway, an extended documentation period which will extend until 5:00 pm CT on the second business day after the day the notification is sent (e.g. if a proposer is notified on Monday, extended documentation period concludes on Wednesday at 5:00 pm). The extended documentation period allows Proposers solely to correct their initial Utilization Plan/SOI Team Spreadsheet to add or adjust DBE participation to:

- meet or exceed the initial DBE commitment stated in the SOI, if that initial commitment was above the advertised DBE goal, or
- meet or exceed the goal, if the initial DBE commitment stated in the SOI was below the advertised DBE goal.

The Proposer shall submit an amended DBE Utilization Plan/ SOI Team Spreadsheet if additional or adjusted DBE participation is secured by the end of the extended documentation period.

Under no circumstances is a Proposer allowed to remove, replace or reduce the DBE participation of a certified DBE firm listed in the initial Utilization Plan/SOI Team Spreadsheet without prior written consent of ISTHA. Increases to DBEs listed in the initial Utilization Plan/SOI Team Spreadsheet are allowed. Under no circumstances is the Proposer allowed to change any documentation unrelated to the correction of the technical issue identified. If an addition or adjustment is made to the DBE portion of the Utilization Plan/SOI Team Spreadsheet during the extended documentation period, a brief statement describing the revision(s) must be included with resubmittal of the Utilization Plan/SOI Team Spreadsheet. Any other changes to the original statement of interest will not be accepted.

**Illinois Tollway Disclaimer Statement: Disadvantaged Business Enterprises (DBE) Directory, City of Chicago or Cook County, Illinois Minority and Women-Owned Business (M/WBE) Directories, or Small Business Administration SBA 8(a) Directory**

Firms listed in either the Illinois Unified Certification Program (IL UCP) Disadvantaged Business Enterprises Directory or the City of Chicago Minority and Women-Owned Business Directory have been certified as a Disadvantaged Business Enterprise (DBE) by one of the IL UCP participating agencies (Illinois Department of Transportation, City of Chicago, Chicago Transit Authority, Metra and Pace) or by the City of Chicago. Firms listed in the County of Cook, Illinois M/WBE Directory have been certified as Minority or Women Owned Business Enterprises by the County of Cook, Illinois. Firms listed in the Small Business Administration SBA 8(a) Directory have been certified as SBA 8(a) business enterprises by the Small Business Administration.

The criteria, standards and procedures by which certification decisions are made can be obtained from any of the certifying agencies. These directories are to be used as an “informational source only” and the following must be considered:

- Certification does not mean that a firm is in any way prequalified to provide the products and/or services the firm claims it can provide. “Certification” means that the agency has determined, on the basis of information provided and the representations therein, that a business is a bona fide DBE. The certifying agency does not, as a result of any listing, make any representation concerning the ability of any listed firm to perform work in the specialty listed;
- The Tollway does not, through its use of and referral to certification lists, make any representation concerning the ability of any listed firm to perform work in the specialty listed.
- The Illinois Tollway, in awarding a contract, has discretion in determining whether a DBE firm’s listed work categories are eligible to be counted toward the fulfillment of DBE contract goals; and
- It is the responsibility of all vendors to:
  - a) Conduct their own investigation to determine the capability and capacity of the DBE firm(s) to satisfactorily perform the proposed work; and
  - b) Ensure the DBE firm(s) is currently certified. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency.

These directories list the most current certified firms. If there are any questions concerning these directories, please contact the certifying agency



## 2.6 Partnering for Growth Program Guidelines (formerly Partnership-Mentor/Protégé Program Guidelines)

The Partnering for Growth Program and Documents have been updated effective March 2017, and are available on the Tollway's Website at: <https://www.illinoistollway.com/doing-business/diversity-development/programs>

The Partnering for Growth Program applies to both Veteran-Owned Small Businesses (VOSBs) / Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and DBE firms. Separate Exhibit E – Partnering for Growth Program - Memorandum of Understanding forms are available for use with a VOSB/SDVOSB or a DBE firm.

## 2.7 State of Illinois Veteran Small Business Participation and Utilization Plan

This solicitation includes a specific Veteran Small Business participation goal as specified in each Item detail based on the availability of CMS certified veteran-owned and service-disabled veteran-owned small business (VOSB/SDVOSB) vendors to perform or provide the anticipated services required by this solicitation. The Veteran Small Business participation goal is applicable as specified in each Item detail. In addition to the other award criteria established for this solicitation, the Tollway will award this contract to a Vendor that meets the goal or makes good faith efforts to meet the goal. Vendor must submit a Utilization Plan and Letter of Intent with its SOI. Refer to PART III List of Documents, Exhibits, and Other Attachment, for submittal instructions. As stated in Exhibit F, to qualify as an eligible VOSB/SDVOSB, the firm must be currently certified, at the time of the PSB due date, by the Department of Central Management Services. Registration is available at:

<http://www.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx>

## 2.8 Teaming Agreement

The action of joining forces with another consultant to submit on a Professional Services Bulletin (PSB) is called Teaming. All former policies and procedures referring to Joint Venture still apply, with Teaming as the name of the effort.

Team offers shall comply with the same requirements set forth for individual offers, including but not limited to the submittal (under the Team's SOI code name) of the Statement of Interest, SOI Team Spreadsheet, Exhibits, and Disclosures. A Team offer represents a unique submittal, and shall not be combined with an individual offer from the Team Lead or submittals from other, unique teams.

Team members must clearly be identified with the Statement of Interest submittal, and Team Lead shall be considered the Prime Consultant upon selection. The selection criteria for the Team will include the Team members' prequalification categories, and the sum of the individual firm's work capacity and evaluation history.

The Tollway requires the Team to perform no less than 40% of the work, meaning the Team cannot subcontract more than 60% of the project work. The scope of work to be performed by each Team member and its subcontractors must be clearly defined and leave no room for interpretation in the Statement of Interest. Each Team member must make a substantial contribution to the performance of the work being completed by the Team. What is meant by substantial depends upon the number of participants in the Team, the professional qualifications of each member, and the nature of the work being performed.

The Tollway **DOES NOT** have a form for Teaming Agreements. The firms submitting as a Team are required to obtain and submit their Teaming Agreement. A Teaming Agreement, signed by all members, **MUST** be submitted within ten (10) business days after contract negotiations and prior to Board award. The Teaming Agreement will clearly identify the Team members, their percentage interest / share, as well as respective rights and responsibilities. The Teaming Agreement shall further designate a Team

Lead who will assume responsibility for invoicing. The Team may have no more than three participants.

Each Team member shall procure and maintain separate insurance policies that meet the Tollway's insurance requirements. The Tollway's standard insurance requirements are set forth in the Consultant Agreement boiler plates (See Tollway website: <https://www.illinoistollway.com/doing-business/construction-engineering/forms> under Doing Business> Construction and Engineering: Consultant Resources under Consultant Forms). Each Team member will procure and maintain policies that meet the required Prime's level of coverage and shall indemnify the Team against claims arising from their performance under the Team, as well as agreeing to be joint and severally liable upon termination of the Team. In the event of the termination of the Team, the insurance and indemnification rights of the Team must be assignable to the Tollway as a matter of law. Proof of compliance with these requirements must be submitted to the Tollway prior to issuance of a Notice to Proceed.

Team Statement of Interest (SOI) submittal requirement overview:

- Designate a single point of contact who shall serve as the Team's primary contact with the Tollway.
- Indicate the Team member responsible for each prequalification category.
- The Team Lead shall submit outstanding work obligations, and Forms A or Forms B disclosures (as applicable) for each of the Team members.
- Identify the Team member responsible for invoicing.
- For Exhibit A, plus other required documents specified in the PSB, combine the information for all participating Team members.
- Submit the Teaming Agreement within ten (10) days after contract negotiation and prior to Board award.
- 

A firm planning to submit a Statement of Interest as a Team is required to contact the Tollway for a Team SOI Firm Name Code. Contact Grace Gomez via e-mail at [ggomez@getipass.com](mailto:ggomez@getipass.com). The Team SOI Firm Name Code as provided by the Tollway is required to identify and process the submittal as a Team proposal.

Only the Team Lead is required to fill out a SOITEAM.xls spreadsheet on behalf of the Team. It is imperative that the other Team members do NOT submit a SOITEAM.xls spreadsheet if they are not the Team Lead. The Team Lead must clearly identify the Team members and subconsultants doing work for or in conjunction with the Team within the Team SOITEAM.xls spreadsheet submittal.

Example of a Team (TM) submittal:

Companies forming Team are:

- Company A
- Company B
- Company C

Team Firm Name Code as provided by the Tollway is: ABC\_TM

Team members naming parameters are:

- ABC\_TM (Company A) "Managing Partner"
- ABC\_TM (Company B) ABC\_TM (Company C)
- Subcontractors to the Team Lead: J. Smith Consulting (Company B)
- F.J. Engineering (Company C)
- Subcontractors to the Team members: G. Engineering (Company A)
- Materials Inc. (Company A)
- Surveying Services (Company B) Jersey Consulting (Company B) KL Services (Company C)
- L MN Engineering (Company C)

When entering prime consultant or subconsultant information in the SOITEAM spreadsheet, please follow the below instructions:

- 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.
- 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.

- Subconsultants to a Team member are to be listed after the Team member, followed by the participating partner's name in parenthesis.

**Note:** When entering data into the SOITEAM.xls spreadsheet the following must be followed:

- Remove / delete the spreadsheet tabs for those items which your Team is not submitting.
- Submit one (1) SOITEAM.xls spreadsheet per Team (i.e. if you enter into more than one Team (different participants) you will need to submit a separate SOITEAM.xls spreadsheet for each. **Note:** not for each item but for each separate, unique Team).
- When saving the SOITEAM.xls spreadsheet for submittal to the Tollway place the cursor in cell B3.
- Do not change formatting.
- Do not change tab colors.
- Do NOT cut and paste information.
- When entering Yes or No responses, responses are to be Yes or No not Y or N
- Ensure you enter the SOI information under the tab / item number for your submitted SOI.
- Example: Don't enter information into the tab for Item 1 if you are submitting for Item 8.
- When submitting the offer or submitting information to the Tollway, ensure you use the correct Team Code name as provided by the Tollway. Only the Team Lead should submit PSB e-mails.
- Outstanding work obligations, and certification and disclosure forms shall be submitted by the Team Lead on behalf of each of the Team members.

Below is a sample of how the Team members and subcontractors are to be entered and submitted within the SOITEAM.xls spreadsheet.

		Primary Contact Information	
Prime Consultant Firm Name	FEIN Number	Name	Phone Number
ABC_TM (Company A)	12#####	Brian Barnes	312-123-4567
For each Sub- Consultant enter Prime Consultant Firm Name	Sub- Consultant Firm Name	FEIN Number	Sub-Consultant Contact Person
ABC_TM (Company A)	ABC_TM (Company B)	2#####1	Ida Ingells
ABC_TM (Company A)	ABC_TM (Company C)	2#####1	Jerry James
ABC_TM (Company A)	G. Engineering (Company A)	34#####	Allan Adams
ABC_TM (Company A)	Materials Inc. (Company A)	3#####4	Greg Gardener
ABC_TM (Company A)	Surveying Services (Company B)	4#####3	Heidi Hey
ABC_TM (Company A)	Jersey Consulting (Company B)	56#####	Belinda Barnes
ABC_TM (Company A)	KL Services (Company C)	5#####6	Kenny Klinger
ABC_TM (Company A)	L MN Engineering (Company C)	6#####5	Lewis Light

## 2.9 Phase III: Construction Engineering Services

The following applies to all Phase III Engineering service items.

After the Consultant has been selected, the Construction Manager (CM) shall provide the following to the Tollway:

The Consultant selected for the Construction Management (CM) Services shall submit for the Tollway's review and approval, a management plan for the specific Project for which the Consultant is selected. This plan shall include an outline of the full-time or part-time plant and on-site inspection services sampling and laboratory testing the Consultant plans to provide for Quality Assurance. The selected CM's Consultant's Quality Program (CQP) shall include the identification and pre-qualifications of the Field Inspectors and Laboratory Technicians to be assigned to this project as employees of the Consultant or a qualified Subconsultant. The CQP shall include periodic verification by an independent qualified Subconsultant that the Quality Assurance operations are proceeding as specified using the proper methods of sampling and testing.

The name of any accredited Material Laboratory(s) to be utilized for the Quality Assurance work must be provided with the CQP. The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency sample programs. The Portland cement concrete PCC inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are scheduled to be in Illinois this year.

The laboratory shall be accredited in the entire test procedures specified in IDOT Bureau of Materials and Physical Research (BMPR) Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design." The current IDOT policy can be found in IDOT's Manual of Test Procedures for Materials. <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Memorandums-&-Letters/Highways/Materials/Concrete/6-08.1minimumprivatelabrequirements.pdf>

Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density." (Detailed on the next page.)

The Laboratory Technicians to be assigned to this project must be prequalified by having passed the IDOT 3-day Aggregate training courses for Aggregate Testing and the IDOT QC/QA Level I and Level II (HMA and PCC) Testing Courses.

The Field Inspectors assigned to this project for on-site Quality Assurance must be prequalified by having passed the IDOT QC/QA Half-Day Nuclear Density training course, for earthwork quality control and for monitoring the on-site bituminous construction work. The Field Inspectors assigned to the on-site quality control of concrete placement shall be prequalified by having passed the IDOT/ACI Portland Cement Concrete Level I training course. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density."

The Consultant's Quality Assurance responsibilities at the material production plants shall be performed by a Field Inspector having passed the 3-day IDOT Aggregate Gradation Control System training course combined with the IDOT QC/QA Level I and Level II (HMA and PCC) Testing courses to perform the specified inspection of approved materials at the concrete and bituminous plants.

## 2.10 Construction and Quality Assurance Consultants

### S 33-Geotechnical Field Testing and Inspection Class

S 33 is a required class for technicians performing soil tests on construction projects. This includes consultant personnel providing Construction Inspection or Quality Assurance Testing on Tollway projects. The Illinois Department of Transportation (IDOT) will schedule sessions of this class after determining the demand. Below is a description of the class and sign-up information.

**Course Objectives**

The student will be able to do the following: 1. Determine the Standard Dry Density and Optimum Moisture content of soil or soil mix according to AASHTO T 99. 2. Determine in-place density in accordance with approved test procedures. 3. Select the correct soil curve by the use of a one-point proctor and/or textural classification of the soils. 4. Determine the moisture content of a soil by either laboratory or field methods. 5. Perform validity checks of the soil test results. 6. Report results in accordance with departmental requirements.

**Prerequisites:**

1. One year of college level technical training or six months experience, or consent of the course instructor.
2. High school math, including ability to calculate percentages.

**Course Length:**

Two Days, including written examination.

**Cost:**

There is no cost to consultants.

**Location:**

District One, District Eight, and other locations determined by demand.

**Schedule:**

As determined by demand; late fall, winter, and early spring.

**To Register:**

Mail or Fax a note or e-mail Brad Risinger in the Technical Training Unit. For each proposed registrant, provide name, firm name, address, phone, FAX and e-mail. Please list multiple registrants in priority order, since seating in initial classes may be limited.

Brad Risinger  
IDOT – Bureau of Operations  
313 Hanley Building, Room 009  
2300 S. Dirksen Parkway Springfield, IL 62764  
(217)557-2070  
FAX (217)782-1927  
[Brad.Risinger@illinois.gov](mailto:Brad.Risinger@illinois.gov)

## 2.11 Quality Assurance Prequalification Category

From the Illinois Department of Transportation (IDOT):

This notice is for consultants who are or wish to be, prequalified in the Quality Assurance (QA) prequalification category. The requirement for accreditation of QA Testing laboratories was phased in over time and is now required.

QA Testing labs must be fully accredited to be considered for any new contracts or to renew prequalification.

NOTE: Neither prequalification nor accreditation is required for consultants working directly for contractors, performing Quality Control (QC) activities.

Synopsis of requirements:

- The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency sample programs. The Portland cement concrete PCC inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by

AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are scheduled to be in Illinois this year.

- The laboratory shall be accredited in all of the test procedures specified in IDOT Bureau of Materials and Physical Research (BMPR) Policy Memorandum “Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design.” The current IDOT policy can be found in IDOT’s Manual of Test Procedures for Materials. <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Memorandums-&-Letters/Highways/Materials/Concrete/6-08.1minimumprivatelabrequirements.pdf>
- Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, “Standard Earth Density.” The laboratory must be accredited under the AASHTO Accreditation Program (AAP).

The description of the prequalification categories, the SEFC, and the BMPR Policy Memo may be viewed or downloaded from the IDOT Internet Site: <http://www.idot.illinois.gov/>

Information about the AAP accreditation and AMRL programs may be found on the AMRL Web Site: <http://www.nist.gov/>

Information about the CCRL inspection and proficiency sample programs may be found on the CCRL Web Site: <http://www.nist.gov/>

## 2.12 Clarification of Quality Control/Quality Assurance Requirements

A Statement of Interest listing the same individual as being responsible for performing both the work and Quality Control/Quality Assurance for the same work **is not** acceptable. The Quality Control/Quality Assurance personnel on Exhibit A shall not be the same personnel preparing the data. If the prime firm does not have personnel to cover the QC/QA requirements then a Sub-consultant prequalified in the category may be used.

The following highlighted sections have been added to the Guidelines in the Professional Services Bulletin and the solicitations.

Complete Exhibit A as follows:

- a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project solicitation. Include firm name if work is to be completed by a sub-consultant.
- b) QC/QA personnel must be different individuals than those preparing the documents.

## 2.13 Consultant Contract Forms

Standard forms, exhibits and associated instructions to be used by construction management and design services engineering consultants in preparing proposals and agreements with the Tollway are located on the Tollway website. Contracts will be awarded based on the standard Agreement templates. Selected consultants should be prepared to execute the appropriate Agreement template. Any exceptions shall be noted in the consultant’s Statement of Interest.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

## 2.14 Self-Performance

The minimum self-performance for a stand-alone prime consultant is 40%.



# PART III: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

## 3.1 Offeror Commitment and Signature

Include the Offeror Commitment and Signature pages in each Statement of Interest following the Table of Contents. These pages are shown below, and are available on the Tollway website and through this link: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

### OFFER TO PROVIDE PROFESSIONAL SERVICES

By completing and signing this form, the Offeror makes an offer to the Illinois Tollway. Offeror should also use this form as a final checklist to ensure that all required documents are completed and included with the SOI. 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 submit this form or meet all requirements is cause for disqualification.**

1. **PSB Review:** Offeror reviewed the PSB, including all referenced documents and instructions, completed all blanks, provided all required information, correctly labeled / named its SOI files, and demonstrated how it will meet the Tollway's requirements.  
 Yes     No
  
2. **Addenda:** Offeror acknowledges receipt of any and all addenda to this PSB, and has taken those into account in making this offer.  
 Yes – List Addenda numbers here: \_\_\_\_\_     No     Not Applicable
  
3. **Submission of all Documentation Required in PSB 17-4:** Offeror is submitting with its SOI any and all documents required in PSB 17-4. The most current forms are listed on the Tollway website: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards> (Doing Business: Construction and Engineering – Joint Resources – Professional Services Bulletin). Exhibits from previous Professional Services Bulletins will not be accepted. **Offeror understands that incomplete or missing documentation will render the offer non-responsive.**  
 Yes     No
  
4. **Statements of Interest:** Offeror is submitting a separate Statement of Interest (SOI) for each PSB item. The SOI is submitted in adobe.pdf format and labeled as described in 4.4 Submittal Instructions, using the SOI FIRM NAME CODE provided by the Tollway. The Offeror is submitting under its firm's full, legal name, and if applicable, the full, legal names of its team members.  
 Yes     No
  
5. **Exhibit A:** The Offeror provided with its SOI, "key" project personnel specific to each SOI submitted, including subconsultants, resumes, category of work, etc.  
 Yes     No
  
6. **DBE and VOSB/SDVOSB Evidence:** Offeror's and/or subconsultant's evidence of certification from acceptable agencies is attached to the SOI.  
 Yes     No     Not Applicable
  
7. **Exhibit B:** The Offeror provided with its SOI, the Location/Design - Environmental Questionnaire for applicable items.  
 Yes     No     Not Applicable
  
8. **Exhibit C: Current Obligations:** The Offeror provided current work obligations in dollars. The Teaming Agreement's Team Lead provided current work obligations on behalf of each of the Team member firms. Exhibit C is submitted in pdf format and labeled as described in the e-mail instructions, using the SOI FIRM NAME CODE provided by the Tollway.  
 Yes     No     Not Applicable

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.  
 \_\_\_\_\_Yes    \_\_\_\_\_No    \_\_\_\_\_Not Applicable
10. **Exhibit E: Partnering for Growth Memorandum of Understanding:** Exhibit E is provided with the SOI if the SOI identifies a Mentor-Protégé partnership. The Offeror entered the DBE and/or VOSB/SDVOSB commitment and percentage breakdowns in the SOITEAM Excel spreadsheet.  
 \_\_\_\_\_Yes    \_\_\_\_\_No    \_\_\_\_\_Not Applicable
11. **Exhibit F: State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent:** The Offeror provided with its SOI, the State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent for items that include a VOSB/SDVOSBE goal.  
 \_\_\_\_\_Yes    \_\_\_\_\_No    \_\_\_\_\_Not Applicable
12. **SOITEAM SPREADSHEETS:** The Offeror identified the Prime, subconsultant(s) and DBE and VOSB/SDVOSBE percentage breakdowns, and left no blank cells. Ranges and “TBD” are not acceptable.  
 \_\_\_\_\_Yes    \_\_\_\_\_No    \_\_\_\_\_Not Applicable
13. **FORMS A or FORMS B Certification/Disclosure Forms (version 15.2) and Illinois Tollway Standard Business Terms and Conditions:** The Offeror provided certification and disclosure forms and Illinois Tollway Terms and Conditions for itself and its Team member firms. The Disclosures are submitted in pdf format and labeled as described in the e-mail instructions, using the SOI FIRM NAME CODE provided by the Tollway.  
 \_\_\_\_\_Yes    \_\_\_\_\_No
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.  
 \_\_\_\_\_Yes    \_\_\_\_\_No

**SIGNATURE CERTIFICATION**

By submitting a response to this SOI, each Offeror unequivocally acknowledges that the Offeror has read and fully understands this SOI, and that the Offeror has asked questions and received satisfactory answers from the Tollway regarding any provisions of this SOI with regard to which the Offeror desired clarification. By signature below, the Principal of the Offeror certifies the information contained in the SOI is true and accurate.

**SIGNATURE CERTIFICATION**

I certify that my electronically scanned-in signature appearing in this Statement of Interest and associated documents submitted by our firm / team is authorized to be affixed by the person doing so and will be binding on the firm / team.

On behalf of the firm \_\_\_\_\_ (enter firm full legal name) and its team members, if any (as identified in this Statement of Interest), I certify that I am the firm’s \_\_\_\_\_ (enter title), and that I have thoroughly reviewed our existing and pending obligations for services by our Technical Staff **(including work for which selection has been made but negotiations and/or agreements execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on Exhibit C.

If we are selected for this project, we will assign it as a top priority project utilizing the identified Key and Support Personnel as submitted on Exhibit A for the full term of the contract.

I certify that the information contained in this Statement of Interest is true and accurate.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_



### 3.2

## Demonstrated Experience / Prequalification: Item 1

Excerpt from Item 1 description:

**1.4.1.6.3. Relevant Project Experience PMO Services** - Include a minimum of three (3) **relevant** projects accomplished within the past 10 years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged.

As required by **1.4.1.6.3** and Part IV 4.3.4 Section 5, complete the below table to document the required years of experience.

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

3.2

**Demonstrated Experience / Prequalification: Item 2**

Excerpt from Item 2 description:

**1.4.2.5.2. Relevant Project Experience CCM/OR Services** - Include a minimum of three (3) **relevant** projects accomplished within the past 10 years, demonstrating the firm’s experience in the type of work required for this project. The use of photos is highly discouraged.

As required by **1.4.2.5.2** and Part IV 4.3.4 Section 5, complete the below table to document the required years of experience.

1. Name of Project 2. Project Location 3. Project Manager 4. Key Staff 5. Description of Project	1. Description of Your Firm’s Role 2. Type of Project 3. Specific Project Involvement	1. Name of Project Owner 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address	1. Total Project Amount 2. Your Firm’s Contract Amount and Fee 3. Project Completion Date	1. Name of Client 2. Complete Mailing Address 3. Name of Contact Person 4. Phone Numbers 5. Email Address

### 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 section 4.3 for guidelines.

- Exhibit A: Proposed Staff
  - Required - Submit with SOI
- Exhibit B: is not required for this PSB
- 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: Partnering for Growth Program
  - If proposing a mentor-protégé arrangement with a DBE firm, this Exhibit is required.
  - Submit with SOI
- Exhibit E-VOSB: Partnering for Growth 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

## 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:	PMI Certification		
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:	

## Exhibit A – Proposed Staff PSB 17-4, continued

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

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:	IL	
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:	

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

**Exhibit A continued**  
**Attach resumes for Key Project Personnel.**

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

**Exhibit A – Proposed Staff PSB# 17-4 Item# 1**

Firm will complete project within estimated time listed in the project advertisement. Yes  No

If **Yes**, provide completion date and/or number of months. \_\_\_\_\_

If **No**, explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Exhibit A

## INSTRUCTIONS FOR COMPLETING EXHIBIT C: CURRENT OBLIGATIONS

### **Work Being Negotiated or Under Agreement with the Illinois State Toll Highway Authority**

If your firm currently has work awarded by ISTHA, complete the first page of **Exhibit C**, showing *Project Fee and Fee Remaining in the Estimated Time Period for Completion of Each Project*. **[Projects being negotiated and scheduled supplements should be listed and the fee columns estimated.]** If your firm has a contract in which the Tollway has suspended the work, list the Project Fee and Fee Remaining To Be Earned and your best estimate of when the work will resume. If your firm is participating in an ISTHA project as a Subconsultant, complete the "**Your Firm as a Subconsultant**" block showing *Subcontract Fee and Fee Remaining in the Estimated Time Period for Completion of Each Project*.

- **Work Being Negotiated or Under Agreement by Your Transportation Staff for Other than the Illinois State Toll Highway Authority**

For any work your firm has other than ISTHA, complete the second page of **Exhibit C**, listing the *Fee Remaining in the Time Period for Completion of the Projects in the Appropriate Agency*.

- **Current Obligations for the Illinois State Toll Highway Authority that Your Firm has Subcontracted**

If your firm currently has work where a Subconsultant is being utilized, complete and submit the third of **Exhibit C**, showing their *Subcontracted Fee and Work Remaining* in the appropriate columns. If you currently have no Subconsultants on your ISTHA contracts, mark "**None**" and submit.

- **Summary of Work**

Please provide this information from totals on the first two pages of Exhibit C. The table for this information is found in Exhibit C at the bottom of the second page.

# EXHIBIT C



## Current Obligations of Work for the Illinois State Tollway Highway Authority

(Name of Your Firm)

### Your firm as Prime Consultant

PSB No.	Total Project Fee	Fee Remaining without Subconsultants					
		0-6 Months		7-18 Months		>18 Months	
		Design	Constr.	Design	Constr.	Design	Constr.
<u>Total as Prime:</u>	<u>(enter here &amp; table on Page 3)</u>						



# EXHIBIT C



## Current Obligations of Work for the Illinois State Tollway Highway Authority

(Name of Your Firm)

### Your firm as Subconsultant:

Consultant You Are Subcontracted to	PSB No.	Total Project Fee	Fee Remaining						
			0-6 Months		7-18 Months		>18 Months		
			Design	Constr.	Design	Constr.	Design	Constr.	
<u>Total as Subconsultant:</u>	(enter here & table on Page 4)								

# EXHIBIT C

## Current Obligations of Work by Your Transportation Staff for Other than The Illinois State Toll Highway Authority

(Your Firm's Legal Name)

	Total AGR Amount	Fee Remaining To Be Earned					
		0-6 Months		7-18 Months		>18 Months	
		Design	Constr.	Design	Constr.	Design	Constr.
City of Chicago							
Illinois Department of Transportation							
All Other Work (Public & Private)							
<b>Total Non-ISTHA</b> (enter here & on table below)							

**Note: The start date for the 0-6 months will be the date of this PSB**

### Summary of Work

Totals For Firm	0-6 Months		7-18 Months		>18 Months	
	Design	Constr.	Design	Constr.	Design	Constr.
<b>Total As Prime</b>						
Total As Subconsultant						
Total For Non-ISTHA						
<b>Total</b>						

# EXHIBIT C

## Current Obligations that Your Firm Has Subcontracted for The Illinois State Toll Highway Authority

---

*(Your Firm's Legal Name)*

**Subcontract Fee** is the total Subconsultant fee negotiated in a subcontract and includes all additional Subconsultant fees in supplements and Extra Work Orders.

**Fee Remaining** to be earned is the "Subcontract Fee" less:

- (1) The fee billed to your firm and,
- (2) The actual and estimated fee for work completed subsequent to the last submitted invoice up to the date of issuance of this Bulletin.

PSB Item #	Job #	Name of Subconsultant	Sub-contract Fee	Fee Remaining To Be Earned					
				0-6 Months		7-18 Months		>18 Months	
				Design	Constr.	Design	Constr.	Design	Constr.





Scope: Technical Scope

- 
- Work not applicable to prequalification category(ies) %\_\_%

Scope: Non Covered Scope

---

*Note: Protégé must participate in either one or both of these areas*

2. In area(s) not being mentored:

- Work the Protégé will self-perform %\_\_%

*Note: Protégé participation in this area is optional*

3. **Total participation by the Protégé (Sum of 1. and 2.)** %\_\_%

B. Briefly describe an assessment of the Protégé's needs (*one-half page maximum*).

Protege needs

---

C. Briefly describe specific assistance the Mentor will provide to support the Protégé's needs (*one-half page maximum*).

Mentor assistance

---

**III. MENTOR EXPERIENCE WITH THE PROGRAM**

A. Has the Prime consultant served as a Mentor on a Tollway project completed within the last five years? If yes, list Contract #(s):  YES  NO  
 Contract #(s)

Indicate Phase(s) of Work:  MP  DSE  CM  Other

Areas of Assistance:

Assistance

B. Is the Prime consultant currently serving as a Mentor on a Tollway project? If yes, list Contract #(s):  YES  NO  
 Contract #(s)

Indicate Phase(s) of Work:  MP  DSE  CM  Other

Areas of Assistance:

Assistance

C. Has the Prime consultant mentored the Protégé on another Tollway project within the last five years? If yes, list Contract #(s):  YES  NO  
 Contract #(s)

Indicate Phase(s) of Work:  MP  DSE  CM  Other

Areas of Assistance:

Assistance

**IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM**

A. Has the DBE firm ever been contracted by the Tollway as a Prime consultant?  YES  NO  
 If yes, list date, Contract #, and description of scope for each project(s):

Date                      Contract #                                      Description of Scope

Date                      Contract                      Description

Date                      Contract                      Description

Date                      Contract                      Description



B. Has the DBE firm participated in a Mentor/Protégé Agreement on a Tollway project  YES  NO completed within the last five years? If yes, list the following for each project(s).

<u>Contract #</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance

C. Is the DBE firm currently participating in a Mentor/Protégé Agreement on a Tollway  YES  NO project? If yes, list the following for each project(s).

<u>Contract #</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance

D. Has the DBE firm participated in a Mentor/Protégé Agreement on an Illinois  YES  NO Department of Transportation project completed within the last five years? If yes, list the following for each project(s).

<u>PTB No/ Item</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
PTB	Award \$	Mentored	Assistance
PTB	Award \$	Mentored	Assistance
PTB	Award \$	Mentored	Assistance

- E. If the Protégé has been mentored in the same Area of Assistance proposed on this project for a Tollway and/or IDOT project a combined total of more than three times, provide explanation supporting need for additional mentoring.

Explanation

---

**V. STATEMENT OF COMMITMENT**

The purpose of this statement is to confirm a commitment between the Mentor and Protégé, that upon notice of selection from the Illinois Tollway for this PSB Item, a formal Partnering for Growth Agreement will be prepared in accordance with the current guidelines of the Tollway’s Partnering for Growth Program.

Should the proposer, after contract negotiation, wish to modify the ‘Plan to Achieve Diversity Goal’, the awarded consultant is requested to submit to the General Manager of Diversity a detailed explanation of the work category changes that were not known at the time of the SOI submittal.

---

SIGNATURE (Mentor Representative)

---

SIGNATURE (Protégé Representative)

Date

Date

---

(Date)

---

(Date)

**EXHIBIT E - VOSB  
PARTNERING FOR GROWTH PROGRAM  
FOR  
VETERAN AND SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES (VOSBs)  
PSB: 17-4 ITEM: 1**

MEMORANDUM OF UNDERSTANDING  
BETWEEN:

THE MENTOR:	FIRM NAME ADDRESS	A N D	THE PROTÉGÉ:	FIRM NAME ADDRESS
Mentor	Mentor Address		Protege	Protege Address_

**Note: The Partnering for Growth Program was formerly known as the Partnership-Mentor/Protégé Program.**

**Note: The VOSB goal is separate and distinct from the DBE goal. A single firm may not be utilized to achieve credit toward both VOSB and DBE goals on a single project. Therefore, the protégé participation must match the goal for which the protégé is being utilized.**

**I. PROGRAM PURPOSE**

The Mentor and the Protégé commit to entering into a Partnering for Growth Agreement in accordance with the current guidelines of the Tollway’s Partnering for Growth (formerly known as Partnership Mentor/Protégé) Program for VOSB’s. The purpose of the Program is to facilitate the Tollway’s professional services consultants with:

- E. Meeting Veteran and Service-Disabled Veteran Owned Small Business (VOSB) participation goals,
- F. Establishing new partnerships with VOSB firms that have no prior experience providing professional services to the Tollway,
- G. Continuing technical and nontechnical support for VOSB firms that have limited experience providing professional services to the Tollway, and
- H. Assisting VOSB firms with building their capacity and becoming and/or remaining self-sufficient, competitive, and profitable business enterprises.

A **VOSB** means a business certified by the State of Illinois Department of Central Management Services (CMS) as a Veteran-owned small business or Service-disabled Veteran-owned small business.

Professional Services shall be defined as Architecture, Landscape Architecture, Professional Engineering and Professional Land Surveying.

**II. CONFORMANCE TO PROGRAM GOALS**

- A. Participation in this project by the Protégé.
  - 1. In area(s) being mentored:

- Technical work covered by Mentor’s prequalification category(ies) %\_\_%
- Scope: Technical Scope

- Work not applicable to prequalification category(ies) %\_\_%  
Scope: Non Covered Scope

---

*Note: Protégé must participate in either one or both of these areas*

2. In area(s) not being mentored:
  - Work the Protégé will self-perform %\_\_%

*Note: Protégé participation in this area is optional*
3. **Total participation by the Protégé (Sum of 1. and 2.)** %\_\_%

B. Briefly describe an assessment of the Protégé's needs (*one-half page maximum*).

Protege needs

---

C. Briefly describe specific assistance the Mentor will provide to support the Protégé's needs (*one-half page maximum*).

Mentor assistance

---

**III. MENTOR EXPERIENCE WITH THE PROGRAM**

D. Has the Prime consultant served as a Mentor on a Tollway project completed within the last five years? If yes, list Contract #(s):  YES  NO  
 Contract #(s)

Indicate Phase(s) of Work:  MP  DSE  CM  Other

Areas of Assistance:  
 Assistance

E. Is the Prime consultant currently serving as a Mentor on a Tollway project? If yes, list Contract #(s):  YES  NO  
 Contract #(s)

Indicate Phase(s) of Work:  MP  DSE  CM  Other

Areas of Assistance:  
 Assistance

F. Has the Prime consultant mentored the Protégé on another Tollway project within the last five years? If yes, list Contract #(s):  YES  NO  
 Contract #(s)

Indicate Phase(s) of Work:  MP  DSE  CM  Other

Areas of Assistance:  
 Assistance

**IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM**

A. Has the VOSB firm ever been contracted by the Tollway as a Prime consultant? If yes, list date, Contract #, and description of scope for each project(s):  YES  NO

<u>Date</u>	<u>Contract #</u>	<u>Description of Scope</u>
<u>Date</u>	<u>Contract</u>	<u>Description</u>
<u>Date</u>	<u>Contract</u>	<u>Description</u>
<u>Date</u>	<u>Contract</u>	<u>Description</u>

B. Has the VOSB firm participated in a Mentor/Protégé Agreement on a Tollway  YES  NO project completed within the last five years? If yes, list the following for each project(s).

<u>Contract #</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance

C. Is the VOSB firm currently participating in a Mentor/Protégé Agreement on a  YES  NO Tollway project? If yes, list the following for each project(s).

<u>Contract #</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance
Contract	Award \$	Mentored	Assistance

D. Has the VOSB firm participated in a Mentor/Protégé Agreement on an Illinois  YES  NO Department of Transportation project completed within the last five years? If yes, list the following for each project(s).

<u>PTB No/ Item</u>	<u>Protégé Award \$</u>	<u>Mentored by</u>	<u>Area of Assistance</u>
PTB	Award \$	Mentored	Assistance
PTB	Award \$	Mentored	Assistance
PTB	Award \$	Mentored	Assistance

- E. If the Protégé has been mentored in the same Area of Assistance proposed on this project for a Tollway and/or IDOT project a combined total of more than three times, provide explanation supporting need for additional mentoring.

Explanation

---

**V. STATEMENT OF COMMITMENT**

The purpose of this statement is to confirm a commitment between the Mentor and Protégé, that upon notice of selection from the Illinois Tollway for this PSB Item, a formal Partnering for Growth Agreement for VOSB's will be prepared in accordance with the current guidelines of the Tollway's Partnering for Growth Program.

Should the proposer, after contract negotiation, wish to modify the 'Plan to Achieve Diversity Goal', the awarded consultant is requested to submit to the General Manager of Diversity a detailed explanation of the work category changes that were not known at the time of the SOI submittal.

---

SIGNATURE (Mentor Representative)

---

SIGNATURE (Protégé Representative)

Date

Date

---

(Date)

---

(Date)



## NOTICE REGARDING EXHIBIT F

### VETERAN-OWNED, SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS PARTICIPATION

The Tollway hereby notifies all potential contractors that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, veteran-owned and/or service-disabled veteran-owned small business enterprises will be encouraged to submit a Statement of Interest (SOI) response to this invitation and/or to participate in the advertised Veteran-owned/Service-Disabled Veteran-Owned Business Enterprise (VOSB/SDVOSBE) goal of the work to be performed under the contract as a sub-consultant. **NOTE THAT FAILURE TO PROVIDE A UTILIZATION PLAN AND LETTER OF INTENT OR TO PROVIDE EVIDENCE OF GOOD FAITH EFFORTS TO MEET THE CONTRACT GOAL, IF APPLICABLE, WILL RESULT IN A STATEMENT OF INTEREST BEING DEEMED NON-RESPONSIVE.**

To qualify as an eligible VOSB/SDVOSBE, the firm must be currently certified by the Department of Central Management Services. Registration is available at: <http://www.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx>

A current letter of certification and/or No Change Affidavit from the Illinois Department of Central Management Services is requested with your SOI submittal (Certifications are to be included as attachments to Exhibit A – Proposed Key Staff).

You can view/print and download the most current listing of VOSB/SDVOSBE firms at the Illinois Department of Central Management Services website: <http://www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx>

To qualify as an eligible VOSB/SDVOSBE, all of the following must be met:

- The firm must be an Illinois business with annual gross sales under \$75 million
- At least 51% owned by one or more qualified service-disabled veterans or qualified veterans living in Illinois
- Provide a commercially useful function
- Provide evidence of a current VOSB/SDVOSBE certification by the Illinois Department of Central Management Services;
- Proposed to provide services identified in the specialty Area on the Letter of Certification.

### ILLINOIS TOLLWAY DISCLAIMER STATEMENT

#### Veteran-Owned and Service-Disabled Veteran-Owned Small Business Enterprise Directory

Firms listed in the Department of Central Management Services VOSB/SDVOSBE Directory have been certified as Veteran-Owned or Service-Disabled Veteran-Owned Small Business Enterprises.

The criteria, standards and procedures by which certification decisions are made can be obtained from the Department of Central Management Services. The contract dollar amounts committed to VOSB/SDVOSBE certified firms on Illinois Tollway contracts may be eligible to be counted toward the fulfillment of VOSB/SDVOSBE contract goals on both construction contracts and professional service awards. A single firm cannot be used to meet both a Disadvantaged Business Enterprise (DBE) and a VOSB/SDVOSBE goal.

This directory is to be used as an “informational source only” and the following must be considered:

- Certification does not mean that a firm is in any way prequalified to provide the products and/or services the firm claims it can provide. “Certification” means that the Department of Central Management Services has determined, on the basis of information provided and the representations therein, that a business is a bona fide VOS/SDVOSBE. The Department of Central Management Services does not, as a result of the listing, make any representation concerning the ability of any listed firm to perform work in the specialty listed;
- The Illinois Tollway does not, through its use of and referral to the Department of Central Management Services VOSB/SDVOSBE directory, make any representation concerning the ability of any listed firm to perform work in the specialty listed.
- The Illinois Tollway in awarding a contract has discretion in determining whether a VOSB/SDVOSBE firms’ listed work categories are eligible to be counted toward the fulfillment of VOSB/SDVOSBE contract goals; and
- Department of Central Management Services disclaims any and all responsibility concerning errors, omissions or misrepresentations which may be contained in its publication. It is the responsibility of all contactors/consultants to:
  - Conduct their own investigation to determine the capability and capacity of the VOSB/SDVOSBE firm(s) to satisfactorily perform the proposed work; and
  - Ensure the VOSB/SDVOSBE has a current VOSB/SDVOSBE certification letter and/or No Change Affidavit.

This registry lists the most current Department of Central Management Services VOSB/SDVOSBE certified firms. If there are any questions concerning this directory, please contact the Department of Central Management Services.

## **EXHIBIT F - State of Illinois VETERAN-OWNED SMALL BUSINESS PARTICIPATION, UTILIZATION PLAN and LETTER OF INTENT for Professional Services**

It is the goal of the State to promote and encourage the continued economic development of small businesses owned and controlled by qualified veterans and that qualified service-disabled veteran-owned small businesses (SDVOSB) and veteran-owned small businesses (VOSB) participate in the State's procurement process as both prime consultant and subconsultant. 30 ILCS 500/45-57.

**Contract Goal to be Achieved by Vendor:** This solicitation includes a specific **Veteran Small Business** participation goal as specified in each Item detail based on the availability of CMS certified veteran-owned and service-disabled veteran-owned small business (VOSB/SDVOSB) vendors to perform or provide the anticipated services required by this solicitation. **The Veteran Small Business participation goal is applicable as specified in each Item detail.** This goal is also applicable to supplemental work within the scope of work provided by the VOSB/SDVOSB vendor. In addition to the other award criteria established for this solicitation, the Agency will award this contract to a Vendor that meets the goal or makes good faith efforts to meet the goal. If Vendor is a CMS certified VOSB/SDVOSB vendor, the entire goal is met and no subconsulting with a CMS certified VOSB/SDVOSB vendor is required; however, **Vendor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

**The VOSB goal is separate and distinct from the DBE goal. A single firm may not be utilized to achieve credit toward both VOSB and DBE goals on a single project.**

Following are guidelines for Vendor's completion of the Utilization Plan. **Please read the guidelines carefully.** A format for the Utilization Plan is included in this section. Vendor should include any additional information that will add clarity to Vendor's proposed utilization of certified Veteran Small Business vendors to meet the targeted goal. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; (2) made good faith efforts towards meeting the entire goal; or (3) made good faith efforts towards meeting a portion of the goal. Any submission of good faith efforts by Vendor shall be considered as a request for a full or partial waiver.

**At the time of submittal of Statement of Interest, Vendor, or Vendor's proposed Subconsultant must be certified with CMS as a VOSB or SDVOSB.**

Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation shall render the Statement of Interest non-responsive or non-responsible.

Visit <http://www.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx> for complete requirements and to apply for certification in the Veteran Business Program.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Teaming Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Teaming Agreement must clearly evidence that the certified VOSB/SDVOSB vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the certified VOSB/SDVOSB vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the certified VOSB/SDVOSB vendor to be dedicated to the performance of the contract. Established Teaming Agreements will only be credited toward Veteran Small Business goal achievements for specific work performed by the certified VOSB/SDVOSB vendor.
2. An agreement between a vendor and a certified VOSB/SDVOSB vendor in which a certified VOSB/SDVOSB vendor promises not to provide subconsulting proposals to other vendors is prohibited. The Agency may request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the Agency in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the

cooperation of a proposed certified VOSB/SDVOSB vendor. Failure to cooperate by Vendor and certified VOSB/SDVOSB vendor may render the Statement of Interest non-responsive or not responsible. **The contract will not be finally awarded to Vendor unless Vendor's Utilization Plan is approved.**

3. **Veteran Small Business Certified Vendor Locator References:** Vendors may consult CMS' Veteran Small Business Vendor Directory at [www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx](http://www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx), as well as the directories of other certifying agencies, but firms **must be certified with CMS as VOSB/SDVOSB vendors at the time of submittal of Statement of Interest.**
4. **Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subconsultant.
5. **Calculating Certified VOSB/SDVOSB Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or provided by all certified VOSB/SDVOSB vendors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by certified VOSB/SDVOSB vendors is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
  - 5.1. The value of the work actually performed by the certified VOSB/SDVOSB vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the certified VOSB/SDVOSB vendor shall be counted.
  - 5.2. A vendor shall count the portion of the total dollar value of the Veteran Small Business contract equal to the distinct, clearly defined portion of the work of the contract that the certified VOSB/SDVOSB vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other certified VOSB/SDVOSB vendor. Work performed by the non-certified VOSB/SDVOSB party shall not be counted toward the goal. **Work that a certified VOSB/SDVOSB vendor subcontracts to a non-certified VOSB/SDVOSB vendor will not count towards the goal.**
  - 5.3. Certified VOSB/SDVOSB vendors who are performing on contract as second tier subconsultants may be counted in meeting the established Veteran Small Business goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
  - 5.4. A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract.
    - 5.4.1. A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved.
    - 5.4.2. A certified VOSB/SDVOSB vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain certified VOSB/SDVOSB vendor participation. In determining whether a certified VOSB/SDVOSB vendor is such an extra participant, the Agency shall examine similar transactions, particularly those in which certified VOSB/SDVOSB vendors do not participate, and industry practices.
  - 5.5. A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.

6. **Good Faith Effort Procedures:** Vendor must submit a Utilization Plan and Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of submittal of Statement of Interest. **Vendors will not be permitted to correct goal deficiencies after the Statement of Interest due date.** CMS or the State Agency, as its delegate, will consider the quality, quantity, and intensity of Vendor's efforts.

The Utilization Plan contains a checklist of actions that CMS or the State Agency, as its delegate, will consider as evidence of Vendor's good faith efforts to meet the goal. Other factors or efforts brought to the attention of CMS or the State Agency, as its delegate, may be relevant in appropriate cases.

- 6.1. In evaluating Vendor's good faith efforts, CMS or the State Agency, as its delegate, may consider whether the ability of other firms submitting Statements of Interest to meet the contract goal suggests that good faith efforts could have resulted in Vendor meeting the goal.
- 6.2. If CMS or the State Agency, as its delegate, determines that Vendor has made good faith efforts to meet the goal, the Agency may award the contract provided that Vendor is otherwise eligible for award.
- 6.3. If CMS or the State Agency, as its delegate, determines that good faith efforts have not been met, the Statement of Interest may be determined to be non-responsive by the Chief Procurement Office.

7. **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract. If Vendor did not succeed in obtaining certified VOSB/SDVOSB vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the total dollar value of certified VOSB/SDVOSB vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the contract goal.

- 7.1. The Utilization Plan may not be amended after contract execution without the Agency's prior written approval.
- 7.2. **Vendor may not make changes to its contractual certified VOSB/SDVOSB vendor commitments or substitute certified VOSB/SDVOSB vendors without the prior written approval of the Agency.** Unauthorized changes or substitutions, including performing the work designated for a certified VOSB/SDVOSB vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions. The facts supporting the request for changes must not have been known nor reasonably should have been known by the parties prior to entering into the subcontract. Vendor must negotiate with the certified VOSB/SDVOSB vendor to resolve the problem. Where there has been a mistake or disagreement about the scope of work, provided the certified VOSB/SDVOSB vendor can be substituted only where agreement cannot be reached for a reasonable price or schedule for the correct scope of work.
- 7.3. Substitutions of a certified VOSB/SDVOSB vendor may be permitted under the following circumstances:
  - 7.3.1. Unavailability after receipt of reasonable notice to proceed;
  - 7.3.2. Failure of performance;
  - 7.3.3. Financial incapacity;
  - 7.3.4. Refusal by the certified VOSB/SDVOSB vendor to honor the proposal;

- 7.3.5. Material mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;
  - 7.3.6. Failure of the certified VOSB/SDVOSB vendor to meet insurance, or licensing requirements;
  - 7.3.7. The certified VOSB/SDVOSB vendor's withdrawal of its Statement of Interest; or
  - 7.3.8. Decertification of the certified VOSB/SDVOSB vendor.
- 7.4.** If it becomes necessary to substitute a certified VOSB/SDVOSB vendor or otherwise change the Utilization Plan, Vendor must notify the Agency in writing of the request to substitute a certified VOSB/SDVOSB vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The Agency will approve or deny a request for substitution or other change in the Utilization Plan within five business days of receipt of the request.
- 7.5.** Where Vendor has established the basis for the substitution to the Agency's satisfaction, it must make good faith efforts to meet the contract goal by substituting a certified VOSB/SDVOSB vendor. Documentation of a replacement certified VOSB/SDVOSB vendor, or of good faith efforts to replace the certified VOSB/SDVOSB vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non-certified VOSB/SDVOSB vendor or Vendor may perform the work.
- 7.6.** If a Vendor plans to hire a subconsultant for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the Agency to modify the Utilization Plan and must make good faith efforts to ensure that certified VOSB/SDVOSB vendors have a fair opportunity to submit a proposal on the new scope of work.
- 7.7.** A new certified VOSB/SDVOSB vendor agreement must be executed and submitted to the Agency within five business days of Vendor's receipt of the Agency's approval for the substitution or other change.
- 7.8.** Vendor shall maintain a record of all relevant data with respect to the utilization of certified VOSB/SDVOSB vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the Agency to any duly authorized representative thereof, or to any municipal, state or federal authorities. The Agency shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work or delivery of material by the certified VOSB/SDVOSB vendor and final payment to the certified VOSB/SDVOSB vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the certified VOSB/SDVOSB vendor under the contract.
- 7.9.** The Agency will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the certified VOSB/SDVOSB vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the Agency to declare a default, terminate the contract, or exercise those remedies provided for in the contract or at law or in equity.
- 7.10.** The Agency reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

**EXHIBIT F - VOSB UTILIZATION PLAN –  
PROFESSIONAL SERVICES**

Click here to enter text. (Vendor) submits the following Utilization Plan as part of our Statement of Interest in accordance with the requirements of the Veteran Small Business Program Status and Participation section of the solicitation for Click here to enter text. , Illinois Procurement Bulletin Reference Number Click here to enter text. . We understand that all subconsultants must be certified with the CMS Veteran Small Business Program at the time of submission of all bids / offers. We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.

Vendor makes the following assurance and agrees to include the assurance in each agreement, subcontract and/or purchase order with a subcontractor or supplier utilized on this contract: We shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate.

Vendor submits the following statement:

- Vendor is a certified VOSB/SDVOSB and plans to fully meet the goal through self-performance.
- Vendor has identified certified VOSB/SDVOSB subcontractor(s) to fully meet the established goal and submits the attached completed Letter(s) of Intent; or
- Vendor has made good faith efforts towards meeting the entire goal, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance:

Name: Click here to enter text.

Title: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

**DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER**

If the Veteran Small Business participation goal was not achieved, the Good Faith Efforts Procedures and Guidelines outlined in Section 6 will be used to evaluate submitted utilization plans. Vendors providing Good Faith Effort documentation and request for waiver must complete and submit the Good Faith Effort Contact Log with the Statement of Interest. Failure to submit Good Faith Effort documentation in its entirety shall render Vendor's Statement of Interest non-responsive or non-responsible and cause it to be rejected or render Vendor ineligible for contract award.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any of the following actions are not completed, please attach a detailed written explanation indicating why such action was not completed. If any other efforts were made to obtain Veteran Small Business participation in addition to the items listed below, attach a detailed description of such efforts.

- Utilize the Sell2Illinois website: [www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx](http://www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx) to identify certified VOSB/SDVOSB vendors within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.

- Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of certified VOSB/SDVOSB vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the certified VOSB/SDVOSB vendors to respond to the solicitation. Vendor must determine with certainty if the certified VOSB/SDVOSB vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a proposal. Vendor must provide interested certified VOSB/SDVOSB vendors with adequate information about the requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- Select portions of the work to be performed by certified VOSB/SDVOSB vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out project scope to facilitate certified VOSB/SDVOSB vendor participation, even when Vendor might otherwise prefer to perform these work items.
- Make a portion of the work available to certified VOSB/SDVOSB vendors and selecting those portions of the work consistent with their availability, so as to facilitate certified VOSB/SDVOSB vendor participation.
- Negotiate in good faith with interested certified VOSB/SDVOSB vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of certified VOSB/SDVOSB vendors that were considered; a description of the information provided regarding the project scope for the work selected for subconsulting and evidence as to why additional agreements could not be reached for certified VOSB/SDVOSB vendors to perform the work. A Vendor using good business judgment may consider a number of factors in negotiating with certified VOSB/SDVOSB vendors and may take a firm's capabilities into consideration. The fact that there may be some additional costs involved in finding and using certified VOSB/SDVOSB vendors may not be in itself sufficient reason for a Vendor's failure to meet the goal, as long as such costs are reasonable. Vendors are not required to accept higher quotes from certified VOSB/SDVOSB vendors if the price difference is excessive or unreasonable.
- Thoroughly investigate the capabilities of certified VOSB/SDVOSB vendors and not reject them as unqualified without documented reasons. The certified VOSB/SDVOSB vendor's memberships in specific groups, organizations, or associations and political or social affiliations are not legitimate causes for the rejection or non-solicitation of bids and proposals in Vendor's efforts to meet the goal.
- Make efforts to assist interested certified VOSB/SDVOSB vendors in obtaining lines of credit or insurance as required by the Agency.





### EXHIBIT F - Letter of Intent

Instructions: The Prime Vendor is required to submit a separate, signed Letter of Intent (LOI) from each VOSB certified vendor. **LOIs must be submitted with the Statement of Interest and must be signed by both parties.** The Prime Vendor shall not prohibit or otherwise limit the VOSB certified vendor(s) from providing subconsultant proposals to other potential vendors. Each LOI must include the negotiated contract percentage and a detailed scope of work to be performed by each identified VOSB certified vendor. All LOIs shall be subject to Agency approval. Any changes involving or affecting the identified VOSB certified vendor may not be permitted without written approval of the procuring Agency.

Project Name: \_\_\_\_\_ Project/Solicitation Number: \_\_\_\_\_

Name of Prime Vendor: \_\_\_\_\_ VOSB Compliance Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Certified VOSB Vendor: \_\_\_\_\_

Address: \_\_\_\_\_ VOSB Compliance Contact: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of agreement:  Services

Anticipated start date of the Certified VOSB Vendor: \_\_\_\_\_

Proposed \_\_\_\_\_% of Contract to be performed by the VOSB Vendor.

**NOTE: The Prime Vendor must indicate the percentage of the estimated contract award that will be subcontracted to the certified VOSB Vendor.**

Detailed description of work to be performed by the VOSB Vendor:

The Vendor and the certified vendor above hereby agree that upon the execution of a contract for the above-named project between the Vendor and the State of Illinois, the Certified VOSB Vendor will perform the scope of work in the percentage as indicated above.

Vendor (Company Name and D/B/A):

Certified VOSB Vendor (Company Name and D/B/A):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ILLINOIS TOLLWAY**  
**STANDARD BUSINESS TERMS AND CONDITIONS**

**ILLINOIS TOLLWAY CONTRACT NO.:** \_\_\_\_\_

**CONTRACTOR/CONSULTANT (NAME):** \_\_\_\_\_

**1. PAYMENT TERMS AND CONDITIONS:**

- 1.1 Minority Contractor Initiative: Any Vendor awarded a contract under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) of \$1,000 or more is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller’s Administrative Fund. 15 ILCS 405/23.9.
- 1.2 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 1.3 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Department of Labor and are available on the Department’s official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements at 217-782-6206 or (<http://www.state.il.us/agency/idol/index.htm>).
- 1.4 Federal Funding: This contract may be partially or totally funded with Federal funds. If federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided in the award notice.
- 1.5 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract. Invoices for supplies purchased, services performed and expenses incurred through December 31 of any year must be submitted to the State no later than February 28 of the following year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.
  - 1.5.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency/University state tax exemption number and federal tax exemption information.
  - 1.5.2 Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

**2. ASSIGNMENT:** This contract may not be assigned, transferred in whole or in part by Vendor without the prior written consent of the State.

- 3. AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State pursuant the contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of five years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of five years from the later of final payment under the term or completion of the subcontract. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency/University, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, the Tollway Inspector General, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's books and records. 30 ILCS 500/20-65.
- 4. TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by the State.
- 5. NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 6. FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration.
- 7. CONFIDENTIAL INFORMATION:** Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the contract, in whatever form it is maintained, promptly at the end of the contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.
- 8. USE AND OWNERSHIP:** All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the

State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this contract.

9. **INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the Tollway and State of Illinois, their directors, agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; or (c) any negligent act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.
10. **INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venture with the State. All payments by the State shall be made on that basis.
11. **SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
12. **COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
13. **BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractors officers, employees or agents. Vendor or subcontractor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background check.
14. **APPLICABLE LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any contract dispute. The State of Illinois does not waive sovereign immunity by entering into this contract. The official text of cited statutes is incorporated by reference. An unofficial version can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>.
15. **ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State rights, title and interest in and to the claim or cause of action.
16. **CONTRACTUAL AUTHORITY:** The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the contract. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Vendor. When the Chief Procurement Officer or authorized designee, or State Purchasing Officer signs a master contract on behalf of State agencies, only the Agency that places an order with the Vendor shall have any liability to Vendor for that order.

- 17. NOTICES:** Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.
- 18. MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
- 19. PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue the contract, suspend Vendor from doing future business with the State for a specified period of time, or to determine whether Vendor can be considered responsible on specific future contract opportunities.
- 20. FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) (50 ILCS 140) notwithstanding any provision to the contrary that may be found in this contract.
- 21. SCHEDULE OF WORK:** Any work performed on State premises shall be done during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.
- 22. WARRANTIES FOR SUPPLIES AND SERVICES:**
- 22.1 Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.
- 22.2 Vendor shall insure that all manufacturers' warranties are transferred to the State and shall provide a copy of the warranty. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.
- 22.3 Vendor warrants that all services will be performed to meet the requirements of the contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall reassign immediately any individual who is not performing in

accordance with the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

**23. REPORTING, STATUS AND MONITORING SPECIFICATIONS:**

23.1 Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform the contract.

23.2 By August 31 of each year, Vendor shall report to the Agency or University the number of qualified veterans and certain ex-offenders hired during Vendor's last completed fiscal year. Vendor may be entitled to employment tax credit for hiring individuals in those groups. 35 ILCS 5/216, 5/217.

**24. EMPLOYMENT TAX CREDIT:** Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 30 ILCS 500/45-67 and 45-70. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.

**25. SUPPLEMENTAL PROVISIONS**

**25.1 TOLLWAY SUPPLEMENTAL PROVISIONS**

25.1.1 Agents and Employees:

Vendor shall be responsible for the negligent acts and omissions of its agents, employees and **subcontractors in their performance of Vendor's duties under this Contract. Vendor represents that it shall** utilize the services of individuals skilled in the profession for which they will be used in performing services or supplying goods hereunder. In the event that the Tollway determines that any individual performing services or supplying goods for Vendor hereunder is not providing such skilled services or delivery of goods, it shall promptly notify the Vendor and the Vendor shall replace that individual.

25.1.2 Publicity:

Vendor shall not, in any advertisement or any other type of solicitation for business, state, indicate or otherwise imply that it is under contract to the Tollway nor shall the Tollway's name be used in any such advertisement or solicitation without prior written approval except as required by law.

25.1.3 Third Party Beneficiaries:

There are no third party beneficiaries to this Contract. This Contract is intended only to benefit the Tollway/Buyer and the Vendor.

25.1.4 Successors In Interest:

All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

25.1.5 Venue:

Any claim against the Tollway arising out of this contract must be filed exclusively with Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois for State claims and the U.S. District Court for the Northern District of Illinois for Federal claims.

25.1.5.1 Whenever "State" is used or referenced in this Contract, it shall be interpreted to mean "Tollway".

25.1.5.2 The State Prompt Payment Act (30 ILCS 40) does not apply to the Tollway.

25.1.5.3 The Tollway is not currently an appropriated agency.

**25.2 Report of a Change in Circumstances:** The Contractor agrees to report to the TOLLWAY as soon as practically possible, but no later than 21 days following any change in facts or circumstances that might impact the CONTRACTOR's ability to satisfy its legal or contractual responsibilities and obligations under this contract. Required reports include, but are not limited to changes in the CONTRACTOR's Certification/Disclosure Forms, the CONTRACTOR's IDOT pre-qualification, or any certification or licensing required for this project. Additionally, (CONTRACTOR/VENDOR) agrees to report to the Tollway within the above timeframe any arrests, indictments, convictions or other matters involving the CONTRACTOR, or any of its principals, that might occur while this contract is in effect. This reporting requirement does not apply to common offenses, including but not limited to minor traffic/vehicle offenses.

Further, the CONTRACTOR agrees to incorporate substantially similar reporting requirements into the terms of any and all subcontracts relating to work performed under this agreement. The (CONTRACTOR/VENDOR) agrees to forward or relay to the Tollway any reports received from subcontractors pursuant to this paragraph within 21 days.

Finally, the CONTRACTOR acknowledges and agrees that the failure of the CONTRACTOR to comply with this reporting requirement shall constitute a material breach of contract which may result in this contract being declared void.

**25.3 VENDOR SUPPLEMENTAL PROVISIONS**

Vendor Supplemental Provisions:

**STATE OF ILLINOIS**  
**SOLICITATION AND CONTRACT TERMS AND CONDITIONS EXCEPTIONS**

\_\_\_\_\_ agrees with the terms and conditions set forth in the State of Illinois Invitation for Bid, including the standard terms and conditions, the Agency/University supplemental provisions, certifications, and disclosures, with the following exceptions:

	Excluding certifications required by statute to be made by the Vendor, both Parties agree that all of the duties and obligations that the Vendor owes to the Agency/University for the work performed shall be pursuant to the solicitation and resulting contract, and Vendor's exceptions accepted by the State thereto as set forth below.
	<b>STANDARD TERMS AND CONDITIONS</b>
<b>Section/ Subsection #</b>	State the exception such as "add," "replace," and/or "delete."
	<b>ADDITIONAL TERMS AND CONDITIONS</b>
<b>New Provision(s), # et. seq.</b>	<b>Section/Subsection New Number, Title of New Subsection:</b> State the new additional term or condition.

\_\_\_\_\_ hereby agrees to the exceptions provided by \_\_\_\_\_ and to the Additional Terms and Conditions provided by \_\_\_\_\_.

Agreed:	Agreed:
By:	By:
Signed:	Signed:
Position:	Position:
Date:	Date:





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

**Date:** \_\_\_\_\_ **Project Number** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**DELINQUENT DEBT REVIEW**  
**CONTRACTOR/CONSULTANT**

Sub Consultant Disclosure.

Will you be using any sub-consultants/contractors?  Yes  No

If yes, you must identify below, to the extent the information is known, regardless of the subcontract value, the names, addresses and type of work all Sub-Contractors/Consultants that will be utilized in the performance of this Contract, together with the anticipated dollar value (Sub-Contractors) or percentage (Sub-Consultants) each is expected to receive pursuant to this Contract. The list of sub-contractors/consultants should include but not be limited to sub-contractors/consultants, suppliers and truckers proposed to achieve disadvantaged business enterprise and veteran owned business goals. The State may request updated information at any time. For purposes of this section Sub-Contractors/Consultants are those specifically hired to perform part of the work of this contract. Non-DBE suppliers and truckers do not need to be included.

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 subcontractor certifications as shown on the Standard Subcontractor Certification form available from the State.

Delinquent Payment. The 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:** \_\_\_\_\_

**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 subcontractors 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-Contractor(s)/Consultant(s)</u>	<u>Sub-Contractor/Consultant FEIN</u>	<u>Address</u>	<u>General Type of Work</u>	<u>Anticipated Amount of Contract to be Paid (to extent known) Sub-Contractor (dollar value) or Sub-Consultant (percentage)</u>

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## 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 and what is best for the Tollway. 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 during the term of the contract.
- Proposed method of accomplishing the project’s objectives.

Consideration will also be given to the quality and scope of DBE (Reference Section 2.5 for definition of “DBE”), VOSB/SDVOSBE and Partnering for Growth (formerly Mentor Protégé proposals).

Include performance evaluations for past work done for the Tollway, IDOT, or any other government agencies or public bodies, if applicable.

### 4.2 Schedule for Consultant Selection

The Tollway anticipates selecting consultants based on this estimated schedule:

Task	Date Due
Publish	July 28, 2017
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 22, 2017
Qualifications Review Complete	August 29, 2017
Tier 1 Scoring Due	September 11, 2017
Oral Presentations and Selection Committee Meeting	September 18, 2017
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	October 2017
Notice to Proceed	November 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 Partnering for Growth Program. **SEE NOTICE BELOW.**

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:

<https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

#### Section 1. Executive Summary (limit of 5 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 2.5 for definitions) and VOSB/SDVOSBs. Include Mentor and 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 or to provide evidence of good faith efforts to meet the contract goal together with a waiver request. 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:

A. Include resumes for Key Project Personnel proposed for the project (Prime firm and subconsultants for those specific positions identified in the PSB item description). Resumes for each individual should not exceed two (2) pages and should include only relevant experience for the specific Item.

B. List the Key Project Personnel to match the required prequalification categories and any additional personnel requirements designated in the Bulletin Items. (Include firm name if work is to be completed by a subconsultant.)

C. QC/QA personnel must be different individuals than staff preparing the documents.

#### Section 4. Availability of Key Project Personnel Form

##### Exhibit D:

Firms must show the percentage of time that identified Key Project Personnel will be available to work on the project described in each Item. We request a Word document saved in .pdf format to be completed with the relevant information.

##### Section 5. Relevant Project Experience

Include a minimum of three (3) **relevant** projects of equal or greater complexity accomplished within the past ten (10) years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. Color graphics and photographs may be sent with the e-mail files with the understanding that email size is not to exceed **7MB**.

Include performance ratings for past work done for the Tollway, IDOT, or any other government agencies or public bodies, if applicable.

##### Section 6. Exhibit B:

Exhibit B is not required for this PSB.

##### Section 7. Exhibit C:

Current Obligations of Work (This form must be submitted as a separate pdf document. See instructions for electronic submittals.)

##### Attachments:

If proposing a mentor-protégé arrangement, attach the required Exhibit E: Partnering for Growth Program.

If the item includes a Veteran Goal, attach the required Exhibit F: Veteran Small Business Participation and Utilization Plan.

## **NOTICE**

**Pursuant to Illinois Department of Transportation (IDOT) Prequalification rules and procedures, the Tollway will accept your firm's prequalification the same as IDOT, in that your firm is prequalified until (Fiscal Year + 1 year). As per IDOT, your firm will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to IDOT to remain prequalified.**

**Your firm is prequalified for one year based on the firm's fiscal year and to remain prequalified the firm must submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to IDOT within six months. IDOT is giving the firm time to gather and complete information; it is not expected firms to be able to submit data immediately. The firm remains prequalified during this six month grace period. Once the data is submitted to IDOT, either before or on the due date, the firm remains prequalified in the current categories until IDOT reviews a category and makes a determination. If there is not a submittal by the due date, the firm is automatically listed as not approved.**

**IDOT provides a listing of prequalified consulting firms on the website;**

This list is typically updated weekly, and is based on the most recently approved SEFC application. Firms are encouraged to monitor their prequalification status in IDOT’s EPAS system. This notice also applies when utilizing a subcontractor to meet prequalification requirements on a project.

#### 4.4 Submittal Instructions

Please carefully read the instructions below **BEFORE** submitting your Statements of Interest.

##### 4.4.1 General Instructions

- It is CRITICAL that submittal instructions be followed. All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls), must be submitted per the instructions provided. Failure to do so may result in an incomplete submittal resulting in your firm being disqualified. For further information on accessing the Tollway Website, PSB and Exhibits, please refer to the Table of Contents.
- All Statements of Interest to be submitted through the email system must use Adobe Acrobat 5.0 version or greater.
- Scanned images, color graphics, and photographs which are converted to Adobe Portable Document Files (PDF) can be very large. Therefore, we are discouraging the use of color graphics, photographs and company logo images in the SOI submittal. The Word and/or Excel documents available on the Tollway website are labeled as follows:

Exhibit A.doc	Submit with SOI
Exhibit B.doc	Submit with SOI, if required
Exhibit C.doc	Submit as WL.pdf
Exhibit D.doc	Submit with SOI
Offeror Commitment and Signature	Submit with SOI
Forms A or Forms B Disclosures	Submit as DS.pdf
State of Illinois Standard Business Terms and Conditions	Submit with Forms A or Forms B Disclosures
SOITEAM Spreadsheet.xls	Submit as SOITEAM.xls
Exhibit E. Partnering for Growth Program	Submit with SOI
Exhibit F. VOSB/SDVOSBE Utilization Plan and Letter of Intent	Submit with SOI

- Complete the Word documents and then convert them to Adobe .pdf for the submittal.
- Do not send zipped files. They will be rejected and cause your submittal to be disqualified.
- The size limitation on incoming emails is **7MB**. If you exceed this limit, you must separate the contents into multiple emails. Identify the number of emails being sent (i.e. 1 of 3) in the subject line. Please do not submit part of an Item in one email and another part in the next email. Only those Item submittals that exceed 7MB should be submitted in more than one email.

##### 4.4.2 Naming and Labeling Instructions

- All electronic submittals must be addressed to [SOIPSB.17-4@getipass.com](mailto:SOIPSB.17-4@getipass.com). You will receive an e-mail delivery receipt confirmation if submitted correctly.
- The Tollway requires electronic submittals for the Professional Services Bulletin’s Statements of Interest via the established PSB mail box. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.
- To determine the designated SOI Firm Name Code go to the Tollway’s website under Doing Business>Construction and Engineering - see Joint Resources and click on the link to the Professional Services Bulletin page. The current SOI Firm Name Code List will be posted under the “Required Forms” section. If your firm is not included on the list, or your firm name has changed, please contact Grace Gomez at (630) 241-6800, extension 3836, for an assigned SOI Firm Name Code.
- When submitting “Team” files please, use the **new** SOI Firm Name Code assigned by the Tollway to the Team. The SOI Firm Code Name is exclusive to the electronic submittal – meaning it does not establish the name of the Team. Please contact Grace Gomez at (630) 241-6800

extension 3836, for an assigned SOI Firm Name Code.

- All electronic submittals of your firm's emails subject lines MUST read: **SOIPSB17-4, SOI FIRM NAME CODE, ITEM (#'s)**. Any variation excluding SOIPSB17-4 from the subject line will result in your firm's submittal(s) being directed to a "SPAM FOLDER" which will automatically delete the email.

#### 4.4.3 Instructions for Submitting the SOI Team Spreadsheet

- The Tollway requires an electronic submittal of the Statements of Interest, and a SOI Team spreadsheet (SOI Team: Prime and subconsultant PSB 17-4) that captures critical information used in the Selection Process. The instructions are as follows:
  - Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 17-4 Spreadsheet.
  - The SOI Team Spreadsheet includes a separate worksheet for each Item advertised in the PSB. Vendors are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed. **Do not enter "TBD" or enter a range of percentages, and do not leave blank cells.**
  - For each subconsultant, the Prime's full legal firm name must be entered in the first column. The worksheet is to be completed for each Item for which your firm is submitting a SOI; all other worksheets may be deleted before submitting to the Tollway.
  - The SOI Team Spreadsheet format cannot be altered – it contains imbedded formulas; do not cut and/or copy, link or paste any information. All information must be typed - not copied in. DO NOT ADD, or DELETE columns, or reformat the sheets or any setting in the cell (font/type). DO NOT MODIFY THE COLUMNS, ROWS AND/OR ANY CELLS. DO NOT skip rows when entering information; there should be no blanks between information. DO NOT write-protect your submissions. DO save your file with your cursor in cell **B3** and as an Excel 2010 file before submitting.
  - The SOI Team Spreadsheet is to be submitted only ONCE per Offeror / Team as a single Spreadsheet containing worksheets for only those item(s) for which a SOI has been submitted. **Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.**
  - NOTE: If a firm is submitting as a prime and also as a Team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. **DO NOT** combine SOITEAM Spreadsheets for unique offers / entities.

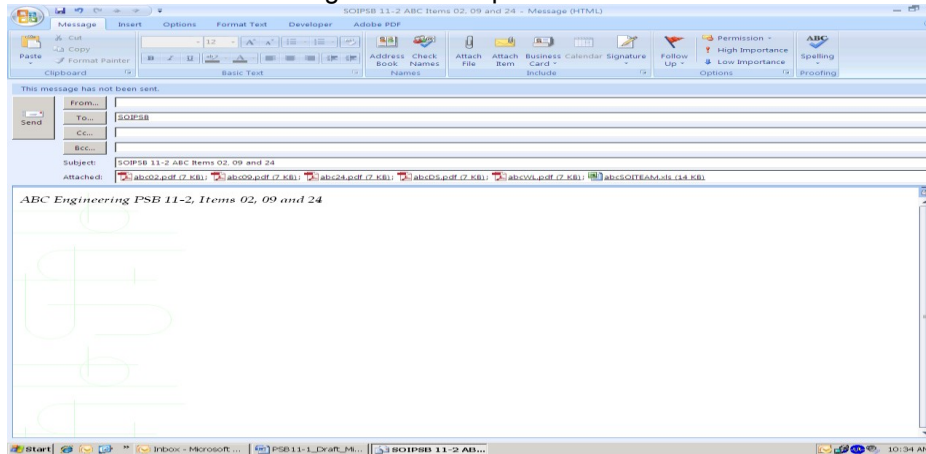
#### 4.4.4 Instructions for Electronic Submittal

It is important that your email be prepared according to the following instructions. (Note: Engineering is used for example purposes only.)

- The first line of your email shall indicate your Firm or Team Name, PSB and Item Number(s) on which your firm is submitting. If submitting more than one email due to size, only reference the item numbers included with the email.
- The body of the email submittal must list the name and phone number of your firm's contact person.
- Each attachment must be labeled as indicated below:
  - For each Item on which you are submitting, use your 2-6 character SOI Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01 through 99). (Example: abc02.pdf) SOI's submitted on behalf of a Teaming Agreement should use the team's unique 2-6 character SOI Team Name Code (Example: abc\_TM02.pdf)
  - For your firm's Disclosure Forms (Forms A or Forms B) use your 2-6 character SOI Firm Name Code, followed by DS. (Example: abcDS.pdf). If your firm is registered on the IPG, include your IPG registration number in the body of your email.
  - Disclosures submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Firm Name Code for each individual Team firm name followed by DS\_TM. (Example: abcDS\_TM.pdf, defDS\_TM.pdf and ghiDS\_TM.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway.

- For your firm’s Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL (Example: abcWL.pdf). Exhibit C submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Team Name Code (Example: abc\_TMWL.pdf).
- For your firm’s SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Teams, the subject line of each should utilize the Teaming Agreement Name code assigned by the Tollway. The Team lead will submit on behalf of the participating partners and identify the partner with a (TM) following their firm name in the work sheet.) (Example: abc\_TMSOITEAM.xls)
- **DO NOT CONVERT THE SOITEAM SPREADSHEET INTO pdf.**
- Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files (with the exception of SOITEAM Spreadsheet) must then be converted to a PDF.

\*Please review the following e-mail example:



\*This example is an illustration of the use of “SOI Firm Name Code’s” and file names. Please follow the Electronic Submittal Instructions regarding e-mail size limitations.

- Detail Descriptions of Attachments for electronic submittal:
  - abc02, abc09 and abc24 are the Statements of Interest for the submitted Items and must include Exhibit A within the submittal. Following Exhibit A, include resumes of key project personnel listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
  - abcDS is the Disclosure Forms. One copy of the Disclosure Forms is required (unless you are submitting as a Team – if a Team, include a DS for each Team member and name as abcDS\_TM.pdf). The word file “Certification Disclosure Forms.doc” includes all certification forms, the Disclosure of Business Operations in Iran and the Delinquent Debt Form. If your firm is registered on the IPG, include your IPG registration number in your email.
    - The Illinois Tollway Standard Terms and Conditions are to be attached at the end of your Forms A or Forms B submittal.
  - abcWL is the Current Obligation Form (Exhibit C). One copy of the Current Obligations Form is required per Offeror / Team. The instructions shown on page one should not be included in your submittal.
  - abcSOITEAM.xls is the “SOI Team Prime and subconsultant PSB 17-4” Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required per unique Offeror / Team.

## 4.5 Disclosures and Certifications

### 4.5.1 Instructions for Submitting Disclosures

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 not registered in the Illinois Procurement Gateway (IPG).



FORMS B contains three forms and shall be returned by Offerors that have a current, approved IPG registration.

### **Forms A Section**

Complete this section if you **are not using** a current, approved Illinois Procurement Gateway (IPG) Registration number.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

1. Business and Directory Information
2. Illinois Department of Human Rights Public Contracts Number
3. Authorized to Do Business in Illinois
4. Standard Certifications
5. State Board of Elections
6. Disclosure of Business Operations in Iran
7. Financial Disclosures and Conflicts of Interest
8. Taxpayer Identification Number
9. Signature

### **Forms B Section**

Complete this section only if you **are using** a current, approved IPG Registration number.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

1. Certification of Illinois Procurement Gateway Registration #
2. Certification Timely to this Solicitation
3. Replacement Certification to IPG Certification #6
4. Disclosures of Lobbyist or Agent
5. Disclosure of Current and Pending Contracts
6. Signature

For Veteran Small Business Utilization Plan go to:

<https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

#### **4.5.2 Instructions for Submitting Certifications**

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.

## **4.6 Complaint Procedure**

A complaint regarding any decision rendered by or action taken by the Tollway pursuant to this Bulletin may be filed by a firm with the Chief of Procurement of the Tollway by submitting a written statement setting forth all the facts and circumstances together with the basis for making such complaint and specifically how such decision or action is alleged to be in contravention of this Bulletin or the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535) (“QBS Act”). The subject of such complaints shall be limited to allegations of fraud, corruption, and illegal acts. Upon receipt of a complaint, the Chief of Procurement or his/her designee will determine whether, in the decision or action complained of, the Tollway has acted in accordance with this Bulletin and the QBS Act and will advise the firm submitting the written statement as to this determination and as to what additional action, if any, the Tollway will take. Any such written complaint must be received by the Tollway within 7 days from the time the firm complaining becomes aware or should have become aware of the decision or action complained of or from the time information of such decision or action becomes generally available to the public, whichever occurs first. Complaints must be sent in writing to:

Illinois Tollway  
Attn: Chief of Procurement  
2700 Ogden Ave.  
Downers Grove, IL 60515



## 4.7 Useful Links

The Illinois Tollway – <https://www.illinoistollway.com/>

Professional Service Bulletin - <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

Consultant Contract Forms (required forms for submittal) - <https://www.illinoistollway.com/doing-business/construction-engineering/forms#ConsultantForms>

Consultant Invoicing Forms - <https://www.illinoistollway.com/doing-business/construction-engineering/forms>

Partnering for Growth Program - <https://www.illinoistollway.com/doing-business/diversity-development/programs>

Illinois Procurement Bulletin - <http://www.purchase.state.il.us>

Illinois Procurement Gateway Frequently Asked Questions - <http://www.illinois.gov/cpo/Pages/FrequentlyAskedQuestions.aspx>

Chief Procurement Office/Procurement Gateway – Vendor Registration - <https://ipg.vendorreg.com/>

State Board of Elections - <http://www.elections.state.il.us/BusinessRegistration/BerepSearchByBusiness.aspx>.

Illinois Department of Central Management Services – Travel Reimbursement Schedule - <https://www.illinois.gov/cms/Employees/travel/Pages/default.aspx>

National Institute of Standard Technology - <http://www.nist.gov/>

Illinois Department of Transportation - <http://www.idot.illinois.gov/>

City of Chicago Certification of Compliance - <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=Chicago>

Illinois Department of Transportation Manual of Test Procedures for Materials - <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Memorandums-&-Letters/Highways/Materials/Concrete/6-08.1minimumprivatelabrequirements.pdf>

## 4.8 Illinois Procurement Bulletin (IPB) Notice

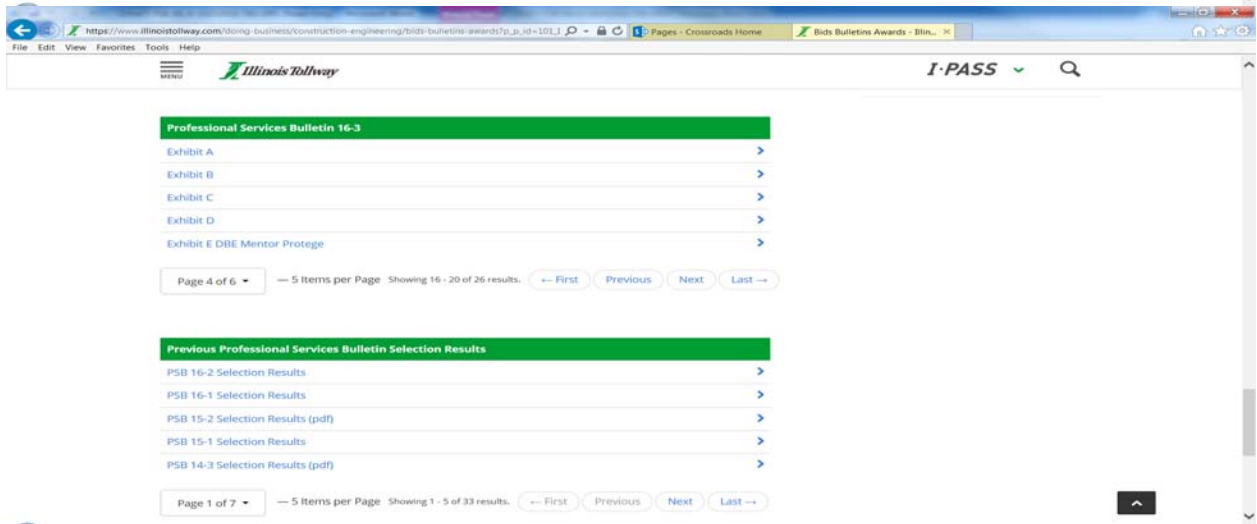
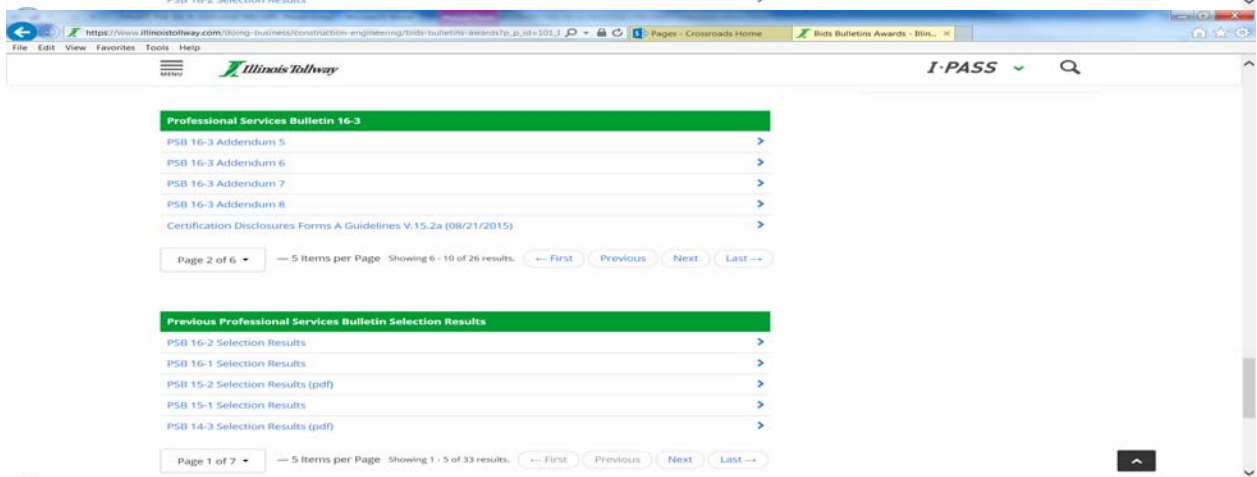
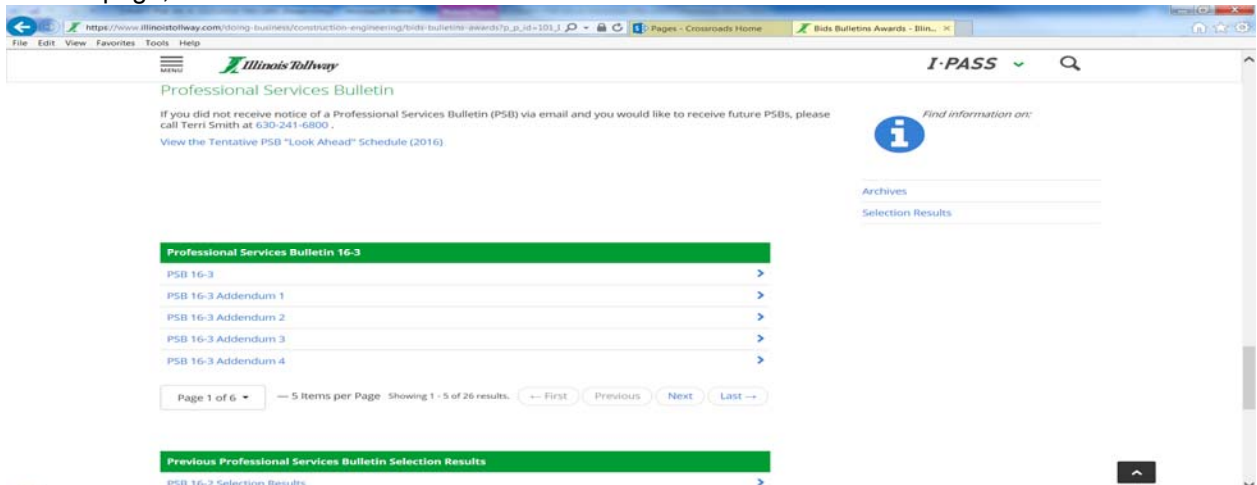
To register in the Illinois Procurement Bulletin, please follow these instructions:

- Go to <http://www.purchase.state.il.us>
- Please direct questions regarding the registration process or the use of the IPB to email address: [webmaster@purchase.state.il.us](mailto:webmaster@purchase.state.il.us) or the Procurement Help desk at (217) 299-0634.

## 4.9 Information on Accessing Tollway Website

- Go to [www.illinoistollway.com](http://www.illinoistollway.com)
- Click on “Menu”
- Click “Doing Business”

- From drop down menu, choose “Construction and Engineering”
- Middle of page, under “How Can We Help You? / Consultant Resources”, click “Professional Services Bulletin”
- \*Helpful Hint: A limited number of items are shown under “Professional Services Bulletin” on each page; click “Next” to view additional items.



#### 4.10 Future Professional Services Bulletin Notifications

To receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted, please submit the following information:

**PLEASE DO NOT SUBMIT WITH YOUR STATEMENT OF INTEREST**

**If previously submitted, only resubmit if information has changed.  
To unsubscribe from the PSB Notification list send an email to  
[ggomez@getipass.com](mailto:ggomez@getipass.com)**

Submit to: Ms. Grace Gomez, Contract Analyst  
[ggomez@getipass.com](mailto:ggomez@getipass.com)

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**Include the following information:**

Please add this contact to receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted:

Name of firm \_\_\_\_\_

E-mail address \_\_\_\_\_

Contact person (corresponding with e-mail) \_\_\_\_\_

## 4.11 Reserved

## 4.12 PSB 17-4 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 August 22, 2017, 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 2.1 Consultant/Subconsultant Conflict of Interest within Tollway Projects	Submission of an “ethical screen” approved by the Tollway at the time Statements of Interest for the proposal that would give rise to a potential conflict are submitted.
PART II, 2.5 Disadvantaged Business Enterprise (DBE) Participation	<p>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:</p> <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> <p><b>Each DBE firm utilized must be listed in a certifying agency’s database at the time of the expiration of the extended documentation period if utilized as described below 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></p>

	<b>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, 2.7 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, 2.12 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, 2.13 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. <b>Offeror understands that failure to meet all requirements is cause for disqualification.</b> 3. Submission of all Documentation Required in PSB 17-4: Offeror is submitting with its SOI any and all documents required in PSB 17-4. Exhibits from previous Professional Services Bulletins will not be accepted. <b>Offeror understands that incomplete or missing documentation will render the offer non-responsive.</b>  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, 3.3 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"> <li>• Exhibit A: Proposed Staff <ul style="list-style-type: none"> <li>○ Required - Submit with SOI</li> </ul> </li> <li>• Exhibit B: Environmental Questionnaire <ul style="list-style-type: none"> <li>○ Is not required for this PSB</li> </ul> </li> <li>• Instructions for Completing Exhibit C</li> <li>• Exhibit C: Current Obligations <ul style="list-style-type: none"> <li>○ Required - Submit as a separate pdf document</li> </ul> </li> <li>• Exhibit D: Availability of Key Project Personnel <ul style="list-style-type: none"> <li>○ Required - Submit with SOI</li> </ul> </li> <li>• Exhibit E: Partnering for Growth Program <ul style="list-style-type: none"> <li>○ If proposing a mentor-protégé arrangement, this Exhibit is required. Submit with SOI</li> </ul> </li> <li>• Exhibit F: Veteran Small Business Participation and Utilization Plan <ul style="list-style-type: none"> <li>○ If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI</li> </ul> </li> <li>• State of Illinois Standard Business Terms and Conditions <ul style="list-style-type: none"> <li>○ Required - Submit with Forms A or Forms B</li> </ul> </li> <li>• SOITEAM Spreadsheet <ul style="list-style-type: none"> <li>○ Required - Submit as a separate Excel file</li> </ul> </li> </ul>
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 Items 1 and 2)

<p>PART III, 3.3 Exhibits, Exhibit F</p>	<p>To qualify as an eligible VOSB/SDVOSBE, the firm must be currently certified by the Department of Central Management Services.</p> <p>If Vendor is a CMS certified VOSB/SDVOSB vendor, the entire goal is met and no subconsulting with a CMS certified VOSB/SDVOSB vendor is required; however, Vendor must submit a Utilization Plan with its SOI indicating that the goal will be met by self-performance.</p> <p>The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; (2) made good faith efforts towards meeting the entire goal; or (3) made good faith efforts towards meeting a portion of the goal.</p> <p>At the time of submittal of Statement of Interest, Vendor, or Vendor's proposed Subconsultant, must be certified with CMS as a VOSB or SDVOSB.</p> <p>Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation shall render the Statement of Interest non-responsive or non-responsible.</p> <p>3. ...firms must be certified with CMS as VOSB/SDVOSB vendors at the time of submittal of Statement of Interest.</p> <p>6. Good Faith Effort Procedures: Vendor must submit a Utilization Plan and Letters of Intent that meet or exceed the published goal.</p> <p>Vendors providing Good Faith Effort documentation and request for waiver must complete and submit the Good Faith Effort Contact Log with the Statement of Interest. Failure to submit Good Faith Effort documentation in its entirety shall render Vendor's Statement of Interest non-responsive or non-responsible and cause it to be rejected or render Vendor ineligible for contract award.</p>
<p>PART III, 3.3 Exhibits, Exhibit F – Letter of Intent</p>	<p>The Prime Vendor is required to submit a separate, signed Letter of Intent (LOI) from each VOSB certified vendor.</p> <p><b>LOIs must be submitted with the Statement of Interest and must be signed by both parties.</b></p>
<p>Part IV , 4.3.1 Required Format for Submitting Statements of Interest</p>	<p>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. <u>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 Partnering for Growth Program.</u> <b>Pursuant to Illinois Department of Transportation (IDOT) Prequalification rules and procedures, the Tollway will accept your firm's prequalification the same as IDOT, in that your firm is prequalified until (Fiscal Year + 1 year). As per IDOT, your firm will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to IDOT to remain prequalified.</b></p> <p><b>Your firm is prequalified for one year based on the firm's fiscal year and to remain prequalified the firm must submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to IDOT within six months. IDOT is giving the firm time to gather and complete information; it is not expected firms to be able to submit data immediately. The firm remains prequalified during this six month grace period. Once the data is submitted to IDOT, either before or on the due date, the firm remains prequalified in the current categories until IDOT reviews a category and makes a determination. If there is not a submittal by the due date, the firm is automatically listed as not approved.</b></p>

	<p><b>IDOT provides a listing of prequalified consulting firms on the website;</b></p> <p><a href="http://apps.dot.illinois.gov/eplan/desenv/epas/ConsultantsPrequalificationR080.pdf">http://apps.dot.illinois.gov/eplan/desenv/epas/ConsultantsPrequalificationR080.pdf</a></p> <p><b>This list is typically updated weekly, and is based on the most recently approved SEFC application. Firms are encouraged to monitor their prequalification status in IDOT's EPAS system. This notice also applies when utilizing a subcontractor to meet prequalification requirements on a project.</b></p>
PART IV, 4.3.2	All Exhibits submitted for this PSB must be current. Exhibits from previous PSBs will not be accepted.
PART IV, 4.3.4	<p>Each SOI must be submitted using the following basic format:</p> <p><u>COVER SHEET</u></p> <p>Include Full Legal Firm Name, PSB Number, Item Number, and <b>all</b> known sub-consultants (Full Legal Firm Names).</p> <p><u>TABLE OF CONTENTS</u></p> <p>Include Section Number and Page Numbers</p> <p><u>OFFEROR COMMITMENT and SIGNATURE</u></p> <p>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: <a href="https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards">https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards</a></p> <p><u>Section 1. Executive Summary (limit of 5 pages)</u></p> <ul style="list-style-type: none"> <li>A. Legal Name of firm, address, telephone number, e-mail address and contact person.</li> <li>B. List all known subconsultants, the work the firm(s) will be performing and a contact person for each. Identify any DBEs (Reference Section 2.5 for definitions) and VOSB/SDVOSBEs. Include Mentor and Protégé data if applicable.</li> <li>C. Name of Project Manager.</li> <li>D. Name of Project Engineer.</li> <li>E. Project Understanding.</li> <li>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.).</li> <li>G. Statement that firm will meet or exceed the DBE goal and VOSB/SDVOSBE 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).</li> </ul> <p><u>Section 2. Organization Chart</u></p> <p>Include names and titles for all Key Project Personnel</p> <p><u>Section 3. Personnel:</u></p> <p><u>Exhibit A: Proposed Staff</u></p> <p>Please include Exhibit A as part of Section 3 and complete as follows:</p> <ul style="list-style-type: none"> <li>A. Include resumes for Key Project Personnel proposed for the project</li> </ul>

	<p>(Prime firm and subconsultants for those specific positions identified in the PSB item description). Resumes for each individual should not exceed two (2) pages and should include only relevant experience for the specific item.</p> <p>B. List the Key Project Personnel to match the required prequalification categories and any additional personnel requirements designated in the Bulletin Items. (Include firm name if work is to be completed by a subconsultant.)</p> <p>C. QC/QA personnel must be different individuals than staff preparing the documents.</p> <p>Construction Management Services require the names and resumes of Certified Record Documentation Reviewers and Inspectors that will be assigned to the project. Specific requirements are explained in the Phase III Items.</p> <p><u>Section 4. Availability of Key Project Personnel Form</u></p> <p><u>Exhibit D.</u> Firms must show the percentage of time that identified Key Project Personnel will be available to work on the project described in each Item. We request a Word document saved in .pdf format to be completed with the relevant information.</p> <p><u>SECTION 5. Relevant Project Experience</u> Include a minimum of three (3) <b>relevant</b> projects of equal or greater complexity accomplished within the past ten (10) <b>years</b>, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. Color graphics and photographs may be sent with the e-mail files with the understanding that email size is not to exceed <b>7MB</b>.</p> <p><u>Section 6. Exhibit B:</u> Projects involving Location/Design Studies and Environmental Reports require completion of this Exhibit.</p> <p><u>Section 7. Exhibit C:</u> Current Obligations of Work (This form must be submitted as a separate pdf document. See instructions for electronic submittals.)</p> <p><u>Attachments:</u> If proposing a mentor-protégé arrangement, attach the required Exhibit E: Partnering for Growth Program If the item includes a Veteran Goal, attach the required Exhibit F: Veteran Small Business Participation and Utilization Plan</p>
PART IV, 4.4.1 General Instructions	All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls), must be submitted per the instructions provided.
PART IV, 4.4.2 Naming and Labeling Instructions	<p>All electronic submittals must be addressed to <a href="mailto:SOIPSB.17-4@getipass.com">SOIPSB.17-4@getipass.com</a></p> <p>The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest via the established PSB mailbox. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.</p> <p>All electronic submittals of your firm's emails subject lines MUST read: <b>SOIPSB17-4, SOI FIRM NAME CODE, ITEM (#'s)</b>.</p>
PART IV, 4.4.3 Instructions for Submitting	Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 17-4 Spreadsheet.



<p>the SOI Team Spreadsheet</p>	<p>Vendors are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed. Do not enter “TBD” or enter a range of percentages, and do not leave blank cells. For each subconsultant, the Prime’s full legal firm name must be entered in the first column.</p> <p><b>Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.</b></p> <p>NOTE: If a firm is submitting as a prime and also as a team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. DO NOT combine SOITEAM Spreadsheets for unique offers / entities.</p>
<p>PART IV, 4.4.4 Instructions for Electronic Submittal</p>	<p>The first line of your email shall indicate your Firm / Team Name, PSB and Item Number(s) on which your firm is submitting.</p> <p>Each attachment must be labeled as indicated below:</p> <ul style="list-style-type: none"> <li>o For each Item on which you are submitting, use your 2-6 character SOI Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01 through 99). (Example: abc02.pdf) (For Teaming Agreements use abc_TM02)</li> <li>o For your firm’s Disclosure Forms use your 2-6 character SOI Firm Name Code, followed by DS. (Example: abcDS.pdf). If your firm is registered on the IPG, include your IPG registration number in the body of your email.</li> <li>o Disclosures submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Firm Name Code for each individual Team firm name followed by DS_TM. (Example: abcDS_TM.pdf, defDS_TM.pdf and ghiDS_TM.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway.</li> <li>o For your firm’s Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL (Example: abcWL.pdf). Exhibit C submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Team Name Code (Example: abc_TMWL.pdf).</li> <li>o For your firm’s SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Teams, the subject line of each should utilize the Teaming Agreement Name code assigned by the Tollway. The Team lead will submit on behalf of the participating partners and identify the partner with a (TM) following their firm name in the work sheet.) (Example: abc_TMSOITEAM.xls)</li> </ul> <p>Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files (with the exception of SOITEAM) must then be converted to a PDF.</p> <p>abc02, abc09 and abc24 are the Statements of Interest for the submitted Items and must include Exhibit A within the submittal. Following Exhibit A, include resumes of key project personnel listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.</p> <p>abcDS is the Disclosure Forms. One copy of the Disclosure Forms is required (unless you are submitting as a Team – if a Team, include a DS for each Team member and name as abcDS_TM.pdf).</p> <p>abcWL is the Current Obligation Form (Exhibit C). One copy of the Current Obligations Form is required per Offeror / Team.</p> <p>abcSOITEAM.xls is the “SOI Team Prime and subconsultant PSB 17-4”</p>

	<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><b><i>Applicable to Item 1</i></b></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"> <li>A. Design Project Manager <i>Must hold PMI certification</i></li> <li>B. Program Controls Manager <i>Must be Illinois Licensed Professional Engineer.</i></li> <li>C. Design Monitor <i>Must be Illinois Licensed Professional Engineer.</i></li> <li>D. Construction Monitor <i>Must be Illinois Licensed Professional Engineer.</i></li> </ul>
<p><b><i>Applicable to Item 2</i></b></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><b>PRE-QUALIFICATIONS:</b> 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"> <li>• <b>Highways:</b> Freeways.</li> <li>• <b>Structures:</b> Highway Typical; Highway Advanced Typical; Highway Complex; Railroad Bridges; Major Bridges.</li> <li>• <b>Special Services:</b> Construction Inspection; Quality Assurance Testing.</li> </ul> <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>

<p>PART I, Professional Services Bulletin No. 17-4 Item Detail, Item 2, 1.4.2.5.1 - 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 Statements of Interest shall include the following.</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"> <li>A. Project Manager <i>Must be an Illinois Licensed Professional Engineer</i></li> <li>B. Construction Corridor Manager <i>Must be an Illinois Licensed Professional Engineer</i></li> <li>C. Resident Engineer</li> <li>D. Materials Coordinator <i>The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. <b>Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.</b></i></li> <li>E. Document Technician</li> <li>F. Materials QA Technician</li> </ul>
<p><b>Applicable to Teaming Agreements</b></p>	
<p>PART II, 2.8 Teaming Agreement</p>	<p>Team offers shall comply with the same requirements set forth for individual offers, including but not limited to the submittal (under the Team's SOI code name) of the Statement of Interest, SOI Team Spreadsheet, Exhibits, and Disclosures.</p> <p>Team members must clearly be identified with the Statement of Interest submittal, and Team Lead shall be considered the Prime Consultant upon selection.</p> <p>The Tollway requires the Team to perform no less than 40% of the work, meaning the Team cannot subcontract more than 60% of the project work. The scope of work to be performed by each Team member and its subcontractors must be clearly defined and leave no room for interpretation in the Statement of Interest.</p> <p><b>Note:</b> When entering data into the SOITEAM.xls spreadsheet the following must be followed:</p> <ul style="list-style-type: none"> <li>• Remove / delete the spreadsheet tabs for those items which your Team is not submitting.</li> <li>• Submit one (1) SOITEAM.xls spreadsheet per Team (i.e. if you enter into more than one Team (different participants) you will need to submit a separate SOITEAM.xls spreadsheet for each. <b>Note:</b> not for each item but for each separate, unique Team).</li> <li>• When saving the SOITEAM.xls spreadsheet for submittal to the Tollway place the cursor in cell B3.</li> <li>• Do not change formatting.</li> <li>• Do not change tab colors.</li> <li>• Do NOT cut and paste information.</li> <li>• When entering Yes or No responses, responses are to be Yes or No not Y or N</li> <li>• Ensure you enter the SOI information under the tab / item number for your</li> </ul>

	<p>submitted SOI.</p> <ul style="list-style-type: none"><li>• Example: Don't enter information into the tab for Item 1 if you are submitting for Item 8.</li><li>• When submitting the offer or submitting information to the Tollway, ensure you use the correct Team Code name as provided by the Tollway. Only the Team Lead should submit PSB e-mails.</li><li>• Outstanding work obligations, and certification and disclosure forms shall be submitted by the Team Lead on behalf of each of the Team members.</li></ul>
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