

PROFESSIONAL SERVICES BULLETIN 18-2

ADDENDUM 3

ADDENDUM 3 does not change the due date or time.

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

Due Date: April 24, 2018

Successful Offerors will be notified.

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

No. 18-2 Addendum 3

Date April 16, 2018

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 3
TO
PROFESSIONAL SERVICES BULLETIN No 18-2**

April 16, 2018

Addendum No 3 does not change the due date or time. Statements of Interest are due via the e-Builder process:

<https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd>
to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, April 24, 2018.

NOTES:

- Revision 1: Replace Pages A-20R thru A-23R with Pages A-20RR thru A-23RR:
 - To revise language on item 12 (RR-18-9206).
- Revision 2: Replace Pages 16 thru 17 with Pages 16R thru 17R:
 - To correct information on numbers 6 and 13 on the Offeror Commitment and Signature Pages.
- Revision 3: Replace Page 18 with Page 18R:
 - To revise Section 3.2 Exhibits.
- Revision 4: Replace Page 21R.a with 21RR.a
 - To revise Exhibit A Proposed Staff-Key Project Personnel "Categories" for Item 12.
- Revision 5: Replace Pages 59 thru 60 with Pages 59R thru 60R:
 - To revise Section 4.3 Guidelines for Submitting Statements of Interest (SOI).
- Revision 6: Replace Page 62R with Page 62RR:
 - To revise Sections 4.4.1 General Instructions and 4.4.2 Naming and Labeling Instructions.
- Revision 7: Replace Page 63 with Pages 63R and 63R.a:
 - To revise Section 4.4.4 Instructions for e-Builder Submittal.
- Revision 8: Replace Page 64 with Page 64R:
 - To revise Section 4.5.1 Instructions for Submitting Disclosures.
- Questions:
 - The following questions were received in the e-Builder SOI Mailbox and are addressed below. Resulting changes are summarized below:

QUESTIONS: The Tollway has received the following questions to PSB 18-2 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

Question 1: Regarding Item No 11 on PSB 18-2. On page 59 of (01 PSB 18-2.pdf), under Section 4.3.4, Section 1 Executive Summary, D, asks that we supply the "Name of Project Engineer". We are submitting an SOI for Item No 11 (described in Addendum 1), Infrastructure Management System for 2018/2019/2020/2021, Project No RR-18-9205. That item is for GIS IT Support and Development services, and does not include CM or Engineering services, nor does it list an Engineer as a Key Personnel requirement. Are we still required to list a Project Engineer in the SOI for Item No 11?

Response: Yes. Please submit the name of your Project Manager. Your Project Manager does not need to be an Engineer.

Question 2: Regarding Item No 11 on PSB 18-2. The requirement for Project Manager states “The person who will assume the duties of the Project Manager for this project must be familiar with all aspects of Transportation related Civil Engineering disciplines, including traffic, design and maintenance related Engineering including design, and will have at least 10 years of experience managing planning / transportation related Geographic information system projects.” The resource that we would assign as Project Manager has worked on Transportation related and GIS related projects, but is not an Engineer. Is it required that the PM be an Engineer or just have worked on/be familiar with these types of projects?

Response: No. They should meet the requirements as stated in your question.

Question 3: Under the Submittal Instructions in the PSB, it mentions still lumping all disclosures (Illinois Standard Business Terms and Form A or B) into “FirmNameDS” and putting Exhibits A and D in the SOI. However, in e-builder, it is required to upload everything as separate documents with a different naming system for everything (FIRMCODE_PSB#_ITEM#_DocumentTitle_MMDDYYYY). Can you please explain which instructions should be followed in order to have a successful submittal?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 4: In the previous submittal process, the Offeror Commitment Signature Page, Exhibit A, Exhibit D, Exhibit E, and Exhibit F were included as part of the SOI pdf file. Now that each of those forms is uploaded separately, should we still include them in the SOI or just note on the Table of Contents that they have been uploaded separately?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 5: Should the certification letters for each of our DBE/VSOB subconsultants be attached at the end of Exhibit A and then uploaded as one complete document, or should we upload Exhibit A as its own document and then attach the DBE/VSOB subconsultant certification letters on the Attached Documents tab?

Response: Upload Exhibit A as its own document and then attach the DBE/VSOB subconsultant certification letters on the Attached Documents tab.

Question 6: If there is no VOSB requirement and we do not have a VOSB subconsultant on our team, do we just fill in the form as best we can and then sign it? Which statement option would we choose on page 5?

Response: All twelve (12) items on PSB 18-2 have D/M/WBE and VOS/SDVOSBE participation goals (see PSB 18-2 Addendum No 2). Exhibit F, Veteran Small Business Participation and Utilization Plan is a required document. Choose the statement option on page 5 that applies to your submittal.

Question 7: Since Item 1 lists prequalification for Location/Design Studies (New Construction/Major Reconstruction) and Environmental Reports (Environmental Assessment), isn't an Exhibit B required?

Response: No.

Question 8: Our company will be undergoing a name change that, depending on processing time of our registration with the State of Illinois and the Tollway, may be finalized within the time period between submittal of our Statement of Interest and selection. Please advise whether we should submit under the current company name or under the new name.

Response: Refer to the Chief Procurement Officer JCAR Administrative Code at this link <http://ilga.gov/commission/jcar/admincode/044/044000010E20050R.html> for specific information regarding your firm. If your firm's name has not been officially changed on all required documents, submit your SOI under your current name with additional information about the name change and circumstances. Failure to do so may deem your firm non-responsive. Additionally, submit a letter explaining your firm's status of name change under the "Attached Documents" tab in your e-Builder SOI submittal. Be aware that DBE firms have additional certifications and rules that will need to be addressed by your firm, if applicable. All name change requests are subject to approval of the Tollway and Chief Procurement Office.

Question 9: Our firm changed our user name and company in our profile from the anonymous one provided for the SOI process to our actual company name and user. Will other firms be able to see our information?

Response: Yes. All other firms will be able to see your firm and login name. The issued information will protect your firm's anonymity for SOI submittal.

e-Builder Accounts

Every entity desiring to submit a Statement of Interest must have an e-Builder account specifically for such submittals. This is true for both individual firms and for teams.

When a security code is requested, a unique e-Builder account for the company or team will be created. The account will be set up with dummy information to preserve the anonymity of the entity. **Do not change this information at any time.**

Question 10: Could you please provide an upper limit of compensation for Item 12, RR-18-9206?

Response: This contract does not have an established upper limit of compensation and this will be negotiated with the selected top firm.

Question 11: Per instruction, Exhibit A is included in the SOI document. However, there is also a section to upload Exhibit A in the "Required Documents" section. Does this mean that Exhibit A should be included twice – attached as part of the Statement of Interest and attached separately as Exhibit A?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 12: In the Guidelines for submitting an SOI (Section 4.3) it has the requirements for the format for the SOI as we have done it in the past. In e-Builder many of the required documents are uploaded individually. Do I add all the documents in the uploaded Statement of Interest/Executive Summary as well as uploading them individually? Or, can I use the Table of Contents to cover the requirements by referring them to the uploaded document?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 13: Should key staff resumes be attached to the Exhibit A submittal or included with the Statement of Interest?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 14: Should relevant experience be submitted separately in the Attached Document tab or included in the Statement of Interest?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 15: On page 62 of the PSB the instructions state to include the consultants initials in the subject line, however this part of the file name is not included on page 6 in the "Professional Services Statement of Interest Start Step for Consultants" document. Does the preparer need to include his/her initials?

Response: No, the preparer does not need to include his/her initials. PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 16: Should the organization chart be part of the Statement of Interest or attached to the Exhibit A?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 17: Should the DBE certifications be included in the Statement of Interest document or with the Exhibit A?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 18: Item 1 has a prequalification requirement of Location/Design Studies (New Construction/Major Reconstruction). Page 1, The Table of Contents, Part III 3.2 Exhibit B: Not Required. Page 60, Section 6 Exhibit B: Projects Involving Location Design Studies..., require the completion of this exhibit. Please clarify if Exhibit B is required. Note; Exhibit B is not on the Tollway's webpage under PSB 18-2.

Response: No, Exhibit B is not required.

Question 19: For all questions please consider abc02 as our hypothetical SOI document. Under 4.4.4. Instructions for e-Builder Submittal, Detail Description of Attachments for electronic e-Builder 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.

19.1) In e-Builder, the SOI Start Process page under Required Documents, it states Other documents (such as resumes, etc.) in addition to the ones listed below may be required for a specific PSB Item response. Attach all additional documents on the Attached Documents tab. Since Exhibit A is a Required separate attachment in e-Builder, is it also required to submit it as part of abc02 document?

19.2) In PSB 18-2, 4.3.4 Each SOI must be submitted using the following basic format. Considering abc02 as an example, are all the sections comprising 4.3 Guidelines For Submitting Statements of Interest (SOI) to remain as part of the final abc02 document (as they were in PSB 18-1)? Could the Tollway clarify whether Exhibit A, Exhibit B, Exhibit C and Offeror Commitment and Signature documents are now attached separately in e-Builder and excluded from the final abc02 document?

Response 19.1 & 19.2: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 20: Do we need to have a 'Table of Contents' since we are submitting the files separately on e-builder?

Response: Yes, a Table of Contents is required. It must be submitted on the same document as the Statement of Interest (SOI).

Question 21: Can we add a cover sheet to our 'Statement of Interest' file?

Response: A cover sheet is required (please see section 4.3.4 for the SOI format).

Question 22: Under the naming convention, are spaces?

Response: See Section 4.4 of PSB No 18-2 for Submittal Instructions (please note that Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3).

Question 23: When adding subconsultant information into e-Builder Grid and the SOITEAM spreadsheet template, the only options for gender identify is Male or Female. How can we identify our firm's ownership as an ESOP?

Response: In e-Builder, a column for ESOP with a yes or no dropdown has been added to the "Subconsultant Information GRID (SOITEAM)" data section.

Question 24: In e-Builder, the instructions state: "All documents must have file names that begin with a firm code name and conform to the Tollway's naming convention. Example: FIRMCODE_PSB#_ITEM#_DocumentTitle_MMDDYYYY". The example is different from the naming convention instructions listed in the PSB. Please confirm if we should follow the naming convention identified in the e-Builder example or in the PSB.

Response: Follow the PSB. PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 25: In e-Builder, the instructions state: "The Subject of this process should follow Tollway naming conventions. Example: SOI_FirmCode_PSB#-CompanyName-Item#_02052018." However, in Section 4.4.2 in the bulletin, the instructions state: "All submittals of your firm's subject line MUST read: SOI_FirmCode_ConsultantsInitials_PSB18-2-CompanyName-Item#_MMDDYYYY." Please confirm the naming convention for the subject. If the naming convention includes Consultants Initials, should we include the company's abbreviation?

Response: The correct naming convention is:
SOI_FirmCode_PSB18-2-CompanyName-Item#_MMDDYYYY.

PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 26: Regarding Item No 5 on PSB 18-2. The project name says: Systemwide, Design Upon Request, Non- Roadway, but the key personnel listed in this item includes a person responsible for roadway design, is there any roadway design included in this project?

Response: Yes.

Question 27: Regarding Item No 5 on PSB 18-2. Can Tollway elaborate with examples of the type of work that will be involved in this item?

Response: These Phase II Engineering services will assist the Tollway's Operations Department and the Tollway's Engineering Department with tasks associated with building, facilities and miscellaneous roadway appurtenance repair.

Question 28: We would like to know if we are to follow the format as stated in Section 4.3.3 (Under Guidelines for Submitting Statements of Interest (SOI)) – e-Builder requests some of these documents to be uploaded individually (e.g. Exhibit A, C, D, F and Offeror Commitment Page), are we supposed to include these documents in the SOI document?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 29: Also, do we keep resumes as part of the SOI or separately in the attached documents tab on e-Builder?

Response: Resumes are part of Exhibit A.

Question 30: I have a question. In the new e-Builder system, it says "Other documents (such as resumes, etc.) in addition to the ones listed below may be required for specific PSB Item response. Attach all additional documents on the Additional Documents tab. However, in PSB-18-2 on page 60, it states that resumes should be included in Section 3A as part of the Statement of Interest. So do we need to upload resumes in the "Attached Documents" tab or include them with the SOI? Also, am I correct in assuming we that you still want divider tabs, table of contents and page numbers in the SOI?

Response: Include resumes with the Exhibit A. In the SOI, include divider tabs, table of contents and page numbers.

Question 31: We are also asked to upload Exhibit A, Exhibit D (and B if required), Exhibit F and Offeror Commitment into the e-Builder system. BUT pages 59 & 60 of the PSB state that we should include those documents in tabbed sections of the Statement of Interest. Do we have to upload AND include them in the SOI?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 32: When submitting as a team of two firms, should we combine our information for Exhibit C onto the four pages or should we add an additional four pages and separate out the two firms' information that way?

Response: Please see PSB No 18-2 Section 4.4.4 Instructions for e-Builder Submittal.

Question 33: Will the firm selected as the Prime Consultant for PSB 18-2 Item 12 be allowed to perform any work for contractors/producers/suppliers/consultants on Tollway System projects?

Response: The prime consultant providing Independent Assurance may not provide Quality Assurance as part of a Construction Manager or Corridor Construction Manager contract; and may not provide Quality Control services as part of a Contractor's Quality Control.

Question 34: Will the scope of work detailed in PSB 18-2 Item 12 replace/supplant quality assurance material testing, which has historically been performed under CM contracts?

Response: No.

Question 35: We are a small Certified SDVOSB Engineering firm that would like to participate with a Prime on Tollway PSB 18-2 and future PSB postings. At this point in the IDOT Pre-Qualification process we have obtained an IDOT "Provisional Rating Letter". Does the IDOT "Provisional Rating Letter" qualify as an approved part of the process that would allow our firm to be selected to work on a Prime's team without the Prime being deemed "Unresponsive" to the qualifications process on the posted PSB solicitation? Can we partner with a Prime for the purposes of doing engineering work on PSB 18-2? What acceptable guidelines would the Tollway provide for this?

Response: Firms must be prequalified by IDOT in the categories as indicated in each item, so if the IDOT Provisional Rating Letter is for a renewal of a IDOT prequalification then the firm would meet the prequalification requirement. If the IDOT Provisional Rating Letter is for a new prequalification, then the firm will not meet the prequalification requirement. Firms have partnered with a Prime to gain experience to obtain a prequalification; however, the firm that seals the work must be prequalified in the category of the work performed.

Question 36: Which naming convention should be utilized for the subject of each process?

- a. The e-Builder site states: SOI_FIRMCODE_PSB#-CompanyName-Item#_02052018
- b. Section 4.4.2 of the bulletin states: SOI_FirmCode_ConsultantsInitials_PSB18-2-CompanyName-Item#_MMDDYYYY

Response: See question #25 in this Addendum No 3.

Question 37: Should the executive summary, organization chart, resumes, and relevant project experience be attached as separate files on the "Attached Documents" tab? Or are they only needed to be included in the full Statement of Interest attachment?

Response: The executive summary, organization chart, and relevant project experience need to be included in the full Statement of Interest attachment. The resumes need to be included in the Exhibit A attachment.

Question 38: Should Exhibit A, Exhibit B, Exhibit D, Offer Commitment and Signature, Exhibit E, and Exhibit F be included in both the full Statement of Interest attachment and attached as separate PDF files in e-Builder?

Response: These documents should be submitted as separate documents in e-Builder.

Question 39: Should the DBE and VOSB/SDVOSB Evidence (certification from acceptable agencies) be included in the full Statement of Interest attachment and attached to the separate Exhibit A file?

Response: The DBE and VOSB/SDVOSB Evidence (certification from acceptable agencies) should be submitted as a separate document in e-Builder in the "Attached Documents" tab.

Question 40: Should the Illinois Tollway Standard Business Terms and Conditions and the Illinois State Board of Elections Registration Certificate be included both with Forms A/Forms B and attached as separate PDF files in e-Builder?

Response: The Illinois Tollway Standard Business Terms and Conditions, the Illinois Board of Elections Registration Document, and the Forms A or Forms B Disclosures should be submitted as separate documents in e-Builder.

Question 41: Which naming convention should be used for our file attachments?

- a. The e-Builder site states: FIRMCODE_PSB#_ITEM#_DocumentTitle_MMDDYYYY
- b. Section 4.4.4 of the bulletin states: abc02, abc09, etc. for the Statements of Interest; abcDS for the Disclosure Forms; abcWL for the Current Obligations, etc.

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 42: If we are to use the file naming convention as illustrated on the e-Builder site, are there specific naming conventions to be utilized for the "DocumentTitle" portion? (i.e. ExhibitA, OfferCommitmentandSignature, etc.)

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 43: In the subconsultant grid (SOITEAM), if a firm previously answered "ESOP" for gender, what should they select now?

Response: In e-Builder, a column for ESOP with a yes or no dropdown has been added to the "Subconsultant Information GRID (SOITEAM)" data section.

Question 44: Regarding Item No 12 on PSB 18-2. Exclusion of Potential Prime Consultants and DBE's. The following statement located on page A-21R of Addendum 1 under the Independent Assurance Program heading: *"The prime consultant providing Independent Assurance may not provide Quality Assurance services as part of a Construction Manager or Corridor Construction Manager contract."* This statement would preclude almost all firms (DBE and Non-DBE) from submitting as the Prime consultant. Majority of the firms have historically provided these services to the Tollway in the past. In addition, it excludes all active/qualified DBE material testing companies from participating as a Prime on this item.

Response: Revised language in Addendum. The price consultant providing Independent Assurance services for the Tollway cannot then cover Quality Assurance or Quality Control services. It is the responsibility of the selected Prime consultant to avoid conflicts of interest.

Question 45: Regarding Item No 12 on PSB 18-2. Prime's Conflict of Interest as a Consultant. This item, as written, would potentially allow for the Prime to perform specialty material testing, consulting and mix-designs to Contractors. The below statement, does not specifically disallow certain types of contractor consulting, *"Quality Assurance (QA) oversight and Contractors' Quality Control (QC) by the same Consultant, or one of their Sub-consultants, on the same project or on material coming from the same plant or source are prohibited. At the negotiations meeting the Prime Consultant and sub consultant(s) will disclose all current relationships with contractors."*

Response: Language has been relocated under Quality Assurance Inspection of Prestressed, Precast, Steel and Aluminum Fabrication section. It is the responsibility of the selected Prime consultant to avoid conflicts of interest.

Question 46: Regarding Item No 12 on PSB 18-2. Insertion of QA Scope for Construction Contracts. The language found on page A-21R of Addendum 1 under Quality Assurance Program says: *"Responsibilities of the QA program may include, but are not limited to the following."*

- *HMA, PCC, and Binder Laboratory Testing*
- *Quality Assurance Performance Testing*

Currently these responsibilities are handled by the QA material testing consultant as part of a construction management (CM) contract. We believe that CM's should still be responsible for administering this task on Tollway contracts as they are ultimately responsible for the successful completion of construction contracts. The above listed sentence allows the Prime, on this item, to be able to perform QA duties. In addition, if the intent of this item is to provide Independent Assurance to oversee the QC and QA aspects of the testing, then the scope of providing QA should not be included in this item. Independent Assurance should be independent of the QA and QC scope.

FHWA requirement:

Office of Pavement Technology

23 CFR 637 defines an Independent Assurance Program as: Activities that are an unbiased and independent evaluation of all the sampling and testing procedures used in the acceptance program. An Independent Assurance Program ensures the sampling and testing is performed correctly and the testing equipment used in the program is operating correctly and remains calibrated. It involves a separate and distinct schedule of sampling, testing and observation. Qualified sampling and testing personnel, other than those performing the verification and quality control (QC) sampling and testing,

should perform the Independent Assurance (IA) tests. Likewise, equipment other than that used for verification and QC should be used for IA sampling and testing. By regulation IA sampling and testing is conducted by agency personnel or an accredited laboratory designated by the agency.

Response: Revised language in Addendum. It is the responsibility of the selected Prime consultant to avoid conflicts of interest.

Question 47: Regarding Item No 12 on PSB 18-2. Upper Limit of Compensation. We have concerns that this contract was not advertised with an upper limit of compensation and/or a category associated with it. Each of the last five (5) material testing contracts has been published with an upper limit of compensation which has ranged between \$1.25 Million and \$5.0 Million. The upper limit of compensation would allow potential firms to make a decision about the size and scope of a potential team including possible joint ventures.

Response: Language regarding duration and anticipated scope has been included. This contract does not have an established upper limit of compensation and this will be negotiated with the selected top firm.

Question 48: Regarding Item No 12 on PSB 18-2. Requirement listed are too specific. Some of the requirements listed are too specific and would seriously limit other firms from bidding on this proposal. For example – requirement of a Task Manager (HMA/Aggregate Engineer) to be an Illinois PE and should have working knowledge of Asphalt Production and equipment. There are quite a few reputed personnel with similar experience in Quality Assurance and have worked for a material consultant as Quality Control Managers with a IL PE license, however, this requirement specifically asks for that individual to have previously worked for an Asphalt producer which is unreasonable and excludes almost every DBE consultant to submit as a prime on this project. MITSCAN & DCT – Out of the twenty three firms that meet the pre-qualification as required in the advertisement, only one firm to our knowledge has this equipment. If this firm is the only one performing this particular test then the process of performing Independent Assurance (IA) is eliminated. Thus making it only a Quality Assurance (please refer to the FHWA statement stated in question 46) function. In addition, this also eliminates all the prequalified DBE firms from doing MITSCAN & DCT thus preventing them from serving the Tollway in this aspect. Binder Laboratory must be accredited under the AASHTO Re:Source – currently there are only two laboratories that are accredited, both being NON-DBE firms.

Response: Revised language.

Question 49: Regarding Item No 12 on PSB 18-2. Geotechnical Engineer. Every PSB related to the IA in the past had a requirement for a Geotechnical Services Prequalification which also included a qualified Geotechnical Engineer to perform IA duties and work closely with the various CM/CCMs and report to the Tollway Materials in regards to all aspects of Soils work such as earthwork, embankment, subgrade, soils modification and undercuts, MSE walls, foundations and other special situations related to geotechnical engineering. As recently published Chief Engineer's Letter lists the 2018 Major Quantities for various Earthwork and Soils related items which are significant and need coverage under the IA program with a qualified Geotechnical staff. However, this requirement was absent.

Response: The Tollway has current/separate Task Order contract specific to “Geotechnical Engineering” to address this question as well as current language within PSB 18-2, Item 12 which references Lead Soils personnel.

Question 50: Regarding Item No 12 on PSB 18-2. Training Engineer. As stated in the Item - Must have an IL PE & at least 15 years’ experience in the materials engineering area and have background with procedures and specifications for the Tollway, IDOT, local agencies and others. Must have experience with quality assurance on the national level. – *This requirement is too specific and narrow and limiting all DBEs and restricts competition.*

Response: Removed “Must have experience with quality assurance on the national level.”

Question 51: Regarding Item No 12 on PSB 18-2. PCC/Prestressed/Precast/Steel/Aluminum Engineer. Must have IL PE, PCI level II or III certification with experience overseeing the prefabrication of precast and prestressed elements. Additional experience with structural steel and aluminum elements is also required. - *This requirement is too specific and narrow and limiting all DBEs and restricts competition.*

Response: Revised language under Task Manager for PCC/Prestressed/Precast/Steel/Aluminum Engineer.

Question 52: Regarding Item No 12 on PSB 18-2. Training Engineer. Must have experience with quality assurance on the national level. - *This requirement is too specific and narrow and limiting all DBEs and restricts competition.*

Response: Removed “Must have experience with quality assurance on the national level.”

Question 53: Regarding Item No 12 on PSB 18-2. Forensics/New Technologies Engineer. Must have demonstrated litigation experience as an expert witness and a background in arbitration. Must be well versed in national specifications and engaged in the research community. - *This requirement is too specific and narrow and limiting all DBEs and restricts competition.*

Response: Removed “Must have demonstrated litigation experience as an expert witness and a background in arbitration.”

Question 54: In the PSB 18-2, section 4.4.1 General Instructions state the required documents and exhibits are to be combined and labeled as follows:

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

In e-builder, some of the same documents are required to use the new naming convention and be uploaded individually.

“All documents must have file names that begin with a firm code name and conform to the Tollway's naming convention. Example: FIRMCODE_PSB#_ITEM#_DocumentTitle_MMDDYYYY”

Is it expected that the SOI, WL, and DS pdfs be uploaded in the attached document section of e-builder and some individual documents be uploaded separately using the new naming convention?

Response: PSB No 18-2, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 55: In the required document list in e-Builder, the first prompt says “SOI.” Is this only the executive summary? Or is this the SOI as described in 4.3.4 of the PSB 18-2 Bulletin (Cover, contents, offeror commitment, executive summary, org chart, Ex A, resumes, certificates, Ex D, relevant projects, Ex B, Ex E and ExF)?

Response: Required documents should be submitted as separate documents in e-Builder. See Sections 4.3 and 4.4 of PSB No 18-2 for instructions. Please note that Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 3.

Question 56: Is there a limit on the length of a file name? For example, is it expected that an individual file be named “FIRMCODE_PSB18-2_ITEM1_ Illinois Tollway Standard Business Terms and Conditions_04242018”?

Response: See Section 4.4.4 (page 63R) of this Addendum No 3 for file name instructions.

Question 57: The 8th question for the Subconsultant Information GRID (SOITEAM) asks if the firm is male or female. The drop-down menu for this question does not provide an alternative for firms with multiple owners or an ESOP. Is the grid incomplete if the firm is neither?

Response: In e-Builder, columns for “ESOP” and “Multiple Owners” with a yes or no dropdown have been added to the “Subconsultant Information GRID (SOITEAM)” data section.

Question 58: The 11th question for the Subconsultant Information GRID (SOITEAM) only allows the proposing firm to select one DBE, MBE, and WBE certification from the drop-down menu. How do we note a firm with more than one certification on the grid?

Response: Please select the most current certification from the pick list. You may provide additional certification documentation as an attachment. See question 39 above for instruction.

END OF QUESTIONS

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1.5.12 Item 12. RR-18-9206, Materials Engineering Services, Systemwide

This project has a 25% D/M/WBE participation goal and 1% VOS/SDVOSBE participation goal.

Materials Engineering Services are required to perform special technical services; Independent Assurance (IA) responsibilities for Hot-Mix Asphalt (HMA) production/construction, Portland Cement Concrete (PCC) production/construction and pipe and precast producers; technical lab services for concrete mix design and analysis; sampling and testing of aggregate sources for Tollway certification; Materials Engineering Support; and Quality Assurance (QA) inspection of steel and aluminum fabrication, and Prestressed/Precast fabrication.

This contract is intended to provide services over the next five (5) years on construction projects across the entire system and includes, but is not limited to the following major roadways:

- I-294 North and Central Tri-State
- I-94 North Tri-State
- I-490 Elgin-O'Hare Western Access
- IL Route 390

The estimated construction value of the work to be covered under this program is approximately \$3.5B.

Materials Engineering Services

Provide technical advice to the Tollway on opportunities to obtain optimum performance and economy in the design and construction of highway facilities. These services include identifying materials and processes for improvement and enhancement, providing background information and working with Tollway staff to assure the quality, economy and performance of the final products. Specific responsibilities may include but are not limited to the following:

- Provide Materials Engineering staffing and support to the Tollway's internal engineering staff, and external Consultants or Contractors for contracts relative to the design and/or construction of roadways and structures.
- Providing assistance to develop or analyze project special provisions designed for Tollway and IDOT classified construction materials.
- Provide evaluations of proposed construction materials and material sources, including new product evaluations, to determine compliance with any appropriate contract standard specifications, special provisions, and plan notes or details.
- Provide assistance to the Tollway in the area of job mix control including review and analysis of submitted mix designs or commercial material products in relation to contract design requirements and help to maintain the material approval records for the Tollway construction contracts.
- Evaluate current pavement conditions within the Tollway system and provide targeted testing protocols to supplement the Tollway's asset management system.
- Properly store, organize, and back up all performance data collected for the Tollway.
- Oversee the Contractor's Quality Control (QC) and Construction Manager (CM) Quality Assurance (QA) programs on Illinois Tollway construction contracts.
- Analyze QA data, and provide engineering for the development of enhanced specifications and designs.
- Provide materials training to Tollway, CM, designers and contractors on an annual basis.
- Provide new product evaluation.
- Provide forensic evaluation on an as-needed basis.

In order to provide the necessary expertise, the consultant must employ Professional Engineers specializing in the materials engineering field. Each of the engineers must have the applicable years' experience in the materials area and must be recognized and credible within the highway community for their engineering expertise. They must have detailed knowledge of Illinois Tollway specifications and procedures, Illinois Department of Transportation (IDOT) specifications and procedures, and knowledge of common practice by local agencies in Illinois. The engineers must have a detailed technical knowledge of structural products, aggregate production and processes, field soil and subgrade testing/analysis and support, hot mix asphalt design and control, concrete mixtures composition, design and construction, steel fabrication, pre-stressed and precast concrete inspection and processes, and contract certification process to assure that all materials incorporated in the work have been approved. The consultant must also employ its own well qualified and experienced AASHTO Re:Source lab and certified field technician's for direct information on the quality and procedures involved.

Independent Assurance Program

Develop and manage an Independent Assurance (IA) program to verify the final quality of Hot Mix Asphalt (HMA), Warm Mix Asphalt (WMA), Portland Cement Concrete (PCC), and Aggregate products for use by the Tollway. Responsibilities of the IA program may include, but not limited to the following:

- Inspection and certification of asphalt and concrete production facilities
- Inspection of contractor Quality Control (QC) laboratories
- Verification of QC/QA compliance
- Dispute resolution testing

The consultant must have a proven capability of running an independent testing program for hot mix asphalt and concrete. The consultant must have demonstrated ability to conduct such a program, provide oversight to the quality assurance, work with contractors, suppliers, materials sources and assure compliance with contract requirements over the range of projects and contracts active at any given time.

The Independent Assurance program will be separate and provide oversight over Quality Assurance and Quality Control activities. The prime consultant providing Independent Assurance may not provide Quality Assurance services as part of a Construction Manager or Corridor Construction Manager contract; and may not provide Quality Control services as part of a Contractor's Quality Control.

A working knowledge of IDOT's MISTIC system and the Tollway's I-MIRS and eBuilder software is required.

Quality Materials Engineering Program

Manage a Quality Program to oversee items not otherwise covered in traditional QC/QA items of work and/or for the purposes of further defining and improving specifications and performance. Responsibilities of the program may include, but are not limited to the following:

- HMA, PCC and Binder Laboratory Testing
- Quality Performance Testing

Such tasks are further defined below and include, but are not limited to,

- Liquid asphalt binder testing
- Performance testing on both concrete and asphalt mixtures
- Evaluation of completed pavement with respect to steel alignment, etc.

HMA, PCC and Binder Laboratory Testing

The laboratory must be accredited under the AASHTO Re:Source, and Cement and Concrete Reference Laboratory (CCRL) certified for all appropriate tests. The laboratory shall meet requirements for 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."

In addition, the consultant must have an AASHTO Re:Source accredited asphalt binder testing laboratory satisfying the following requirements. Laboratory technicians and the Professional Engineer that has oversight of the laboratory must have successfully completed the "Basic Binder Technician Training" conducted by the Asphalt Institute. At minimum the binder laboratory must be able to conduct all the following procedures:

ALL associated test methods within AASHTO M320 and for PG compliance and classification AASHTO R29.

- ASTM D7173- Separation of Polymer- Softening Point and DSR methods
- ASTM D36- Softening Point
- Asphalt Extraction via automated extraction device
- ASTM D5404- Asphalt Recovery from solution via Rotary Evaporator
- AASHTO T350- Multiple Stress Creep and Recovery (MSCR)
- High and Low Shear Asphalt Binder Blending Processes

Performance Testing

MIT Scanning:

Provide state of the practice advanced measurement of final product quality. For concrete, provide magnetic imaging technology (MIT) scan services of completed pavement to determine dowel bar alignment and thickness via the MIT Scan T2. Oversight of the MIT scanning, data analysis, documentation, and recommendations must be by a Professional Engineer with 5 years' experience.

The consultant must have equipment and experience evaluating completed highway facilities to determine final in place conformance to specifications and long term performance. This experience includes evaluating PCC using MIT scanning technology.

PCC Performance Testing

The consultant must have the ability to perform testing including but not limited to surface resistivity to evaluate permeability, super air meter (SAM), Ring Test, V-Kelly Ball and Box Test.

Asphalt Performance Testing

The consultant must have the ability to perform testing including but not limited to Hamburg wheel, DCT, I-FIT, and automatic extraction testing to provide resultant binder samples for performance grading.

Quality Assurance Inspection of Prestressed, Precast, Steel and Aluminum Fabrication

Prestressed and Precast Fabrication

Provide QA testing and inspection at the facilities for fabrication of elements in accordance with with Tollway Specifications and Special Provisions, IDOT's Standard Specifications for Road and Bridge Construction, Manual for Fabrication of Precast Prestressed Concrete Products, and applicable Policy Memorandums.

Steel and Aluminum Fabrication

This work shall include but not be limited to the inspection of structural beams, overhead sign and other structures, structural embeds, monotube light structures and components. A Professional Engineer with at least 5 years' experience in oversight of structural inspection shall be provided to manage inspection services. A Lead CWI shall be provided by the consultant to directly oversee all CWI Inspectors. The Lead CWI shall have at least 10 years' experience. All fabrication inspection shall be performed by a CWI. Inspectors employed by the Consultant shall represent the Tollway by performing quality assurance inspection of steel and aluminum fabrication. As appropriate, personnel must be qualified to evaluate:

1. Shop processes such as welding, machining & assembly.
2. Non-destructive testing (VT, UT, RT & PT).
3. Condition of structural material.
4. Final geometry.
5. In-process repairs.

Inspectors will also:

1. Assess the shop's Quality Control and record management.
2. Verify bolt testing and installation.
3. Monitor heat curving or straightening.
4. Inspect blast cleaning and painting.
5. Provide guidance; and help resolve questions or conflicts.

All QA testing and inspection at the facilities for fabrication of elements in accordance with Tollway Specifications and Special Provisions, IDOT Standard Specifications for Road and Bridge Construction, Manual for Fabrication of Precast Prestressed Concrete Products, and applicable Policy Memorandums.

Inspectors shall prepare daily reports and inform the Tollway of project status and unresolved problems. The Consultant shall provide all necessary inspection tools, safety equipment and reference documents (codes, etc.) needed to accomplish their assigned duties.

The Consultant shall forward daily inspection reports and billing information to the Tollway in a timely manner, and submit a final package, including material certifications, original daily reports, and test documents, to the Tollway at the end of each task.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) on Prestressed, Precast, Steel and Aluminum Fabrications by the same Consultant, or one of their Sub-consultants, on the same project or on material coming from the same plant or source are prohibited. At the negotiations meeting the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

Required Qualifications

The prime consultant must be prequalified by IDOT in the following category:

Special Services (Quality Assurance Testing (QA HMA & Aggregate))

Special Services (Quality Assurance Testing (QA PCC & Aggregate))

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

- The Liaison Engineer who will assume duties as Project Manager for all aspects of the work and must be an Illinois Licensed Professional Engineer. Responsible for the management of individual tasks within the program including schedule, budget, and deliverables.
- Task Managers - Requires licensure as an Illinois Licensed Professional Engineer and must have demonstrated experience in project management and infrastructure/pavement engineering.
 - Design & Construction Process (QC/QA/IA) Engineer – Must have 5 years' experience of materials focused oversight and testing working on large heavy highway projects. Knowledge of the Tollway system and experience with writing and implementation of specifications. Experience managing end result testing and non-destructive pavement evaluation programs in accordance with existing Tollway specifications and standards. Ability to evaluate current pavement conditions within the Tollway system and provide targeted testing protocols to supplement the Tollway's asset management system. Experience working with the Tollway with current processes to assure compliance and certify projects. Must have knowledge of I-MIRS, and eBuilder software.
 - HMA/Aggregate Engineer - Must have IDOT HMA level 3 qualification and have at least 10 years' experience designing HMA mixtures and controlling HMA production and placement. Must have Quality Control and/or Quality Assurance testing and management supervision experience. Must have design and construction experience using non-traditional HMA mixes, these may include pervious pavement, thin lift friction overlays, ground tire rubber, and asphalt modifiers. Must have working knowledge of all mixture producing components at an asphalt plant and must be able to recognize any irregularities with said components. Must have working knowledge of all types of HMA paving equipment and the ability to recognize and troubleshoot HMA laydown problems.
 - PCC/Prestressed/Precast/Steel/Aluminum Engineer – Must have 5 years' experience overseeing the prefabrication of precast and prestressed elements, PCI level II or III certification is preferred. Additional experience with structural steel and aluminum elements is also required.
 - Training Engineer - Must have at least 15 years' experience in the materials engineering area and have a background with procedures and specifications for the Tollway, IDOT, local agencies and others.
 - Forensics/New Technologies Engineer - Must have at least 15 years' experience in the materials engineering area and have a background with procedures and specifications for the Tollway, IDOT, local agencies and others. Must will be well versed in national specifications and engaged in the research community.
- Field and operational support staff:
 - QC/QA Level I, Level II and Level III (HMA and PCC) Certified Testing Technicians.
 - ACI Grade 1 and PCI Level I & II- Quality Control Personnel Certification Program (for precast)
 - Lead CWI (Steel Fabrication)
 - Lead Asphalt Binder Technician
 - Lead Field Soils Technician, IDOT Soils Field Testing and Inspection (S-33) Certification

Schedule: This project is scheduled to start in Summer 2018.

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 18-2:** Offeror is submitting with its SOI any and all documents required in PSB 18-2. 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 – Consultant 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 as a separate document in e-Builder.
_____ 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 4.4 Submittal 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 data section.
 _____ 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 Data:** 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 18.1) 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 4.4 Submittal instructions, using the SOI FIRM NAME CODE provided by the Tollway.
 _____ Yes _____ No
14. **Illinois State Board of Elections Registration:** The Offeror understands that Primes may be required to be registered with the Illinois State 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 if applicable.
 _____ 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 EXHIBITS

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

- Exhibit A: Proposed Staff
 - Required – Submit as a separate pdf document.
- 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 as a separate pdf document.
- Exhibit E-DBE: Partnering for Growth Program
 - If proposing a mentor-protégé arrangement with a DBE firm, this Exhibit is required.
 - Submit as a separate pdf document.
- Exhibit E-VOSB: Partnering for Growth Program
 - If proposing a mentor-protégé arrangement with a VOSB/SDVOSB, this Exhibit is required.
 - Submit as a separate pdf document.
- Exhibit F: Veteran Small Business Participation and Utilization Plan
 - If the item includes a Veteran Goal, this Exhibit is required.
 - Submit as a separate pdf document.
- Illinois Tollway Standard Business Terms and Conditions
 - Required - Submit as a separate pdf document.
- SOITEAM Data

Exhibit A – Proposed Staff PSB 18-2, continued

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

Project Manager (Item 11)			
Name:			
Firm:			
Category:	Exp w/ Transportation Civil Engineering Disciplines. 10 yrs exp w/ GIS projects.		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Liaison Engineer (Item 12)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Design & Construction Process (QC/QA/IA) Engineer (Item 12)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer. Exp in Project Mgmt & Infrastructure/Pavement Engineering. 5 yrs exp materials oversight/testing. I-MIRS/eBuilder software knowledge.		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

HMA Aggregate Engineer (Item 12)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer. Exp in Project Mgmt & Infrastructure/Pavement Engineering. IDOT HMA Level 3 Qualification. 10 yrs exp HMA mixtures/production. QC/QA testing/mgmt. exp.		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

PCC/Prestressed/Precast/Steel/Aluminum Engineer (Item 12)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer. Exp in Project Mgmt & Infrastructure/Pavement Engineering. PCI Level II or III Certification preferred. Structural Steel/Aluminum exp.		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Training Engineer (Item 12)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer. Exp in Project Mgmt & Infrastructure/Pavement Engineering. 15 yrs exp Materials Engineering.		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Forensics/New Technologies Engineer (Item 12)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer. Exp in Project Mgmt & Infrastructure/Pavement Engineering. 15 yrs exp Materials Engineering.		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

QC/QA Level I (Item 12)			
Name:			
Firm:			
Category:	HMA & PCC Certified Testing Tech		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

*If work is being performed by a Sub-consultant list firm name also.

**Note the specific function listed in the Item description for Key Personnel

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 subconsultants (Full Legal Firm Names).

TABLE OF CONTENTS

Include Section Number and Page Numbers

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. Include the proposed percentage of work to be completed by proposed DBE and VOSB/SDVOSB firms (Percentages shall match those submitted with the SOITEAM data).

Section 2. Organization Chart

Include names and titles for all Key Project Personnel

Section 3. Relevant Project Experience

Include a minimum of three (3) **relevant** projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. Color graphics and photographs may be sent with the files.

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

Section 4. Exhibit C:

Current Obligations of Work (This form must be submitted as a separate pdf document. See 4.4 Submittal Instructions).

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB_18-2.02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-2.02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal date of April 24, 2018. The subject line should read: PSB 18-2 Question. Answers will be addressed via an Addendum published on the IPB. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: ebuilder@getipass.com. Please call if you need assistance: (630) 241-6800, ext. 3851.

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 an SOI to the Tollway via the e-Builder PSB 18-2 SOI process located at the following: <http://www.e-builder.net>

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 e-Builder submittals must be received by April 24, 2018, 4:30:00 P.M. CT. Any submittals received after that time will be returned via an e-Builder notification and considered late. Late submittals will not be accepted by the Tollway and will be deemed non-responsive.

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 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.
- The Word and/or PDF documents available on the Tollway website are labeled as follows:

Revised Exhibit A.doc	Submit as a separate document in e-Builder
Exhibit B.doc	Submit as a separate document in e-Builder, if required
Exhibit C.doc	Submit as a separate document in e-Builder
Exhibit D.doc	Submit as a separate document in e-Builder
Offeror Commitment and Signature Page	Submit as a separate document in e-Builder
Forms A or Forms B Disclosures	Submit as a separate document in e-Builder
Illinois Tollway Standard Business Terms and Conditions	Submit as a separate document in e-Builder
Exhibit E. Partnering for Growth Program	Submit as a separate document in e-Builder
Exhibit F. VOSB/SDVOSBE Utilization Plan and Letter of Intent	Submit as a separate document in e-Builder

- 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.

4.4.2 Naming and Labeling Instructions

- The Tollway requires electronic submittals for the Professional Services Bulletin’s Statements of Interest via the established e-Builder PSB process. 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 Consultant 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 Eleanor Curcuro at (630) 241-6800, extension 3851, 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 Eleanor Curcuro at (630) 241-6800 extension 3851, for an assigned SOI Firm Name Code.
- All submittals of your firm’s subject lines MUST read: **SOI_FirmCode_PSB18-2-CompanyName-Item#_MMDDYYYY**.

4.4.3 Instructions for Submitting the SOITEAM Data

The SOITEAM information is now inputted into the “SOITEAM data” section in e-builder. The following still apply to your submittal:

- Vendors are required to complete the SOITEAM data section 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 SOITEAM Data section is to be completed for each Item for which your firm is submitting an SOI.
- NOTE: If a firm is submitting as a prime and also as a Team lead for one or more teams, a separate SOI and the SOITEAM data information must be submitted for each. **DO NOT** combine SOITEAM data information for unique offers / entities.

4.4.4 Instructions for e-Builder Submittal

It is important that your e-Builder submittal be prepared according to the following instructions.

- 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).
 - abcTC is the attachment label for the Illinois Tollway Standard Business Terms and Conditions.
 - abcBOE is the attachment label for the Illinois Board of Elections Registration document.
 - 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.
 - 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. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway.
 - abcExA is the attachment label for Exhibit A – Proposed Staff – Key Project Personnel.
 - If required, abcExB is the attachment label for Exhibit B – Location/Design Studies – Environmental Questionnaire.
 - 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).
 - abcExD is the attachment label for Exhibit D – Availability of Key Project Personnel.
 - abcExE.DBE is the attachment label for DBE Partnering for Growth Program Plan.
 - abcExE.VOSB is the attachment label for VOSB Partnering for Growth Program Plan.
 - abcExF is the attachment label Veteran Small Business Participation and Utilization Plan.
 - abcOCS is the attachment label for Offeror Commitment and Signature Form.
 - DBE.VET.Certs is the attachment label for DBE and VOSB/SDVOSB Evidence (certifications).
- Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files must then be converted to a PDF.
- Detail Descriptions of Attachments for electronic e-Builder submittal:
 - abc02, abc09 and abc24 are the Statements of Interest for the submitted Items (see Section 4.3.4 for the SOI basic format).
 - 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.
 - abcExA – Proposed Staff – Key Project Personnel.
 - 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.
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.
- o abcExD – Availability of Key Project Personnel. Firms must show the percentage of time 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.
- o abcWL is the Exhibit C – Current Obligations Form. 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.

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. Disclosures of Lobbyist or Agent
4. Disclosure of Current and Pending Contracts
5. 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