

PROFESSIONAL SERVICES BULLETIN 18-3

ADDENDUM 3

ADDENDUM 3 does not change the due date or time.

STATEMENTS OF INTEREST are due by 4:30:00 p.m. (Central Time)

Due Date: August 29, 2018

Successful Offerors will be notified.

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

No. 18-3 Addendum 3

Date August 22, 2018

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

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

August 22, 2018

NOTES:

Resulting changes are summarized here:

- Revision 1: Part 1- The Schedule 1.2 OFFICIAL NOTICE –
 - Update reference to the appropriate section of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act. Change Page 2RR and 63RRR, which are enclosed.
- Revision 2: 1.4.9 Item 9
 - Revised prequalification requirement for Special Transportation Studies (Mass Transit) and Special Studies (Safety) to be met through a subconsultant. Changed Pages 16R and 17R, which are enclosed.
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- Revision 3: Replace Page 19 with 19R
 - To revise Section 3.2 – Exhibits.
- Revision 4: Replace Page 60 and 61 with 60R and 61R
 - To Revise Section 4.3 – GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI).
- Revision 5: Replace Page 63RR with 63RRR
 - To Revise Section 4.4.1 General Instructions

QUESTIONS: The Tollway has received the following questions to PSB 18-3 via the e-Builder SOI Mailbox and Tollway responses are provided below:

Question 1a: In Addendum No 2, Question 10 it states:

In the bulletin, starting on page 60, we are instructed to organize the SOI using the following basic format: Cover page, Offeror Commitment and Signature Page following the cover sheet, Executive summary, org chart, Exhibit A, Resumes, Exhibit D, Relevant Project Experience, Exhibit B, Exhibit E, Exhibit F. However, in e-Builder there are dropdowns to separately attach Exhibits A, D, E, F and the Offeror Commitment form. Do you want those uploaded individually *and* also attached to the SOI document itself?

Response: PSB No 18-3 Section 4.3 – Guidelines for Submitting Statements of Interest (SOI), 4.3.4 , have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 1b: However, it also states in Addendum #2 on page 16 under the 4.4.1 General Instructions table to attach all of those above files separately. You want all Items we are submitting on – the item documents we label abc01; abc02 (for example), to include all of those forms and attachments above – Exhibit A, B, D, E, F and Offerer Form -- even though they are required in e-Builder to be uploaded as separate, individual documents?

Response: PSB No 18-3 Section 4.4.1 – General Instructions, have been revised in this Addendum No 3. Please note that documents should be submitted as separate documents in e-Builder.

Question 2: On the SOITEAM form, there is a dropdown to identify the “P4G Partner.” Are we to list the firm being mentored or the firm to do the mentoring?

Response: Please enter either “No” if there isn’t a P4G partner or the name of the mentoring firms.

Question 3: When your teaming members are filling out the Terms and Conditions, how should they fill out the Delinquent Debt form? Should they also list the subconsultants or should they make a note to refer to the firm disclosures that are acting at the Prime?

Response: Each team member is to attach the Terms and Conditions in their entirety, to team members Forms A or Forms B.

Question 4: Do you need the State Board of elections forms from your teaming partners

Response: Yes

Question 5: Assume my company name is XYZ, Inc.; my firm code is XYZ; I am not a DMBE/Vet and I am submitting on item 5. Is the following correct?

Subject line: SOI_XYZ_PSB18-3-XYZ, Inc.-Item5_08292018

XYZ_PSB18-3_Item5_SOI_08292018..... (SOI = cover sheet, executive summary, org chart, experience)

XYZ_PSB18-3_Item5_TC_08292018..... (terms and conditions)

XYZ_PSB18-3_Item5_BOS_08292018..... (board of elections)

XYZ_PSB18-3_Item5_FormsB_08292018..... (Forms B)

XYZ_PSB18-3_Item5_ExA_08292018..... (Exhibit A form + resumes)

XYZ_PSB18-3_Item5_WL_08292018..... (Exhibit C)

XYZ_PSB18-3_Item5_ExD_08292018..... (Exhibit D)

XYZ_PSB18-3_Item5_ExF_08292018..... (Exhibit F)

XYZ_PSB18-3_Item5_OCS_08292018..... (offer commitment signature)

Additional Documents: DBE.VET.Certs

Response: No, Please refer to PSB 18-3 Addendum No 2 Section 4.4.4 Instructions for e-Builder Submittal pages 64R and 64R.a.

Question 6: I have a Question/Concern Regarding Pre-Qualification of our Firm. Email below from IDOT shows that we do not qualify for QC/QA Materials Testing for HMA/PCC/Aggregates. However, due to a technical issue, our QC/QA certification does not show on IDOT list of pre-qualified consultants. Even though numerous primes are thinking about adding our firm as a sub, they are hesitant because they think we are not Pre-Qualified (even though email below shows we are Pre-Qualified in QC/QA Category). I would like to confirm that by not having our name on the published pre-qualified list, My firm would not be disqualified or any prime consultants be disqualified due to the fact that our name is not on the published list.

Response: The Tollway follows IDOT's process with respect to prequalifications. As long as IDOT confirms the prequalification exists, the Tollway will accept it. For further explanation of IDOT prequalification rules and procedures refer to the NOTICE provided in Section 4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI) of PSB 18-3.

End of Questions

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PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

Illinois State Toll Highway Authority (ISTHA)
2700 Ogden Avenue
Downers Grove, IL 60515

PSB 18-3 Hotline : (630) 241-6160

PSB 18-3 eBuilder Training:

<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=35&tid=222>

PSB 18-3 Tech Support: e-builder@getipass.com

1.2 OFFICIAL NOTICE

EFFECTIVE IMMEDIATELY: Professional Services Bulletin (PSB) 18-3 responses will be submitted via the Illinois Tollway's Web-based Program Management System (e-Builder). See below for additional details.

PSB 18-3 is the official notice of needed professional services for the Illinois State Toll Highway Authority ("Illinois Tollway", "Tollway"), as authorized by the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, 30-15 (c) (30ILCS 500/30-15 (c)). 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 18-3, 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.

1.2.1 PSB 18-3 Summary

Information for the e-Builder process for PSB 18-3 can be found in the Public Folder at:

<https://app.e-builder.net/public/PublicFolderView.aspx?FolderID={dc0355ee-4323-458e-91b5-547c6655b5f5}>

You will need the following before you can submit an SOI in e-Builder:

- o Webinar Training (see the e-Builder Public Folder link listed above)
- o Security Key (see Section 4.4 Submittal Instructions)
- o e-Builder Login ID (see Section 4.4 Submittal Instructions)
- o Firm Code Name (see Section 4.4 Submittal Instructions)
- o e-Builder link to PSB 18-3 SOI process: <http://www.e-builder.net>

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 18-3.02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-3.02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal due date of August 29, 2018. The subject line should read: PSB 18-3 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: e-builder@getipass.com or e-Builder PSB SOI Hotline: (630) 241-6800, ext. 6160.

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 18-3 SOI process located at the following: <http://www.e-builder.net>

The Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30ILCS 500/30-15 (c)): Architectural, Engineering, and Land Surveying Qualifications Based Selection Act) for selecting qualified consultants under this PSB.

1.4.9 Item 9. RR-18-9210, Intelligent Transportation Systems (ITS) Services Upon Request

This project has a 26.0% D/M/WBE participation goal and 3.0% VOS/SDVOSBE participation goal.

Phase I/II and III engineering services are required for preparation of Design Studies; preparation of plans, specifications and cost estimates and other technical services; and the construction inspection, supervision and potential equipment testing at selected locations on the Tollway System for various projects. Other work tasks may include, but not limited to, constructability reviews of contract plans, material and equipment approval, and review quality control field data as directed by the Tollway. This could include attending factory acceptance testing for equipment.

Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

1. Traffic Operation Analysis and video wall upgrade of the Traffic Operation Center.
2. Special Studies: ATM operations, CCTV coverage and 3-D analysis, connected vehicles, autonomous vehicles, connect vehicle to infrastructure (CVI), policies and feasibility studies.
3. Design- DMS upgrades, CCTV gap analysis and Way-in-Motion upgrades, other ITS devices.
4. Design Review.
5. Field Verification- construction support for ongoing ITS Unit projects
6. Review ITS needs due to new and/or improvement projects.
7. ITS planning, design, and construction (including communication and power networks).
8. On call and as- needed work related to the Tollway ITS system.

The upper limit of compensation will be set at \$4,000,000 to be authorized for use as individual projects are needed. The prime firm will be required to perform a minimum of 35% of the work. This contract is subject to available funding.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same vendor are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the Tollway as well as current relationships with contractors.

The Consultant will perform on-site inspection, review layout of contract including design changes, 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 may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The individuals who would be assigned this responsibility should be specified. 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.

Firm must be prequalified by IDOT in the following categories:

- Special Studies (Traffic Signals)**
- Structures (Highway: Simple)**
- Special Transportation Studies (Mass Transit)**
- Special Studies (Safety)**
- Special Services (Mechanical Engineering)**
- Highways (Freeways)**
- Special Services (Construction Inspection)**

In addition, the prime firm, or their subconsultant, must demonstrate a minimum of five (5) years' experience in Intelligent Transportation Systems (ITS) as related to transportation projects.

The Tollway prefers that the prime firm, or their subconsultant, provide a project team with the following positions:

-
- The person who is a Certified Electronics Technician with a minimum of 2 years hands-on experience with telecommunications or traffic based equipment.
- The person who is a Certified Professional Traffic Operations Engineer (P.T.O.E) with seven (7) years of experience.
- The person who is a Communications Design Engineer, who has minimum 4 years training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.

The Tollway will allow a prime firm to meet the prequalifications for Structures (Highway: Simple), Special Transportation Studies (Mass Transit), Special Studies (Safety), Special Services (Mechanical Engineering), and Special Services (Construction Inspection) through a subconsultant.

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

- The person who will assume duties as Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical design related issues (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Equipment Coordinator / Inspector.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Project Controls Engineer.

Note: The Resident Engineer does not need to be an Illinois Licensed Professional Engineer if they report to a Project Manager who is an Illinois Licensed Professional Engineer.

Schedule: This project is scheduled to start in 2019.

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

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).

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.

The preparation of the SOI for submittal in e-Builder must be prepared by one individual, i.e., one individual's login ID. Every individual has access only to the e-Builder SOI process instance that is being created by the individual. Access to the e-Builder SOI process instance can only be seen by the individual that created it.

One SOI is required for each PSB item.

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 18-02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal date of August 29, 2018. The subject line should read: PSB 18-3 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. 6160.

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 18-3 SOI process located at the following: <http://www.e-builder.net>

The Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30ILCS 500/30-15 (c). Architectural, Engineering, and Land Surveying Qualifications Based Selection Act 30-15 (c) for selecting qualified consultants under this PSB.

SOI e-Builder submittals must be received by August 29, 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:

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