

PROFESSIONAL SERVICES BULLETIN 20-2

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: January 8, 2021

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 20-2**

December 21, 2020

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, January 8, 2021.

NOTE: The Word and/or PDF documents of all required Forms to be included as part of the submittal shall be downloaded separately from the Illinois Tollway website.

Addendum 1 makes the following revisions to Professional Services Bulletin (PSB) No. 20-2:

Revision 1: Replace Page A-3 with Page A-3R

- To correct requirements for IT and ITS Professionals

Revision 2: Replace page 23 with 23R

- To correct Exhibit A

Revision 3: Replace page 86 with page 86R

- To correct the file naming convention for Exhibit F

QUESTIONS: The Tollway has received the following questions to PSB 20-2 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

Question 1: My firm is involved in the design for a portion of the Central Tri-State reconstruction project. Does this present a conflict of interest for us in pursuing item 2? Please clarify.

Answer: If there is a conflict of interest, it would need to be disclosed. It is the responsibility of the selected Prime consultant to avoid conflicts of interest.

Question 2: PSB 20-2, Item 2. The solicitation states the work will begin in 2021. Is there an estimated duration for the project?

Answer: The upper limit of compensation will be set at \$6,000,000 to be authorized for use as individual projects are needed. This contract may provide services over a five (5) year period.

Question 3: PSB 20-2, Item 2. We are submitting as a Joint Venture (Team). Please clarify if Exhibit C must be combined for each team member or submitted separately?

Answer: Section 4.4.4 INSTRUCTIONS FOR e-Builder SUBMITTAL outlines the requirements for submitting Exhibit C with respect to a Teaming Agreement. Submit as a separate document on e-Builder. The document should include one form for each team member.

Question 4: Is a Cover Letter allowed? If so, can it be placed in front of Section 1 (Executive Summary) in the same pdf file.

Answer: Yes.

Question 5: Regarding Section 1.5.1.5.3.1 Project Team Matrix and Staffing Plan: Relevant experience for IT Professional and ITS professional are the same. Please confirm Information Technology (IT) Professional experience should be 5 years of IT design experience.

Answer: Revised language in the Addendum. The IT Professional shall be a Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of IT design experience. A revised Exhibit A will also be included in this Addendum to reflect all changes.

Question 6: Section 4.3.2.3 (Page 81 of the PSB) requires that Section 1 include the Project Manager and Project Engineer. Item 1 Traffic Engineering requirements ask for Senior PM and Senior Vice President, please confirm these are to be provided in the Executive Summary in lieu of the PM and PE. Alternatively, would the Traffic Engineer be the PE or a separate person?

Answer: Section 4.3.2.3 identifies the basic format for each SOI that is submitted. Section 1.5.1.5.3.1 provides the detailed requirements of the project team and all project specific Key Personnel, to include the Senior Project Manager and Senior Vice President. Exhibit A identifies all project specific Key Personnel to be named.

Question 7: Exhibit A (Page 23 of the PSB) currently includes identification of a “Lead Economist Structural Design” person; and requires a Structural Engineering license. Please confirm the Lead Economist does not need to be a Structural Engineer or any other license.

Answer: Section 1.5.1.5.3.1 Correctly identifies and describes the Lead Economist requirements under Key Personnel. A Structural Engineer license is not required. A revised Exhibit A will be included in this Addendum to reflect the changes.

Question 8: Exhibit F includes VOSB and DBE Participation, Utilization Plan and Letter of Intent. Page 22 calls out that the DBE and VOSBE forms for Exhibit F shall be submitted as separate pdfs, yet the naming convention requirements listed on Page 86 refer to a single naming convention. Please confirm the naming conventions if to be submitted as separate files.

Answer: Section 4.4.4 INSTRUCTIONS FOR e-Builder SUBMITTAL (page 86) has been revised and updated to address both Exhibit F for DBE Utilization Plan and VSOB Utilization Plan.

Senior Project Manager (SPM)

The proposer shall identify and provide detailed relevant information concerning the SPM to be assigned to this project for the duration of the Agreement. The Senior Project Manager shall be responsible for managing all activities and shall be the principal point of contact with the Tollway. The Senior Project Manager shall have the responsibility to plan, direct, monitor, and control the resources used to provide services to the Tollway.

Senior Vice President (SVP)

The proposer shall identify and provide detailed relevant information concerning the SVP to be assigned to this project for the duration of the Agreement. The Senior Vice President (SVP) will provide strategic advice to the Tollway. They should have extensive experience with other Tollway or Turnpike agencies and, as such, shall function as an in-house expert on traffic, revenue and operational issues. The SVP will be asked to provide research and best practice information on comparable Tollway/Turnpike systems. The SVP may be asked to make presentations to the bond rating agencies, the Tollway's Board of Directors, or the Tollway's Executive Director. They shall oversee the Senior Project Manager and shall report to the Chief Planning Officer. The proposer shall identify and provide relevant information concerning the proposer's other project management and key technical personnel. (These individuals can be the employees of any firm on the team.)

Key Personnel

The proposer shall identify and provide relevant information concerning the proposer's other project management and key technical personnel. (These individuals can be the employees of any firm on the team.) Key personnel must include, but not be limited to:

1. Traffic Engineer
 - Must be an Illinois Licensed Professional Engineer.
2. Urban Planner
 - Must have a minimum of ten (10) years' experience in transportation planning and community relations.
3. Information Technology (IT) Professionals
 - Preferred to be:*
 - Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of IT design experience.
4. Intelligent Transportation System (ITS) Professionals
 - Preferred to be:*
 - Certified Professional Traffic Operations Engineer (P.T.O.E),
 - Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience.
5. Geographical Information System (GIS) Professionals must be proficient in GIS to provide traffic data and other geospatial data in a GIS format that is compatible with current Tollway systems.
6. Lead Economist
 - Must have a minimum of ten (10) years' experience in socioeconomic forecasting and transportation impact assessment.

Exhibit A – Proposed Staff

PSB 20-2

Please provide the information for the following Key Project Personnel, (Key Project Personnel are defined as those specific positions identified in each PSB Item, and are subject to approval by the Illinois Tollway if they change during contract performance), including the staff from the Sub-Vendors. **The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel.**

Senior Project Manager (Item 1)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:	State:	
Office Address:		
City:	State:	

Senior Vice President(Item 1)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:	State:	
Office Address:		
City:	State:	

Traffic Engineer(Item 1)		
Name:		
Firm:		
Category:		
License #:	IL Licensed Professional Engineer	
Year Registered:	State:	
Office Address:		
City:	State:	

Urban Planner (Item 1)		
Name:		
Firm:		
Category:	Transportation Planning and Community Relations	
License #:		
Year Registered:	State:	
Office Address:		
City:	State:	

Information Technology(IT) Professionals (Item 1)		
Name:		
Firm:		
Category:		
License #:	IL Licensed Professional Engineer(Electrical or Computer)	
Year Registered:	State:	
Office Address:		
City:	State:	

Intelligent Transportation System(ITS) Professionals(Item 1)		
Name:		
Firm:		
Category:		
License #:	Certified Professional Traffic Operations Engineer(P.T.O.E) IL Licensed Professional Engineer(Electrical or Computer)	
Year Registered:	State:	
Office Address:		
City:	State:	

Geographical Information System (GIS) Professional (Item 1)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:	State:	
Office Address:		
City:	State:	

Lead Economist (Item1)		
Name:		
Firm:		
Category:		
License #:		
Year Registered:	State:	
Office Address:		
City:	State:	

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.		
Exhibit E – DBE - Partnering for Growth Program Plan, if proposing a mentor-protégé arrangement, attach the required Exhibit E	ABC_ExE_DBE.pdf	Submit as a separate document on e-Builder
Exhibit E – VOSB - Partnering for Growth Program Plan. if proposing a mentor-protégé arrangement, attach the required Exhibit E	ABC_ExE_VOSB.pdf	Submit as a separate document on e-Builder
Exhibit F -DBE Participation, Utilization Plan and Letter of Intent	ABC_ExF_DBE.pdf	Submit as a separate document on e-Builder
Exhibit F - Veteran Small Business Participation, Utilization Plan and Letter of Intent	ABC_ExF_VOSB.pdf	Submit as a separate document on e-Builder
Exhibit G – Contract Participation, Current and Past DBE/VOSB/SDVOB/BEP	<u>ABC_ExG.pdf</u>	<u>Submit as a separate document on e-Builder</u>
Firm’s Commitment and Signature Form.	ABC_FCS.pdf	Submit as a separate document on e-Builder
DBE and VOSB/SDVOB Evidence (certifications)	DBE_VOSB_Certs.pdf	Submit as a separate document on 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 the firm’s submittal to be disqualified.
- Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files must then be converted to a PDF.
- The time zone in your e-Builder profile must be set to “(UTC-06:00) Central Time (US & Canada).” The Time Zone field can be found on the Setup tab under Personal Information>My Profile. See the latest version of the SOI User Manual for instructions, available at the e-Builder PSB SOI work instruction and training webinar link below.

4.4.5 COMMON MISTAKES

The following is a list of common mistakes found when submitting a Professional Services SOI. This list is not intended to be exhaustive and Vendors should make every attempt to avoid these common mistakes in their submittals or the submittal may be deemed non-responsive and may not be scored.

- General
 - Failure of minimum 40% self-performance by the prime
 - Inconsistent percentages throughout SOI submittals
 - Incorrect PSB #
 - Incorrect Contract #
 - Changing anonymous e-Builder PSB account profile entries
 - Submitting too close to the deadline
 - Failure to save attached document in the correct item folder for that submission.
- SOI Grid Data
 - Leaving blank spaces
 - Percentage does not equal 100% – this percentage should include the prime and subs
 - Failure to include all Firms from the SOI (Prime, Team, Subconsultants etc)