

# PROFESSIONAL SERVICES BULLETIN 18-4

## ADDENDUM 1

*ADDENDUM 1 does not change the due date or time.*

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

**Due Date: November 5, 2018**

**Successful Offerors will be notified.**

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

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No. 18-4 Addendum 1

October 30, 2018

ISTHA web site: [www.illinoistollway.com](http://www.illinoistollway.com)



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1  
TO  
PROFESSIONAL SERVICES BULLETIN No 18-4**

**October 30, 2018**

Addendum No 1 does not change the due date or time. Statements of Interest are due via the e-Builder process: <http://www.e-builder.net> to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, November 5, 2018.

**NOTES:**

**Addendum 1 makes the following revisions to Professional Services Bulletin (PSB) No 18-4:**

**Revision 1:** Replace page A-2 with A-2R

- To correct/add Special Plans (Lighting: Complex), Special Services (Hazardous Waste: Simple) and sub consultants requirements.

**Revision 2:** Replace page A-4 with A-4R

- Revise Method of Providing DCM Services #6.

**Revision 3:** Replace A-11 with A-11R

- To add Key Personnel for Item 3

**Revision 4:** Replace page A-15, A-16 and A-17 with A-15R, A-16R and A-17R

- To add Construction estimate category.

**Revision 5:** Replace 16 with 16R

- Revised Firm's Commitment and Signature form.

**Revision 6:** Replace page 20 with 20R

- Revised Exhibit A – Proposed Staff for Item 3

**Revision 7:** Replace Page 58 with 58R:

- Selection Committee Meeting date has been set for December 19, 2018.

**Revision 8:** Replace Page 61 and 62 with 61R and 62R:

- To correct the submittals subject line and examples (remove the spaces in the subject line).

**Item##\_FirmCode\_PSB18-4\_CompanyName\_MMDDYYYY**

Item01\_ACME\_PSB18-4\_AcmeCompany\_10162018

**QUESTIONS:** The Tollway has received the following questions to PSB 18-4 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

**Question 1:** Do you want us to include the Firm's Commitment and Signature form two times or do you have a single preference? Page 16 says to include this form in the SOI after the cover sheet. Page 65 indicates we are to upload it to Ebuilder as a separate document and with a special file name.

**Response:** Firm's Commitment and Signature form was revised. The document should be submitted as separate document in e-Builder only.

**Question 2:** For Item 1, which Special Services (Hazardous Waste: \_\_\_\_\_) IDOT prequalification is needed: Simple or Advance?

**Response:** Simple.

**Question 3:** Question For Item 1, may a prime consultant meet the IDOT prequalification for Special Services (Hazardous Waste: Simple or Advance) through a subconsultant?

**Response:** Yes, The Tollway will allow a Prime consultant to meet the IDOT prequalification for Special Services (Hazardous Waste: Simple) through a subconsultant.

**Question 4:** For Item #3, will geotechnical investigation be required as part of this DUR or will geotechnical investigation be completed by others?

**Response:** Geotechnical services will be completed by others.

**Question 5:** For Item #3, on the building demolitions, will asbestos testing and abatement be part of this DUR or will asbestos testing and abatement be completed by others?

**Response:** Asbestos testing and abatement will be completed by others.

**Question 6:** The construction cost categories are not listed for Items 5, 6, and 7. Can you provide these?

**Response:** Item 5, Category A. Item 6, Category B. Item 7, Category A.

**Question 7:** Item 1: Please confirm the page limit for the Executive Summary - Page A-4 lists 10 pages; Page 59 lists 5 pages?

**Response:** For item 1, it is 10 pages. Page A-4 states "Please see the following revisions (in bold italics) to SECTION 4.3."

**Question 8:** Item 1: We request that the applicable pre-qualifications for Special Services – Hazardous Waste be allowed to be fulfilled by a subconsultant and not the Prime.

**Response:** See response to question #3.

**Question 9:** Item 1: Please clarify the pre-qualification requirements for Special Plans (Lighting). There are two sub categories - Typical and Complex. Which apply?

**Response:** Complex. The Tollway will allow a Prime consultant to meet the prequalification for Special Plans (Lighting: Complex) through a subconsultant.

**Question 10:** Item 1: Please clarify the pre-qualification requirements for Special Services – Hazardous Waste. There are two sub categories – Simple and Advance. Which apply?

**Response:** See response to question #2.

**Question 11:** Item 1: Please clarify whether relevant projects must be accomplished within the past 5 years or the past 10 years. Please also clarify whether photographs for this section are permissible.

Page A-2: In addition to the above prequalifications, the firm must have a minimum of three (3) relevant projects accomplished within the past 10 years, demonstrating the firm's experience in the type of work required for this project. The use of photos is highly discouraged. Include the following for each project identified in the categories below:

Page 59: 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.

**Response:** For item 1, page A-2 takes precedence.

**Question 12:** Item 1: Please clarify the request below:

Per Page A-2: Firms must have additional experience as indicated below:

- o 3. The person who will assume the duties of the Project Manager

Since this section is referring to past relevant experience, should we take this to mean “the person who assumed the duties of the Project Manager?”

**Response:** Yes.

**Question 13:** After reviewing Illinois Tollway PSB 18-4, Item 1: I-18-4700, Design Corridor Manager (DCM) – EOWA Corridor (Illinois Route 390/I-490), we noticed that the required prequalification list included the category **Special Plans (Lighting) (Page A-2)**. We have confirmed with IDOT that there is no IDOT prequalification for Special Plans (Lighting). There are only two Lighting prequalification categories: **Special Studies – Lighting: Typical**; and **Special Studies – Lighting: Complex**.

Please clarify whether the **Special Plans (Lighting)** prequalification requirement should be changed to **Special Studies – Lighting: Typical** or **Special Studies – Lighting: Complex**, or whether there is another lighting prequalification requirement.

**Response:** See response to question #9.

**Question 14:** Is the fee / construction cost known for Items 5, 6 and 7?

**Response:** See response to question #6.

**Question 15:** Do we need a new set of e-builder Security Key for this submittal or can we use the same numbers assigned for previous PSB’s?

**Response:** As long as the company has their existing e-Builder PSB Security Key they can continue to use it for their submittals.

**Question 16:** There is not an Estimated Construction Cost or Category listed on Items 5, 6 and 7.

**Response:** See response to question #6

**Question 17:** On Page 61 of bulletin, 4.4.2, it states: “All submittals of your firm’s subject lines MUST read:”

**Item ##\_FirmCode\_PSB18-4\_CompanyName\_Item#\_MMDDYYYY (Example below)**

However, the 7 examples listed below don’t include the second “Item#” reference – the examples only list the Item # in the subject line once:

**Item01\_ACME\_PSB18-4\_AcmeCompany\_10162018**

**Item02\_ACME\_PSB18-4\_AcmeCompany\_10162018**

**Item03\_ACME\_PSB18-4\_AcmeCompany\_10162018**

**Item04\_ACME\_PSB18-4\_AcmeCompany\_10162018**

**Item05\_ACME\_PSB18-4\_AcmeCompany\_10162018**

**Item06\_ACME\_PSB18-4\_AcmeCompany\_10162018**

**Item07\_ACME\_PSB18-4\_AcmeCompany\_10162018**

Should we follow the 7 examples only list the Item # once in our subject lines, or follow the directive prior to which lists the Item # twice in the subject line?

**Response:** See revised page 61R and 62R, regarding the submittals subject line and examples.

**Question 18:** Can we request a compliance check if we submit a completed SOI on the Thursday or Friday (11/1,11/2) before, allowing for any compliance revisions to be made in time for the final due date of Monday 11/5?

**Response:** No.

**Question 19:** On the Firm's Commitment and Signature Form at the top, it says: **Include the Firm's Commitment and Signature pages in each SOI following the Cover Sheet.** However, on Page 65 of the bulletin, it says this form needs to be uploaded separately in e-Builder. Do we need to do both - upload the form separately in e-Builder **\*and\*** attach the form behind the cover sheet that precedes the 5-page SOI executive summary?

**Response:** See response to question #1.

**Question 20:** Based on the project description and the prequalification requirements for Item 3, it appears there may be a need for Geotechnical Services. For Item 3, will Geotechnical Services be provided by others?

**Response:** See response to question #4.

**Question 21:** Can you please provide the approximate fees and/or construction costs for Items 5, 6, and 7?

**Response:** See response to question #6.

**Question 22:** For Item 3, will environmental and geotechnical services be required?

**Response:** No.

**Question 23:** Please see below for an additional question with regards to Professional Services Buletting 18-4, Item 1 Design Corridor Manager Services (DCM) – EOWA Corridor (Illinois Route 390/I-490).

- **Please confirm whether the numbered item on page A-4 below is missing information or if it reads correctly as is:**

*6. Other Agencies: This includes a narrative outlining the firm's experience*

**Response:** This should read: *"6. Other Agencies: This includes a narrative outlining the firm's experience coordinating with other agencies."*

**Question 24:** Under "Prime Contractor Info" on E-builder, if we are preparing a "Team" submittal:

1. Do we enter only the lead firm's information for the "Total Fee for all Projects" for ISTHA, IDOT, etc.?
2. Where it says "Percentage Commitment for Prime on the Project" does that refer to the lead firm's percentage or the total "Team's" percentage?

**Response:** Enter the required information for the Prime (Lead) Consultant for the Team only.

**Question 25:** If we are preparing a "Team" submittal, we are required to upload separate documents for each team member for the Standard Business Terms & Conditions, Illinois Board of Elections registration, etc., however there is only space to upload one file. How/where do we upload the additional files?

**Response:** Only 1 file may be attached to a document file field on the SOI process. You may attach additional documents on the Attach Documents tab below the subject line of the SOI process.

For detailed instructions on attaching documents, see the Appendix (pp. 16-27) in the SOI User Manual. The User Manual file (UM\_Tollway\_XX\_16-e-Builder-Ch3-StatementInterestSelection4Consultants\_10162018.) is available for download at

**Question 26:** This question is in reference to the qualifications for 1.4.1 Item 1: I-18-4700, Design Corridor Manager (DCM) – EOWA Corridor (Illinois Route 390/I-490). On Page A-2 for Item 1, the requisite prequalifications include Special Services (Hazardous Waste). While many of the specialty items are allowed to be met by a subconsultant, this prequalification is not listed as allowed.

Can a Prime meet the prequalification for Special Services (Hazardous Waste) through a subconsultant for Item 1?

**Response:** See response to question #3.

**Question 27:** This question is in reference to the qualifications for 1.4.1 Item 1: I-18-4700, Design Corridor Manager (DCM) – EOWA Corridor (Illinois Route 390/I-490). On Page A-2 for Item 1, the requisite prequalifications include **Hydraulic Reports (Pump Stations)**. While many of the specialty items are allowed to be met by a subconsultant, including the related prequalification of **Special Plans (Pumping Stations)**, this prequalification is not listed as allowed.

Can a Prime meet the prequalification for Hydraulic Reports (Pump Stations) through a subconsultant for Item 1?

**Response:** Yes, the Tollway will allow a Prime consultant to meet the prequalification for Hydraulic Reports (Pump Station) through a subconsultant.

**Question 28:** Item 3 has the following required prequalifications.

**Highways (Freeways)  
Structures (Highway Bridges: Typical)  
Structures (Highway: Complex)**

Please confirm that the following is or is not required for Item 3.

**The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.**

If so Exhibit A on Page 20 should also be changed.

**Response:** Yes. The following two key personnel should be added:

- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements. This requirement may be satisfied by one individual who holds both licenses, or two individuals who are licensed in their appropriate categories.

**Question 29:** PSB 18-4 states SOIs are due by 4:30:00 pm (Central Time). How do I set my account in eBuilder to a time zone?

**Response:** On the home page of your eBuilder PSB account go to the Setup>My Settings>Personal Information>My Profile. Click the Update button; scroll to the Time Zone field; set to (UTC-06:00) Central Time (US & Canada). Click the Save button.

**End of Questions**

Firms must be prequalified by IDOT in the following categories:

**Highways (Freeways)**  
**Airports (Airport Design)**  
**Structures (Highway Bridges: Complex)**  
**Structures (Railroad Bridges)**  
**Special Plans (Lighting: Complex)**  
**Special Plans (Pumping Stations)**  
**Special Studies (Location Drainage)**  
**Special Studies (Traffic)**  
**Location Design Studies (New Construction/Major Reconstruction)**  
**Hydraulic Reports (Waterway: Typical)**  
**Hydraulic Reports (Pump Station)**  
**Geotechnical Services (Subsurface Explorations)**  
**Special Services (Surveying)**  
**Special Services (Aerial Mapping and LiDAR)**  
**Special Services (Electrical Engineering)**  
**Special Services (Mechanical Engineering)**  
**Special Services (Architecture)**  
**Special Services (Hazardous Waste: Simple)**  
**Special Services (Subsurface Utility Engineering)**

The Tollway will allow a Prime consultant to meet the prequalifications for Structures (Highway Bridges: Complex), Structures (Railroad Bridges), Special Plans (Lighting: Complex), Special Plans (Pumping Stations), Hydraulic Reports (Pump Stations), Geotechnical Services (Subsurface Explorations), Special Services (Surveying), Special Services (Aerial Mapping and LiDAR), Special Services (Electrical Engineering), Special Services (Mechanical Engineering), Special Services (Architecture), Special Services (Hazardous Waste: Simple) and Special Services (Subsurface Utility Engineering), through a subconsultant.

Firms must have additional experience as indicated below:

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

1. Project name
2. Project location
3. The person who will assume the duties of the Project Manager.
4. A brief description of the project and the work performed, including the project's size, complexity, and fee
5. Name, address, telephone number, and e-mail address of client contact to serve as reference

Tollway Projects

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

Please see the following revisions (*in bold italics*) to Section 4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOIs) of this PSB.

**4.3.4, Section 1. Executive Summary (limit of 10 pages)**

4.3.4 Section 1, 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 and a ***project team matrix that clearly illustrates the key personnel and subconsultants included in the organizational structure proposed to accomplish the management, technical, and administrative services required***, etc. ***Project Approach should also include the following:***

**Method for Providing DCM Services**

***The firm shall propose their method for providing Design Corridor Management services; however, in general, the Tollway is interested in how the firm will address the following:***

- 1. Staffing: This includes interaction and integration of the firm's team with Tollway staff.***
- 2. A description of how the firm plans to coordinate with existing and future Design contracts.***
- 3. Utilities: This includes a description of how the firm plans to coordinate and mitigate utility issues during design.***
- 4. Communication: This includes a description the firm's communication plan during design, specifically as to how they would coordinate with the Tollway's Communication Department and how they would communicate with the Tollway in general.***
- 5. Land Acquisition: This includes a description of how the firm plans to coordinate, communicate and mitigate right of way issues during design and construction.***
- 6. Other Agencies: This includes a narrative outlining the firm's experience coordinating with other agencies.***

**Oral Presentations**

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



### 1.4.3 Item 3. I-18-4424, Tri-State Tollway, Design Upon Request

This project has a 22% D/M/WBE participation goal and 2% VOS/SDVOSBE participation goal.

Phase II engineering services are required for work orders that may include preparation of contract plans and engineering studies and other technical services as directed by the Tollway. Work orders under the blanket agreement will be negotiated and authorized by the Tollway on an as-needed basis. Typical work orders will include projects that are required for the Tollway system, and may include, but not be limited to:

1. Noise Abatement Wall and Retaining Wall contracts.
2. Bridge Improvement contracts.
3. Residential and Commercial Building Demolition contracts.
4. Utility Relocation contracts.
5. On call and as- needed work related on the Tollway system.

The upper limit of compensation will be set at \$5,000,000 to be authorized for use as individual projects are assigned.

Firms must be prequalified by IDOT in the following categories:

**Highways (Freeways)**  
**Structures (Highway Bridges: Typical)**  
**Structures (Highway: Complex)**  
**Special Plans (Typical Lighting)**  
**Special Plans (Complex Lighting)**  
**Special Services (Surveying)**  
**Special Services (Subsurface Utility Engineering)**  
**Special Services (Landscape Architecture)**

The Tollway will allow a prime consultant to meet the prequalification for Structures (Highway: Complex), Special Plans (Typical Lighting), Special Plans (Complex Lighting), Special Services (Surveying), Special Services (Subsurface Utility Engineering), Special Services (Landscape Architecture) through a subconsultant.

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

- The person who will assume the duties of the 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 survey related issues (must be an Illinois Licensed Professional Land Surveyor).
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements. This requirement may be satisfied by one individual who holds both licenses, or two individuals who are licensed in their appropriate categories.
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer).

Schedule: Design for this project is scheduled to start in 2019. Construction of this project is not scheduled.

**1.4.5 Item 5. RR-18-4382, Tri-State Tollway, Stearns School Road Bridge Reconstruction, M.P. 7.5, Construction Management**

This project has a 18% D/M/WBE participation goal and 1% VOS/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, and supervision for the Stearns School Road bridge reconstruction on the Tri-State Tollway at M.P. 7.5 in Lake County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. 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.

Construction estimate: Category A

Firms must be prequalified by IDOT in the following category:

**Special Services (Construction Inspection)**

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 Resident Engineer.
- The Materials Coordinator.
- 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 Materials QA Technician.

Schedule: Design for this project is scheduled to start in 2018. Construction of this project is currently scheduled to start in Spring 2020 and be completed by Fall 2021.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format, including a 3-D Model, and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

**1.4.6 Item 6. RR-18-4435, Jane Addams Memorial Tollway, Pavement and Bridge Preservation M.P. 2.6 (Rockton Road) to M.P. 18.3 (Kishwaukee River Bridge), Construction Management**

This project has a 20% D/M/WBE participation goal and 1.5% VOS/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, and supervision for the pavement and bridge preservation on the Jane Addams Memorial Tollway between M.P. 2.6 (Rockton Road) and M.P. 18.3 (Kishwaukee River Bridge) in Winnebago County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. 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.

Construction estimate: Category B

Firms must be prequalified by IDOT in the following category:

**Special Services (Construction Inspection)**

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 Resident Engineer.
- The Materials Coordinator.
- 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 Materials QA Technician.

Schedule: This project is scheduled to start in 2019.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format, including a 3-D Model, and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

#### 1.4.7 Item 7. I-18-4352, Reagan Memorial Tollway, Windsor Road Bridge Reconstruction, Construction Management

This project has a 18% D/M/WBE participation goal and 1% VOS/SDVOSBE participation goal.

Phase III engineering services are required for the construction inspection, and supervision for the Windsor Road bridge reconstruction on the Reagan Memorial Tollway in DuPage, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. 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.

Construction estimate: Category A

Firms must be prequalified by IDOT in the following category:

##### **Special Services (Construction Inspection)**

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 Resident Engineer.
- The Materials Coordinator.
- 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 Materials QA Technician.

Schedule: This project is scheduled to start in 2020.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format, including a 3-D Model, and follow the CADD Standards Manual.

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures and will receive training on the system.

The Tollway will furnish the Consultant with guidelines for the Consultant's Quality Program (CQP). The CQP is due fourteen (14) days after Notice to Proceed.

The Consultant who is selected for this project will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office building in Downers Grove.

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

## 3.1 FIRM'S COMMITMENT and SIGNATURE

Include the Firm's Commitment and Signature pages as a separate document in e-Builder. 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>

### SOI TO PROVIDE PROFESSIONAL SERVICES

Firm should use this form as a final checklist to ensure that all required documents are completed and included with the SOI. Firm must mark each blank below as appropriate; mark N/A when a section is not applicable to the PSB Item submitted. ***Firm understands that failure to submit this form or meet all requirements is cause for disqualification.***

1. **PSB Review:** Firm 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:** Firm acknowledges receipt of any and all addenda to this PSB, and has taken those into account in making this submittal.  
 Yes – List Addenda numbers here: \_\_\_\_\_     No     Not Applicable
  
3. Firm has submitted with its SOI any and all documents required in PSB 18-4. The most current forms are listed on the Tollway website: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards> (Doing Business: Construction and Engineering – Consultant Resources – Professional Services Bulletin). Exhibits from previous Professional Services Bulletins will not be accepted. ***Firm understands that incomplete or missing documentation will render the SOI submittal non-responsive.***  
 Yes     No
  
4. **SOIs:** Firm is submitting a separate 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 Firm is submitting under its full, legal name, and if applicable, the full, legal names of its team members.  
 Yes     No
  
5. **Exhibit A:** Firm is submitting with its SOI "key" project personnel specific to each SOI submitted, including subconsultants, resumes, category of work and is attached as a separate document in e-Builder.  
 Yes     No
  
6. **DBE and VOSB/SDVOSB Evidence:** Firm and/or subconsultant is submitting evidence of certification from acceptable agencies and is attached as a separate document in e-Builder.  
 Yes     No     Not Applicable
  
7. **Exhibit B:** Firm is submitting with its SOI the Location/Design - Environmental Questionnaire for applicable items and is attached as a separate document in e-Builder.  
 Yes     No     Not Applicable
  
8. **Exhibit C: Current Obligations:** Firm is submitting current work obligations in dollars and/or the Teaming Agreement's Team Lead is submitting 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 and is attached as a separate document in e-Builder.  
 Yes     No     Not Applicable
  
9. **Exhibit D: Availability of Key Project Personnel:** Firm is submitting with its SOI Exhibit D, which must include Key personnel as identified in the item detail, for both Prime and subconsultants and is attached as a separate document in e-builder.  
 Yes     No     Not Applicable

**Exhibit A – Proposed Staff  
PSB 18-4, continued**

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

<b>Land Acquisition (Item 1)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Owner Representative (Item 2)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

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

<b>Construction Engineer (Item 2)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>QC/QA Roadway (Item 1, 2 and 3)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>QC/QA Structural (Item 1, 2 and 3)</b>			
Name:			
Firm:			
Category:	IL Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Resident Engineer (Items 2, 4 thru 7)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Material Coordinator (Items 2, 4 thru 7)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Document Technician (Items 2, 4 thru 7)</b>			
Name:			
Firm:			
Category:	Documentation Certification Number- IDOT class S-14		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Material QA Technician (Items 2, 4 thru 7)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

# PART IV: REPRESENTATIONS AND INSTRUCTIONS

## 4.1 SELECTION CRITERIA

Members of the Consultant Selection Committee will not be available to discuss specifics of projects listed in this PSB between the date of the submittal and the Selection Committee meeting. Please do not send letters or e-mails expressing interest in specific projects to members of the Consultant Selection Committee.

Selection of professional consultants by the Tollway is based on the firm’s professional qualifications, related experience, expertise, and availability of key personnel to be assigned to the project and what is best for the Tollway. SOIs will be evaluated based on the following criteria:

- Related experience and technical competence of the personnel and experience of the firms and/or Subconsultants proposed.
- Familiarity of the firm and any proposed subconsultants with the work described in the Item. Particular attention will be given to appropriate cost saving measures and innovative ideas that will benefit the Tollway.
- Ability to complete the work in the time required and the firm’s existing workload.
- Commitment and availability of Key Personnel during the term of the contract.
- Proposed method of accomplishing the project’s objectives.

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

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

## 4.2 SCHEDULE FOR CONSULTANT SELECTION

The Tollway anticipates selecting consultants based on this estimated schedule:

Task	Date Due
Publish	October 16, 2018
Last Day for Questions no later than 4:30:00 pm Central Time	October 26, 2018
Complete SOIs are due no later than 4:30:00 pm Central Time on this date, including all required Attachments/Exhibits as specified in this PSB.	November 5, 2018
Qualifications Review Complete	November 29, 2018
Tier 1 Scoring Due	TBD
<b>Selection Committee Meeting:</b>	December 19, 2018
Board Approval – A copy of the subcontract agreement, if required, within fifteen (15) days after execution (generally the Notice to Proceed date) of the contract if selected, or after execution of the subcontract, whichever is later, must be submitted to the State Purchasing Officer (SPO) through the Executive Manager of Engineering at: 2700 Ogden Ave., Downers Grove, IL 60515	2019
Notice to Proceed	TBD

submitted by the Prime firm. (Important Reminder: if a Prime is submitting for themselves, that login ID will be different than the login ID that they would use to submit for a team).

The preparation of the SOI for submittal in e-Builder must be prepared by one individual, i.e., one individual's login ID. Each individual has access only to the e-Builder PSB SOI process instance that is being created by the individual. Each e-Builder PSB 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 18-4.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-4.01_Questions_and_RFIs@docs.e-builder.net) at least 10 days (October 26, 2018 at 4:30:00 pm (CT) prior to the **submittal date, of November 5, 2018 @ 4:30:00 pm (CT)**. The subject line should read: PSB 18-4 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](mailto: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 18-4 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): Architectural, Engineering, and Land Surveying Qualifications Based Selection Act for selecting qualified consultants under this PSB.

SOI e-Builder submittals must be received by November 5, 4:30:00 P.M. Central Time (CT). Any submittals received after that time will be considered late and the user will receive an e-Builder notification stating that the PSB SOI date and time has expired. Late submittals will not be accepted by the Tollway. NOTE: You must set the Time Zone field on your e-Builder account profile page to "(UTC-06:00) Central Time (US & Canada)" so that you can submit your SOIs up until the submittal deadline.

**Please carefully read the instructions below BEFORE submitting your SOIs.**

#### **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.

#### **4.4.2 NAMING AND LABELING INSTRUCTIONS**

- The Tollway requires electronic submittals for the Professional Services Bulletin's SOIs 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 Grace Gomez at (630) 241-6800, extension 4836, for an assigned SOI Firm Name Code.
- When submitting "Team" files please, use the **new** SOI Firm Name Code assigned by the Tollway to the Team. The SOI Firm Code Name is exclusive to the electronic submittal – meaning it does not establish the name of the Team. Please contact Grace Gomez at (630) 241-6800 extension 4836, for an assigned SOI Firm Name Code.
- All submittals of your firm's subject lines **MUST read:**  
**Item##\_FirmCode\_PSB18-4\_CompanyName\_MMDDYYYY** (example below)



- o Item01\_ACME\_PSB18-4\_AcmeCompany\_10162018
- o Item02\_ACME\_PSB18-4\_AcmeCompany\_10162018
- o Item03\_ACME\_PSB18-4\_AcmeCompany\_10162018
- o Item04\_ACME\_PSB18-4\_AcmeCompany\_10162018
- o Item05\_ACME\_PSB18-4\_AcmeCompany\_10162018
- o Item06\_ACME\_PSB18-4\_AcmeCompany\_10162018
- o Item07\_ACME\_PSB18-4\_AcmeCompany\_10162018

**(Please note: It is imperative to follow the above format)**

#### 4.4.3 INSTRUCTIONS FOR SUBMITTING THE SOITEAM DATA

The SOITEAM information is now input 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.** Totals must equal 100%.
- 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.

##### TEAM submittals:

- 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 SOI submittals.
- When entering prime consultant or subconsultant information in the SOITEAM data section, please follow the below instructions:
  - o Under the “Prime Consultant Firm Name” enter the Team Code name as provided by the Tollway, followed by the actual firm name of the Team Lead in parenthesis.
  - o Subconsultants (Team participants) to the Teaming Agreement are to be listed under “Subconsultant Firm Name” by identifying the Team Code Name followed by the actual firm name in parenthesis.
  - o Subconsultants to a Team member are to be listed after the Team member, followed by the participating partner’s name in parenthesis.
  - o Below is a sample of how the Team members and subconsultants are to be entered and submitted within the SOITEAM data section:

##### Add New Item for Subconsultant Information

* Prime Consultant or Teaming Firm Name ?	<input type="text"/>
* Sub - Firm Legal Name ?	<input type="text"/>
* FEIN Number ?	<input type="text"/>
* % of Work to be Completed by Sub Consultant ?	<input type="text"/>
* Project Manager Name ?	<input type="text"/>
* Contact eMail ?	<input type="text"/>
* Role of Sub Consultant ?	<input type="text"/>