

PROFESSIONAL SERVICES BULLETIN 21-1

ADDENDUM 2

ADDENDUM 2 does not change the due date or time.

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

Due Date: April 28, 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/>

Professional Services Bulletin

No. 21-1 Addendum 2

Date April 16, 2021

ILLINOIS TOLLWAY web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

PSB 21-1

**ADDENDUM NO 2
TO
PROFESSIONAL SERVICES BULLETIN No 21-1**

April 16, 2021

Addendum No 2 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, April 28, 2021.

Addendum 2 makes the following revisions to Professional Services Bulletin (PSB) No. 21-1:

Revision 1: Replace page 3R with page 3RR

- To remove “Security Key (See Section 4.4 Submittal Instructions)”

Revision 2: Replace pages A-3, A-11, A-13, A-15, A-18, A-26R, and A-28 with pages A-3R, A-11R, A-13R, A-15R, A-18R, A-26RR, and A-28R

- To correct the requirements for a Materials Coordinator.

Revision 3: Replace page A-5 and A-19 with page A-5R and A-19R

- To remove the prequalification requirement on items 3 and 10 for Environmental Reports: (Environmental Assessments (EA)).
- Prequalification requirements for Geotechnical Services (General Geotechnical Services) and Geotechnical Services (Structure Geotechnical Reports) were added and can be met through a subconsultant.
- Changed the D/M/WBE participation goal to 31%.

Revision 4: Replace page A-25 with page A-25R

- Clarified requirements for the Project Manager for Noise Studies, “The person who is the Project Manager for Noise Studies must be an Acoustic Engineer with an educational background in Physics or Mechanical Engineering; or have 5 years’ experience in traffic noise studies.”

Revision 5: Replace page 85 with page 85R

- To correct the file naming convention for Exhibit F.

QUESTIONS: The Tollway has received the following questions to PSB 21-1 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

Question 1: For Item 01: I-21-4733, Elgin O’Hare Western Access, I-490 – York Road Phase II Engineering; Can the prequalification categories of Special Plans (Traffic Signals), Special Plans (Lighting), and Special Services (Surveying) be satisfied through a subconsultant?

Answer: The Tollway will allow a prime consultant to meet the prequalification for Special Plans (Traffic Signals), Special Plans (Lighting), and Special Services (Surveying) through a subconsultant.

Question 2: The general scope of services for Item 01 does not make specific mention of traffic signal design & modernization, however Special Plans (Traffic Signals) is listed as an IDOT prequalification requirement. Can any clarification be provided to the scope of services regarding traffic signals? Is the expected work more in line with existing signal relocation or full modernization?

Answer: The scope of services will include new traffic signal design.

Question 3: Item 2: Is there a tentative schedule for this project?

Answer: This project is scheduled to start in Late Fall 2021.

Question 4: Items 3 and 10 are advertised for Geotechnical and Environmental Services Upon Request. On-call and as-needed Phase II Engineering Services.

Both require prequalification for

Geotechnical Services (Subsurface Explorations)

Environmental Reports: Environmental Assessments (EA)

Reviewing the minimum requirements for prequalification we understand the Subsurface Explorations include drilling, geotechnical laboratory testing, and the preparation of boring logs, data reports. Should we assume that the preparation of geotechnical reports (roadways and structures) will not be included in items' scope of work as General Geotechnical Services and Structure Geotechnical Reports are not required prequalification?

Also, reviewing the minimum requirement for prequalification for the Environmental Assessment under Environmental Reports we understand

“This category includes projects anticipated to include one or more of the following environmental issue areas: agricultural lands; wetlands; floodplains; sensitive biological resources (e.g., threatened or endangered species, nature preserves, or natural areas); cultural resources (archaeological and historical resources or structures); candidate Wild and Scenic Rivers; Section 4(f) lands; or other sensitive environmental resources of public concern. More than one technical environmental study will generally be necessary. The EA is expected to result in a Finding of No Significant Impact (FONSI).

However, the scope of work as described in the PSB addresses the solid waste characterization and to determine the methods for disposal of the soils generated by construction activities. Should we assume that the EA prequalification also includes the solid waste characterization and that a firm prequalified under the EA has also the expertise for the waste characterization? There are numerous geotechnical firms with experience and capabilities for solid waste characterization and has done this type of work in connection with geotechnical investigations but don't have the minimum requirements for EA prequalification since the requirements included in the EA is very diverse and mostly used for a project under a Planning/Preliminary/Phase I design?

Your response to our questions will help us on the selection of team members that are best fit to accomplish the various task orders that are planned to be included under Items 3 and 10."

Answer: The item descriptions for Item 3 and 10 have been revised to remove the prequalification requirement for Environmental Reports: Environmental Assessments (EA). Prequalification requirements for Geotechnical Services (General Geotechnical Services) and Geotechnical Services (Structure Geotechnical Reports) were added and can be met through a subconsultant.

Question 5: Item 4: Is there a tentative schedule for this project?

Answer: This project is scheduled to start in Late Fall 2021.

Question 6: Item 4: What is meant by "Miscellaneous Wrap-Up Contracts"?

Answer: Construction Management for currently unknown contracts on the Central Tri-State.

Question 7: For item 05-Systemwide Design Upon Request, do you anticipate any Geotechnical scope of work to be issued?

Answer: No.

Question 8: In Item 05, will the Tollway require geotechnical investigations or will geotechnical investigations, if needed, be provided by other firms under a Geotech Upon Request contract?

Answer: Geotechnical Investigations, if needed, will be provided under a different contract.

Question 9: PSB 21-1 Item 12 (Systemwide, Environmental Studies Upon Request) specifies requirements for the Noise Studies Project Manager. Specifically, it reads the PM "must be an Acoustic Engineer and have an educational background in Physics or Mechanical Engineering or have 5 years' experience in traffic noise studies". Does this requirement specify that the PM must be an Acoustic Engineer with one of three things, with those things being (1.) the educational background in Physics, (2.) the educational background in Mechanical Engineering, or (3.) have 5 years' experience in traffic noise studies? Alternatively, does this requirement state that if the PM is not an Acoustic Engineer, the PM could lead Noise Studies if the PM has at least 5 years' experience in traffic noise studies.

Answer: The person who is the Project Manager for Noise Studies must be an Acoustic Engineer with an educational background in Physics or Engineering; or have 5 years' experience in traffic noise studies.

Question 10: Can an ILUCP prequalified subconsultant who is not IDOT prequalified be utilized for item 12? If yes, will the use of an ILUCP DBE subconsultant who is not IDOT prequalified count toward the 13% D/M/WBE requirement?

Answer: A subconsultant who is not IDOT prequalified cannot be used to meet the IDOT prequalification requirement.

Question 11: For Item 13, can a firm meet the prequalification for Special Services (Electrical Engineering) through a subconsultant?

Answer: Yes

Question 12: Item 14: Is JOC Facilities work anticipated to be included on this project?

Answer: The Tollway doesn't anticipate any JOC Facilities work under this item.

Question 13: On the Phase III projects, does the Resident Engineer require a PE License?

Answer: No.

Question 14: Item 11: Is there a contract term/timeframe for the \$3,000,000 contract value shown?

Answer: The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed. This contract may provide services over a five (5) year period.

Question 15: Considering submitting on the current Tollway PSB 21-1 Item 11 and had some questions on the work scope, as follows: With a certified DBE/VOSB sub-contractor, not an IDOT pre-qualified engineering consultant, can their direct costs be included in our DBE % commitment for bidding purposes in our SOI?

Answer: Yes, a DBE IDOT prequalified Contractor may be used to meet the contractual goals.

Question 16: On all CUR Phase III jobs, there is a requirement for Level 3 Materials Coordinator. All firms we have spoken to do not have that qualification. Is this a typo or is it a hard requirement? If it is a hard requirement, can it be met through a subconsultant?

Answer: The requirements have been updated in this Addendum on all items requiring a Materials Coordinator.

Question 17: Can a DBE IDOT prequalified Contractor be used as a subconsultant for services outlined in Item 12 such as herbicide and pesticide applications? If yes, will the use of an IDOT prequalified Contractor count toward the 13% D/M/WBE requirement?

Answer: Yes, a DBE IDOT prequalified Contractor may be used to meet the contractual goals.

Question 18: Will the Tollway post an editable Exhibit G form on their website, or are we to pull out the one pasted inside the bulletin? Currently there does not appear to be an Exhibit G form to download.

Answer: This has been rectified and an editable Exhibit G form is available. All Exhibits shall be downloaded from the Tollway website.

Question 19: Will the Tollway post an editable Exhibit F form for VOSBs on their website, similar to the Exhibit F for DBEs, or are we to pull out the one pasted inside the bulletin?

Answer: This has been rectified and an editable Exhibit F form for VOSB is available. All Exhibits shall be downloaded from the Tollway website.

Question 20: "On Page 9 of the bulletin it states: "Please provide proof of certification (example: letter) with your SOITeam submittal (Certifications are to be included as attachments to Exhibit F – Letter of Intent). Can you please clarify whether we are to:

- a. Attach the DBE/VOSB certifications to Exhibit F?
- b. Submit the certification letters per Page 85 of the bulletin as a separate file named DBE_VOSB_Certs.pdf
- c. Both?"

Answer: Submit the certification letters per Page 85 of the bulletin as a separate file named DBE_VOSB_Certs.pdf.

Question 21: "In e-Builder under the Male or Female (Prime) dropdown, the options are Male, Female, N/A – ESOP and N/A – Tribally-Owned. None of these apply to our firm, which is considered "employee owned" or "distributed employee ownership". Is it possible to add one of those designations as an option in the dropdown? Also, the same four response options above are under the Male/Female column of the SOITEAM template. Is it possible to add "employee owned" or "distributed employee ownership" as an option there also?"

Answer: If your firm doesn't specifically meet one of the drop-down designations, then please use the drop down entitled "N/A – ESOP" as a default.

Question 22: For the Exhibit F naming convention, does it need to include VOSB or DBE at the end? For example: ABC_ExF_VOSB/DBE? Since they get uploaded separately?

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

Question 23: If we are submitting as a team and one of our teaming partners is a DBE do we need to include "Exhibit F_DBE Participation and Utilization Plan" for our DBE teaming partner?

Answer: Yes.

Question 24: If submitting as a team, do both team members need to submit an Exhibit G or only the Team lead?

Answer: Both team members need to provide an Exhibit G.

Question 25: Exhibit G is listed as a requirement on page 85 of the Bulletin. It is not in the current list of Documents on the listing for 21-1. Can we use the form from 20-2 or 21-2 and change the PSB number on the bottom?

Answer: This has been rectified and an editable Exhibit G form is available. All Exhibits shall be downloaded from the Tollway website."

Question 26: Regarding Exhibit G, can you please confirm if just the Prime needs to complete for each item (or in the case of teaming the Prime-Lead Teaming Partner and Prime-non Lead

Teaming Partner(s))? Do we need to collect this information from subconsultants on our team, or conversely provide this information if we are a subconsultant on another team?

Answer: A separate Exhibit G needs to be submitted by the proposed Prime (or each member of a proposed Team) for each item. Exhibit G does not need to be submitted for proposed subconsultants.

Question 27: Would it be possible to have a fillable Exhibit G and Word document for Exhibits A and D on the Tollway website available for download?

Answer: A editable PDF Exhibit G has been added to the available forms on the Tollway Website. There is currently no Word version of Exhibits A and D.

Question 28: If the prime is a DBE/MBE/WBE and the item is advertised for XX% DBE/MBE/WBE participation it is allowed the entire advertised goal be satisfied by the prime and not by a subconsultant? If the response is yes, how should that participation be reported in the SOI.

Answer: A self-performing DBE prime will need to complete Exhibit F - specifying the scope of work proposed for DBE credit, in addition to other required information. The DBE self-performer is also required to submit a current certification letter.

Question 29: The link in the PSB for webinar training takes me to a page that has no open events. When will the webinar series be conducted?

Answer: Available webinars have been added. Please register for the webinars here: <https://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=57&tid=222>

Question 30: The current Terms & Conditions form on the Tollway's website for 21-1 has "20-2" in the page footers. Will the Tollway correct the footer's PSB number and reupload this form to the site for 21-1?

Answer: This issue has been rectified.

Question 31: 1. Can a Teaming Agreement have a Partnering for Growth for a DBE?
2. Can a substantial subconsultant engage in a partnering for growth agreement or does it have to be a prime firm?
3. If two partners form a teaming agreement, can only one firm mentor as part of a PGP?
4. Please confirm the D/M/WBE requirement for Item 12.

Answer:

1. Yes.
2. A prime or teaming partner must engage in the agreement.
3. Yes.
4. Confirmed.

Question 32: Item 1: Will the EOWA DCM or a DUR contract be completing the roadway geotechnical investigation and soil sample testing for earthwork classification?

Answer: Geotechnical Investigations and soil sample testing, if needed, will be provided under a different contract.

PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

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

PSB 21-1 Coordinator - csstaff@getipass.com

PSB 21-1 Hotline: (630) 241-6160

PSB 21-1 Tech Support: ebuilder@getipass.com

PSB 21-1 eBuilder Training:

<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=57&tid=222>

1.2 21-1 OFFICIAL NOTICE

This Professional Services Bulletin 21-1 (PSB **21-1**) 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 ILCS 535/1, *et seq.*). This PSB contains information pertaining to the advertisement for Statements of Interest (SOI) and is part of the Chief Procurement Officer eProcurement System for the Illinois State Toll Highway Authority. PSB **21-1**, including all Exhibits and forms, is available on the Illinois Tollway’s website at: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>. Additional information is also posted on the Illinois Chief Procurement Officer’s eProcurement System at: <https://www.bidbuy.illinois.gov/>. For instructions on accessing the Illinois Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instructions on receiving procurement opportunities are included in the “Illinois eProcurement BidBuy Notice” section of this PSB.

1.2.1 PSB 21-1 SUMMARY

Information for the e-Builder process for PSB **21-1** can be found in the Public Folder at:

<https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd>

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

- e-Builder resources, including PSB SOI user manual, FAQ file, and videos (see Public Folder link above)
- Webinar Training (see Section 4.7 Useful Links for training webinar registration link)
- e-Builder Login ID (see Section 4.4 Submittal Instructions)
- Firm Code Name (see Section 4.4 Submittal Instructions)
- e-Builder link to PSB 21-1 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_21-1.01_Questions_and_RFIs@docs.e-builder.net (Manually type. Do not click hyperlink or copy/paste) no later than **April 14, 2021 at 4:30:00 pm (CT)** prior to the submittal due date of **April 28, 2021 @ 4:30:00 pm (CT)**. The subject line should read: PSB 21-1 Question. Answers will be addressed via an Addendum published on the Illinois eProcurement site, BidBuy. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: ebuilder@getipass.com or e-Builder PSB SOI Hotline: (630) 241-6160.

1.5.2 Item 02: I-21-4734, Elgin O’Hare Western Access (EOWA), Construction Management Services Upon Request – On call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. 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. Taft Avenue Detention Basin
2. Local Roadway Repairs
3. On call and as- needed work related to the EOWA and Tri-State Tollway corridors.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, check construction layout to verify the location and the elevation of contract work including design changes, 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.

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. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor’s Material QC reporting output and to manage the Construction Manager’s approved Materials QA Program. The Material Coordinator shall have passed IDOT’s Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system
- 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 Late Fall 2021.

1.5.3 Item 03: I-21-4735, Elgin O'Hare Western Access, Geotechnical and Environmental Services Upon Request. On-call and as-needed Phase II Engineering Services.

This project has a 31% D/M/WBE participation goal and 3% VOSB participation goal.

Engineering services are required to provide environmental and geotechnical services on an upon request basis for the EOWA and Tri-State Tollway Corridors. The Tollway will require environmental and geotechnical soil borings, reports and associated services for projects associated with the EOWA and Tri-State Tollway Corridors.

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

1. Elgin O'Hare Western Access (EOWA) Interchange geotechnical and environmental site assessments.
2. Local roadway geotechnical investigations.
3. On-call and as needed work on the EOWA and Tri-State corridors.

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

Firms must be prequalified by IDOT in the following categories:

- Geotechnical Services (Subsurface Explorations)**
- Geotechnical Services (General Geotechnical Services)**
- Geotechnical Services (Structure Geotechnical Reports)**

The Tollway will allow a prime consultant to meet the prequalification for Geotechnical Services (General Geotechnical Services) and Geotechnical Services (Structure Geotechnical Reports) through a subconsultant.

Environmental Site Assessments

Environmental Site Assessments are required for the evaluation and identification of impacted soils and the preparation of soil management plans and documentation required for soil disposal for various Tollway projects, and in accordance with Illinois Environmental Protection Agency (IEPA) regulations and guidance. This level of effort may require participation at all levels of project development, from the identification of recognized environmental concerns/potentially impacted properties, determination of concentrations of chemical constituents, proposal of soil management plans, through preparation of LPC-662 and LPC-663 forms. This effort may also include reviewing and revising existing Tollway contracts and coordinating with Tollway Design Services Engineers (DSE) for environmental services related to the above. This may require the preparation of contract plans and specifications for soil management, which may also include the re-packaging of existing Tollway contract plans and specifications at selected locations.

The studies shall be complete and shall include, but not be limited to the following:

1. Conduct environmental due diligence with regard to soil disposal.
2. In accordance with the Tollway's Environmental Studies Manual, conduct database searches, site reconnaissance, Transaction Screening Analyses, Environmental Site Assessments (ESAs), and/or soil sampling.
3. Identify any Recognized Environmental Concerns (RECs) and Potentially Impacted Properties (PIPs).
4. Conduct soil sampling for PIPs, as described in the Environmental Studies Manual.

1.5.6 Item 06: RR-21-4565 Systemwide, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. 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:

Work tentatively scheduled for construction in 2021-2025:

1. Pavement repairs.
2. Structural preservation and rehabilitation.
3. Grading and drainage improvements.
4. Surety repairs.
5. On call and as-needed work related to the Tollway System.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, check construction layout to verify the location and the elevation of contract work 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.

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. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Exhibit A must include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.)
- The Materials QA Technician.

1.5.7 Item 07: RR-21-4566 Systemwide, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. 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:

Work tentatively scheduled for construction in 2022-2025:

1. Overhead sign structure replacements.
2. Sign and wall repairs.
3. Pavement preservation and rehabilitation.
4. On call and as-needed work related to the Tollway System.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use on individual projects are needed.

The Consultant will perform on-site inspection, check construction layout to verify the location and the elevation of contract work 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.

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. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Exhibit A must include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.)
- The Materials QA Technician.

1.5.8 Item 08: RR-21-9229 Systemwide, Construction Management Services Upon Request – Non-Roadway. On-call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Illinois 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. JOC roadway repairs.
2. Pavement marking.
3. Sign fabrication and installation.
4. On call and as-needed work related to the Tollway System.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection, check construction layout to verify the location and the elevation of contract work 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.

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. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Exhibit A must include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.)
- The Materials QA Technician.

- The person who will be responsible for electrical design-related issues (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer.
- The Materials Coordinator. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Exhibit A must 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 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 with the Illinois Tollway.

1.5.10 Item 10: I-21-4568 Systemwide, Geotechnical and Environmental Services Upon Request. On-call and as-needed Phase II Engineering Services.

This project has a 31% D/M/WBE participation goal and 3% VOSB participation goal.

Engineering services are required to provide geotechnical and environmental services on an upon request basis for the entire Tollway system. The Tollway will require environmental and geotechnical soil borings, reports and associated services.

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

1. Systemwide geotechnical and environmental site assessments.
2. Local roadway geotechnical and environmental site assessments.
3. On call and as-needed work related on the Tollway system.

The project will have an upper limit of compensation at \$3,000,000 to be authorized for use as individual projects are needed.

Firms must be prequalified by IDOT in the following categories:

Geotechnical Services (Subsurface Explorations)

Geotechnical Services (General Geotechnical Services)

Geotechnical Services (Structure Geotechnical Reports)

The Tollway will allow a prime consultant to meet the prequalification for Geotechnical Services (General Geotechnical Services) and Geotechnical Services (Structure Geotechnical Reports) through a subconsultant.

Environmental Site Assessments

Environmental Site Assessments are required for the evaluation and identification of impacted soils and the preparation of soil management plans and documentation required for soil disposal for various Tollway projects, and in accordance with Illinois Environmental Protection Agency (IEPA) regulations and guidance. This level of effort may require participation at all levels of project development, from the identification of recognized environmental concerns/potentially impacted properties, determination of concentrations of chemical constituents, proposal of soil management plans, through preparation of LPC-662 and LPC-663 certification forms. This effort may also include reviewing and proposing revisions to existing Tollway contracts and coordinating with other Tollway DSEs for environmental services related to the above. This may require the preparation of contract plans and specifications for soil management, which may also include the re-packaging of proposed Tollway contract plans and specifications at selected locations.

The environmental studies shall be complete and shall include, but not be limited to the following:

1. Conduct environmental due diligence with regard to soil disposal.
2. In accordance with the Tollway's Environmental Studies Manual, conduct database searches, site reconnaissance, Transaction Screening Analyses, Environmental Site Assessments (ESAs), and/or soil sampling.
3. Identify any Recognized Environmental Concerns (RECs) and Potentially Impacted Properties (PIPs).
4. Conduct soil sampling for PIPs, as described in the Environmental Studies Manual.
5. Based on study results and/or laboratory analysis, determine which soils can be disposed of at a Clean Construction or Demolition Debris (CCDD) facility.
6. Complete forms LPC-662 or -663.

- Statements of Interest must include at least two examples of past accepted wetland mitigation submittals to the US Army Corps of Engineers and the Illinois Department of Natural Resources within the past ten years along with evidence of those agencies approving those submittals.
- Statements of Interest must include examples of previous projects that required studies, design and coordination similar to that required for this contract.
- Statements of Interest must include evidence of traffic noise studies performed within the past five years.
- Statements of Interest must include evidence of staff training in and experience with Traffic Noise Model.
- Statements of Interest must include evidence of staff training in controlled burns.
- The consultant must have an office within the Tollway operating area.

Key personnel listed in 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 have 10 years project management experience)
- The Project Engineer, whose duties include being in charge of the work and is directly involved in the development of the contract documents, must be an Illinois Licensed Professional Engineer.
- The person who is the Project Manager for Noise Studies must be an Acoustic Engineer with an educational background in Physics or Mechanical Engineering, or have 5 years' experience in traffic noise studies.
- The person(s) who will be the Environmental Inspectors, who must have 5 years' experience in this position or be Certified Professional in Erosion and Sediment Control (CPESC) certified.
- The person who will assume the duties of Burn boss must possess a valid Illinois Certified Prescribed Burn Manager Certificate issued by The Illinois Department of Natural Resources (IDNR) pursuant to Ill. Admin. Code tit. 17 § 1565
- The person who will assume the duties of Environmental Specialist, that individual in charge of solid waste and environmental due diligence (must be an Illinois Licensed Professional Engineer or Geologist and have 10 years of experience in the field)

Schedule: This project is scheduled to start in 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 with the Illinois Tollway.

1.5.13 Item 13: I-21-4572 Systemwide, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. 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:

Work tentatively scheduled for construction in 2021-2025:

1. Plaza modifications
2. Toll plaza construction
3. Truck parking
4. On call and as-needed work related to the Tollway System.

The upper limit of compensation will be set at \$3,000,000 to be authorized for use as individual projects are needed.

The Consultant will perform on-site inspection and check construction layout to verify the location and the elevation of contract work 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 these projects 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.

Firms must be prequalified by IDOT in the following categories:

- Special Services (Construction Inspection)**
- Special Services (Electrical Engineering)**

The Tollway will allow a Prime Consultant to meet the prequalification for Special Services (Electrical Engineering) through a subconsultant.

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

- The Project Manager, who is responsible for all aspects of the work documents, must be an Illinois Licensed Professional Engineer.
- The person who will be responsible for electrical design related issues must be an Illinois Licensed Professional Engineer.
- The Resident Engineer
- The Materials Coordinator. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system

1.5.14 Item 14: RR-20-4522 Systemwide, Maintenance Facilities, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.

This project has a 39% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required for the construction inspection, and supervision at selected locations on the Tollway system. Work orders under the blanket agreement will be negotiated and authorized by the Illinois 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. Maintenance Facility M-5.
2. Other Maintenance Facilities as needed.
3. Miscellaneous improvements at plazas and maintenance sites.
4. On call and as-needed work related to the Tollway System.

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

The Consultant will perform on-site inspection, check construction layout to verify the location and the elevation of contract work 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 the tasks 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.

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 Project Manager, who is responsible for all aspects of the work documents, must be an Illinois Licensed Professional Engineer.
- The Resident Engineer.
- The Materials Coordinator. For contracts which include soils, aggregates, asphalt and/or concrete placement, the CM shall provide a Material Coordinator, exclusively for this role, unless waived by Tollway Materials for smaller projects. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt, Level II Portland Cement Concrete training courses for QC/QA management, Soils Field Testing and Inspection (S-33) and IDOT Documentation of Contract Quantities (S-14). The Material Coordinator shall also have a working knowledge of the I-MIRS database system
- 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 2021.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy

Exhibit E – DBE - Partnering for Growth Program Plan, if proposing a mentor-protégé arrangement, attach the required <u>Exhibit E</u>	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 <u>Exhibit E</u>	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 /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 Evidence (current certification letters)	DBE_VOSB_Certs.pdf	Submit as a separate document on e-Builder

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- 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.)
- Exhibits
 - Failure to submit Exhibit E when proposing P4G plan in the SOI grid data
 - Unnecessarily submitting Exhibit E when not proposing P4G in SOI grid data
 - Failure to submit correct version of Forms A or Forms B
 - Failure to list all required Key Personnel on Exhibit A
 - Change of the title of Key Personnel on Exhibit A
 - Failure to list % on Terms and Conditions FEIN page
 - Percentages different than SOI Grid Data