

PROFESSIONAL SERVICES BULLETIN 19-3

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: December 16, 2019

Successful Firm(s) will be notified.

**Overall results will be posted on the Illinois Chief Procurement Officer's
eProcurement System at: <https://www.bidbuy.illinois.gov/>.**

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 19-3**

December 11, 2019

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, December 16, 2019.

QUESTIONS: The Tollway has received the following questions to PSB 19-3 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

QUESTION 1: Can you please confirm that the construction category for Item 4 is B?

Answer: The construction estimate for item 4 is Category B

QUESTION 2: I've tried downloading the Exhibit F file that is associated with the latest PSB, and the file type is not a recognizable format. Is it possible to make it available in either a Word or PDF format?

Answer: Exhibit F file has been uploaded again, the new version is working.

QUESTION 3: Does Item #13 require a geotechnical firm or will geotechnical investigations be handled under the Tri-State GUR consultant?

Answer: Item 13 does not require a geotechnical firm; therefore, a geotechnical prequalification will not be added to this item.

QUESTION 4: Is lighting or electrical work required for Item #13? If geotechnical investigations or lighting is required with a project, the Tollway should consider adding the prequals or including it with the project description.

Answer: Final scope of work will be determined when the tasks are assigned. The Tollway will not add a lighting prequalification to this item.

QUESTION 5: Good morning... We are currently working on the PSB and are having problems downloading form: **Exhibit F – ISTHA_VOSB Prof Services_Part-U Plan-LOI_rev102018 based on CMS 14-1**. It will not open after downloading...Is there something I am doing wrong? I have attached the file I downloaded.

Answer: See answer to question #2.

QUESTION 6: I am having trouble downloading Exhibit F from the Tollway website for PSB 19-3. The file downloads as a blank text file. Could there be a problem with the link? Thank you.

Answer: See answer to question #2

QUESTION 7: Would being a subconsultant on the EOWA CCM project (I-18-4701) be a conflict that would prevent participation on Items 1-5 of PSB 19-3?

Answer: No

QUESTION 8: Exhibit A on page 22 of the PSB shows that a Materials QA Technician is required for Items 1 to 11. The description for Item 11 on page A-19 does not list a Materials QA Technician as a required Key Staff, nor does the scope seem to warrant it.

Can you confirm that a Materials QA Technician is not required for PSB 19-3, Item 11?

Answer: Materials QA Technician is not required for Item 11, a revised Exhibit A is included in this addendum to reflect the changes made.

QUESTION 9: I recently noticed this paragraph in the bulletin regarding scanned signatures:

1.3 ACCEPTANCE OF SCANNED SIGNATURES

Unless otherwise specified, the parties agree that proposals, contracts, certifications and disclosures, and other contract related documents to be entered into in connection with the resulting contract will be considered signed when the signature of a party is delivered by scanned image (e.g. .pdf or .tiff file extension name) as an attachment to the e-Builder PSB SOI process. Such scanned signature will be treated in all respects as having the same effect as an original signature.

Based on this statement, it sounds like we can simply attach a scanned copy of 1 signature and have it count as valid for all the necessary places that signature would need to go on a prime SOI submittal instead of actually having to sign each document. Am I interpreting this correctly? Thank you for your help.

Answer: No. Each document that requires a signature may be signed, scanned and uploaded as an attachment to the eBuilder PSB SOI instance by the submitting firm.

QUESTION 10: Good morning. I'm trying to download the PSB 19-3 files from the Tollway website as instructed but I keep getting errors. If I print to PDF then we aren't able to type in the file. Do you know if anyone else is having this issue?

Answer: See answer to question #2. All files for PSB 19-3 have been reviewed and are available on the Tollway website.

QUESTION 11: Regarding the use of security key:

If our firm already received a security key previously do we need to request a new security key to submit on 19-3?

Answer: No

Also, do we need a new unique security key to submit on items we are teaming on?

Answer: See section 4.4 SUBMITTAL INSTRUCTIONS for information regarding security keys.

QUESTION 12: Please find below questions regarding Exhibit G.

Q1. Is this form to be filled out if you are a prime consultant or a subconsultant – utilizing further subs? If we are only a subconsultant, we may not know what the prime's other subs are, and what goals were achieved.

Answer Q1: Yes, this form relates to both. If you performed as a subcontractor, and further subcontracted your work, it would be the amount paid to you and the amount you paid your subcontractor.

Q2. If the prime is a dbe, how do you show the amount subcontracted/paid to reflect correctly? That is, how can we acknowledge our status on the sheet.

Answer Q2: As a DBE Prime, list your amount under subcontracted and the related amount.

QUESTION 13: In a teaming scenario, when the Prime (Team Lead) is submitting under the custom firm name code assigned, are the following dropdowns in e-Builder to be the **combined** totals of the firms that make up the team, or just the totals of the Prime (Team Lead) firm?

e-Builder Dropdowns:

- a. ISTHA Total Fee – All Projects (000's)
- b. ISTHA Total Fee Remaining – All Projects (000's)
- c. IDOT Total Fee – All Projects (000's)
- d. IDOT Total Fee Remaining – All Projects (000's)
- e. Other Total Fee – All Projects (000's)
- f. Other Total Fee Remaining – All Projects (000's)

Answer: Refer to section 2.8 TEAMING AGREEMENT for instructions. Combine the information for participating Team members.

QUESTION 14: When submitting as a team, Page 68 of the bulletin states that both the *Illinois Board of Elections Registration* and the *Illinois Tollway Standard Business Terms and Conditions* should be submitted as a separate document on e-Builder **for each team member** and labeled accordingly: abcBOE_TM, defBOE_TM, ghiBOE_TM and abcTC_TM, defTC_TM, ghiTC_TM. However, in e-Builder there is only one dropdown field to upload files for the Board of Elections registrations and the Terms and Conditions forms. Please advise if we should combine all Board of Election Registration documents, and then also all Terms and Conditions forms, for our respective team into one document file labeled as **team name codeBOE** and **team name codeTC**? Or, will e-Builder create additional dropdown fields in these two areas so each team member's registration document can be uploaded individually and labeled separately as directed on Page 68?

Answer: When submitting as a team, submit each Tollway Standard Business Terms and Conditions and Illinois Board of Elections Registration in the designated field in eBuilder as one document containing the required information for each team member. File names should be team name codeTC_TM.pdf and team name codeBOE_TM.pdf respectively.

QUESTION 15: Regarding the new Exhibit G: in a teaming scenario, is this form to include data from the Team Lead only, or both members of the team? If Exhibit G is required of both teamed firms, is the Team Lead to submit and upload each individual Exhibit G form (abcExG_TM, defExG_TM), or can the forms be combined into one file and submitted as teamnameExG?

Answer: If you are teaming with the same company on this proposal, both will be required. Otherwise, information for the company submitting will be reviewed.

QUESTION 16: Regarding the Firm's Commitment and Signature Form: in a teaming scenario, please confirm that only the Team Lead needs to sign and submit this form on behalf of the team. Please also confirm if the file is to be labeled with the team name code_FCS or with the Team Lead's individual firm code followed by FCS.

Answer: The Firm's Commitment and Signature Form must be signed by the Lead and should be named with the team name codeFCS_TM.pdf.

QUESTION 17: Regarding the Illinois Board of Elections Registration: on Page 19 of the bulletin on the Firm's Commitment and Signature form, it states under Item 14 that the firm "has enclosed a copy of the registration certificate with the Certification/Disclosure forms if applicable and is attached as a separate form in e-Builder." Please confirm if the Elections Registration certifications are to be uploaded individually in e-Builder, **and** also attached to the Forms A & B Disclosure forms.

Answer: Yes. Illinois State Board of Elections Registration certifications must be uploaded individually in eBuilder and attached to the Forms A or Forms B Disclosure forms.

QUESTION 18: On Page 13 of the bulletin regarding SOITEAM data on behalf of a Team, it states:

Team members naming parameters are:
ABC_TM (Company A) "Managing Partner"
ABC__TM (Company B)
ABC_TM (Company C)

- a. Is "Managing Partner" supposed to literally follow the Team Lead's name under SOITEAM Firm Name column in the grid, **in addition to** listing "Prime (Lead Teaming Partner)" in the next column under Team Member Role?
- b. Does the ABC__TM (Company B) have to have two underscore dashes in between the ABC and the TM as shown above, or is that a typo?

Answer a: Firms should be entered into the SOITEAM grid as follows :Prime (Sole or Lead Teaming Partner), Prime (any Non-Lead Teaming Partner), Subconsultant(s). The Grand Total % should equal 100%.

Answer b: This is a typo. Company B should be ABC_TM.

QUESTION 19: In PSB 19-3 in section 2.8, regarding Teaming, the Tollway states “*Each Team member will procure and maintain policies that meet the required Prime’s level of coverage and shall indemnify the Team and the Tollway against claims arising from their performance under the Team, as well as agreeing to remain joint and severally liable upon termination of the Project and the Team.* In the event of the termination of the Team, the insurance and indemnification rights of the Team must be assignable to the Illinois Tollway as a matter of law.”

Does the Tollway want each party to the team to be jointly and severally liable to only the Tollway Authority or jointly and severally liable in general?

Answer: Each party should be jointly and severally liable in general.

QUESTION 20: We have the following questions regarding PSB 19-3:

1. For Item 9, it states that tasks may include “sign fabrication and installation.” Are these signs for roads or buildings?

Answer 1: Roadway Signs

2. The Standard Business Terms and Conditions form was not posted separately online. Should we just use the form that was in the bulletin?

Answer 2: Tollway Standard Terms and Conditions have been uploaded to the website <https://www.illinoistollway.com/doing-business//construction-engineering/bids-bulletins-awards#Professional%20Services%20Bulletin>

QUESTION 21: There is no Standard Terms and Conditions form on the Tollway site for firms to download and complete as required. Can you please add that?

Answer: Please reference question 19, Answer 2 response

QUESTION 22: In a teaming scenario, which firm name and address is to be listed in “Mentor” and “Address” fields on Page 1 of the Exhibit E form? Should that be the name of the Team Lead firm only?

Answer: The Illinois Tollway allows one (1) “Mentor” per Partnering for Growth agreement. The firm that will be responsible for that agreement per the [Partnering for Growth Program Guidelines](#) and will be executing the documents should be the only firm listed as the “Mentor” on Exhibit E.

QUESTION 23A: Exhibit G – Contract Participation Questions:

What is the calculation to arrive at % achieved? Amount Subcontracted / (divided by) Amount Paid = (equals) % Achieved? Or is the calculation in relation to the Goal listed in the solicitation (i.e. a firm can have over 100% achieved)? Please provide the preferred formula to provide accurate % achieved.

Answer : The calculation to arrive at the percentage to be achieved has been established based upon policies derived from the results of our Disparity study; specific work categories pertaining to the project; availability of DBE firms in project categories; and, location of the project.

QUESTION 23B: Exhibit G – Contract Participation Questions:

Should a Prime firm report current/active contracts (if there is fee remaining to be billed)? If the contract is not complete/closed the % achieved number may be less than the actual participation achievement at contract close.

Answer : Report both active and inactive contracts with the Tollway for the requested period. Please provide information as requested on the form. The Tollway understands that contracts may not be closed out.

QUESTION 23C: Exhibit G – Contract Participation Questions:

If the Prime firm is DBE/VOSB/SDVOSB/BEP certified does the prime’s portion of the fee show up in the table? If yes, how should it be reflected?

Answer : Yes, the self-performing prime should record information under the “amount subcontracted” field.

QUESTION 23D: Exhibit G – Contract Participation Questions:

When a single contract has multiple DBE or VOSB or SDVOSB or BEP subconsultants should the amount subcontracted, amount paid, and % achieved be reported by individual firm or in aggregate by category DBE?

Answer : The amount should be recorded in the aggregate. Example #1 below is correct.

For Example:

Prime/Sub	PSB/Contract	Total Contract Awarded	Goals listed in solicitation	Category: DBE/VOSB/SDVOSB/BEP	Amount Subcontracted	Amount Paid	% Achieved
FIRM ABC	18-7 Item 99 / RR-XX-XXXX	100,000	25% DBE	DBE	30,000	30,000	100% or 120% (depending on the answer above)
FIRM ABC	18-7 Item 99 / RR-XX-XXXX	100,000	2% VOSB	VOSB	2,000	2,000	100%

OR

Prime/Sub	PSB/Contract	Total Contract Awarded	Goals listed in solicitation	Category: DBE/VOSB/SDVOSB/BEP	Amount Subcontracted	Amount Paid	% Achieved
FIRM ABC	18-7 Item 99 / RR-XX-XXXX	100,000	25% DBE	DBE	Firm DBE1 15,000 Firm DBE2 10,000	15,000 9,000	???
FIRM ABC	18-7 Item 99 / RR-XX-XXXX	100,000	2% VOSB	VOSB	Firm VOSB1 2,000 Firm SDVOSB1 1,000	2,000 1,000	100% 100%

QUESTION 24: Please provide clarification for EXHIBIT G - CONTRACT PARTICIPATION. Are the proposer's subconsultant firms also required to prepare exhibit G?

Answer: No, If you performed as a subcontractor and further subcontracted work, you should list this information in the chart. If there was no additional subcontracting, no recording is required

QUESTION 25: Are submitting firms (mentors) allowed to propose more than one Partnering for Growth (P4G) relationship per item?

Answer: Yes

QUESTION 26: The latest Exhibit A for download has existing text within the field for the license #. Will an new Exhibit A be available so that we can fill in this section properly?

Answer: A new Exhibit A has been uploaded to the website.

QUESTION 27: The first column within the Exhibit G form lists "Prime/Subcontractor". Does this mean that each of our subconsultants are also required to fill out a separate Exhibit G? Or does this mean that we are to complete for any of our Illinois Tollway projects where we are serving as either a Prime or a Subconsultant?

Answer : No, If you performed as a subcontractor and further subcontracted work, you should list this information in the chart. If there was no additional subcontracting, no recording is required.

End of Questions