

# PROFESSIONAL SERVICES BULLETIN 21-3

## ADDENDUM No. 3

Addendum No. 3 does not change the due date or time.

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

**Due Date: September 17, 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

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No. 21-3 Addendum No. 3

September 10, 2021

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



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 3  
TO  
PROFESSIONAL SERVICES BULLETIN No 21-3**

**September 10, 2021**

Addendum No. 3 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, September 17, 2021.

**Addendum No. 3 makes the following revisions to Professional Services Bulletin (PSB) No. 21-3:**

**Revision 1: Replace page A-2 and A-3 with pages A-2R and A-3R**

- To revise prequalification requirements on Item 2.

**Revision 2: Replace pages A-14 and A-15 with A-14R and A-15R.**

- To revise prequalification requirements on Item 11.

**Revision 3: Replace Page 21 with Page 21R.**

- To update the table to reflect both Exhibit F forms.

**QUESTIONS:** The Tollway has received the following questions to PSB 21-3 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

1. Is it possible to get Exhibit C (Current Obligations) in a Word document?  
**Answer:** There is currently no editable version of Exhibit C.
2. Regarding Exhibit G, Contract Participation, can you please confirm if our subconsultants will also need to complete this form?  
**Answer:** A separate Exhibit G is required 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.
3. Can a Sub be a mentor and Prime be a protegee?  
**Answer:** Yes.
4. Can a Sub be a mentor to another Sub?  
**Answer:** Yes, however the prime will not be recognized as participating in a Partnering for Growth agreement since the prime is not involved.
5. If a Sub is both VOSB and MBE, does the Prime get credit for both categories if the Sub is assigned more than 3%?  
**Answer:** The prime cannot receive both VOSB and MBE credit for one subconsultant.
6. My firm will not be submitting as a prime on this bulletin, but we are a subconsultant on another team. Is there anything that we need to do on our end in eBuilder? Do we even need to log in if we are not submitted as Prime?  
Also, in the scenario above, we are a subconsultant under our subsidiary company, who has never before submitted with the Tollway at all, so we do not even have an eBuilder log in for this firm. In order to be a subconsultant on another team, do we need to register or anything like that for eBuilder?"

**Answer:** See section 3.4 SUBMITTAL INSTRUCTIONS. The preparation of the SOI for submittal in e-Builder must be done in one e-Builder account, i.e., one account login ID. Only the prime or team is required to have a login ID.

7. We are a DBE firm submitting as a Prime, and we would like to enter into a Partnering for Growth agreement where one of our proposed subconsultants would be the Mentor and our firm would be the Protégé. Exhibit E appears to be geared towards the Prime being the Mentor (reference questions II.A.2 and III.A through III.C as examples). Is this the correct form to utilize for a reverse Partnering for Growth arrangement?

**Answer:** Yes. Complete Exhibit E, clearly identifying the mentor and protégé roles in each section, along with all requested information.

8. On page 8 of Exhibit F – VOSB Participation and Utilization Plan, what input are you expecting in the highlighted field(s) below?

“ [REDACTED ] (Vendor) submits the following Utilization Plan as part of our SOI in accordance with the requirements of the Veteran Small Business Program Status and Participation section of the solicitation for [Click here to enter text](#), Illinois. Procurement Bulletin Reference # [Click here to enter text](#). We understand that all Subconsultants must be certified with the CMS Veteran Small Business Program at the time of submission of all SOIs. We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded. Vendor makes the following assurance and agrees to include the assurance in each agreement, subcontract and/or purchase order with a Subconsultant or supplier utilized on this contract: We shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Agency deems appropriate. Vendor submits the following statement:"

**Answer:** On page 8 of Exhibit F – VOSB Participation and Utilization Plan, the first blank shall be the Vendor name, the second blank shall be the PSB number (21-3), and the third blank shall be the specific Item number as identified in Section 1.5 PSB ITEM DETAILS.

9. Do you have to include Exhibit G for each of the subconsultants that may be part of your team or do only the Prime firm have to submit that?

**Answer:** A separate Exhibit G is required 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.

10. For Item 13, Will the Tollway allow a Prime consultant to meet the Structures (Highway Bridges: Complex) prequalification through a subconsultant?

**Answer:** No.

11. For Items 3, 5, 6 and 9, Are we required to include a surveyor consultant and a geotechnical engineer as part of our team? or Tollway will have these services done by the SUR and GUR consultants that Tollway already has on board?

**Answer:** Firms submitting statements of interest shall be expected to perform the services tasked under the given item(s), following the various Tollway design manuals that are located on the Tollway's website. A firm shall not expect other Tollway consulting contracts to provide services to aid in providing the deliverables required.

12. Page 15R indicates that the Exhibit F DBE Participation and Utilization Plan will be a separate file from the Exhibit F VOSB Participation and Utilization Plan file. We are to submit them separately per the bullet. Similarly, within Ebuilder there is a window to add the Exhibit F DBE Participation and Utilization Plan file [Exhibit F (DBE)] indicating you want this file uploaded as its own file. On Page 21, the row for the Exhibit F DBE Participation and Utilization Plan is missing. We need that row to name the file correctly. Would you add this row and File Naming Convention for us?

**Answer:** Page 21 has been updated to reflect both Exhibit F forms. Separate forms shall be submitted per the instructions as outlined in 3.3.2.1.

13. In the Construction Managers Manual, is the referenced “Office Engineer” the Document Technician?

**Answer:** Yes. The Key Personnel as listed in Section 1.5 PSB ITEM DETAILS and Exhibit A of this advertisement shall govern.

14. In Exhibit F-DBE, the field for “Anticipated start date of the Certified DBE Vendor:” the field is a drop down for a specific date (MM/DD/YYYY), but the PSB only gives a year (2022) for an anticipated start date. How should we complete this field?

- Answer:** The referenced field allows direct text data entry. The year '2022' may be entered.
15. Is any geotechnical investigation scope of work anticipated for Design Services Upon Request Items 3, 6, and 9?  
**Answer:** Firms submitting statements of interest shall be expected to perform the services tasked under the given item(s), following the various Tollway design manuals that are located on the Tollway's website. A firm shall not expect other Tollway consulting contracts to provide services to aid in providing the deliverables required.
16. Page 21 of the Bulletin references the naming convention for submitting "Exhibit F – Veteran Small Business Participation, Utilization Plan and Letter of Intent" but there is no mention of the "Exhibit F – Disadvantage Business Enterprise Participation, Utilization Plan and Letter of Intent". Should these forms be combined into one PDF and submitted together or is there a different naming convention that we should use to submit these forms?  
**Answer:** Page 21 has been updated to reflect both Exhibit F forms. Separate forms shall be submitted per the instructions as outlined in 3.3.2.1.
17. Can we provide resumes for additional non-key personnel?  
**Answer:** Yes.
18. We have the following question on PSB 21-3, Item 10.  
1. Exhibit A – Proposed Staff  
We are pursuing Item 10 in PBS 21-3. The Exhibit A is missing a box for one of the key personnel positions (i.e., I-MIRS User Support Liaison). Can we add a box for this key personnel position? Under 3.4.5 Common Mistakes, it states the following:  
o Failure to list all required Key Personnel on Exhibit A  
o Change of the title of Key Personnel on Exhibit A.  
**Answer:** Exhibit A has been updated to reflect the key personnel outlined the Section 1.5 PSB ITEM DETAILS.
19. Page 16 of PSB 21-3, Section 3.3.2.3 states that Section 1. Executive Summary has a limit of 5 pages, yet requires under Section 1. G. that we must include a current certification letter for each DBE firm. Are these certification letters included in the 5 page limit? These letters are typically multiple pages, and we have multiple DBEs on our team, so the 5 page limit would be exceeded with just DBE certification letters."  
**Answer:** No, these certification letters are not included in 5-page limit.
20. Page 20 of PSB 21-3, Section 3.4.4, For Exhibit A Form states:  
c. Construction Management Services require the names and resumes of Certified Record Documentation Reviewers and Inspectors that will be assigned to the project. Specific requirements are explained in the Phase III Items. For Item 4 I-21-4744, Elgin O'Hare Western Access, I-294 to I-90 – east of I-294 at Grand Avenue, Construction Management Services. Please confirm if construction inspector resumes are required to be submitted with Exhibit A for item 4.  
**Answer:** As defined on Page 20, resumes are required for "Key Project Personnel proposed for the project (Prime firm and Subconsultants for those specific positions identified in the PSB item description)."
21. Can we fulfil Highways (Freeways) and Structures (Highway Bridges: Typical) prequalification requirement through a Subconsultant on Item 2?  
**Answer:** Yes. The item description under Section 1.5 PSB ITEM DETAILS has been updated as part of this addendum.
22. For Item #11 (I-21-4811) Land Acquisition Services Upon Request, can a qualified land acquisition service industry expert and firm satisfy the Special Services (Surveying) prequalification category through a subconsultant?  
**Answer:** Yes. The item description under Section 1.5 PSB ITEM DETAILS has been updated as part of this addendum.
23. For Item #4, is the railroad bridge in question the structure over Grand Avenue just west of Rhodes Avenue?  
**Answer:** Yes.
24. What is the expected contract duration for Item #12?  
**Answer:** This contract may provide services over a five (5) year period.
25. Will geotechnical investigations or reports be required for Items 6 and 9?  
**Answer:** Firms submitting statements of interest shall be expected to perform the services tasked under the given item(s), following the various Tollway design manuals that are located on

the Tollway's website. A firm shall not expect other Tollway consulting contracts to provide services to aid in providing the deliverables required. Is Exhibit G required for the prime firm AND all subconsultants or is it only required for the Prime/Teaming firms?

**Answer:** A separate Exhibit G is required 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.

26. On E-Builder under "Submission Information" asks for the D/M/WBE Status (Prime). If my firm is not a diverse business but is teaming with a D/M/WBE firm do we enter the status of our D/M/WBE teaming partner?

**Answer:** Yes, the status of the DBE teaming partner should be entered. Note that DBE credit will only be granted for the portion of the contract work actually performed by DBEs. Contract work performed by non-DBEs is not creditable toward the DBE goal.

27. Will security keys be required for submitting?

**Answer:** No.

28. For items 3, 6, and 9, the scope does not identify the need for land surveying, environmental, or geotechnical services. Does the Tollway anticipate these services will be needed for these items?

**Answer:** Firms submitting statements of interest shall be expected to perform the services tasked under the given item(s), following the various Tollway design manuals that are located on the Tollway's website. A firm shall not expect other Tollway consulting contracts to provide services to aid in providing the deliverables required.

29. Our firm is submitting SOIs for three items for PSB 21-3. Would it be possible to get Exhibits A and D in Word format? They were available in Word format for PSB 21-1.

**Answer:** There is currently no editable version of Exhibits A and D.

30. If the prime firm is a DBE, does the prime firm need to create an 'Exhibit F – Letter of Intent' for itself? Or is the DBE Exhibit F is only required for subconsultants?

**Answer:** Yes, the DBE prime will also need to submit a Letter of Intent.

31. For Item 2, will firms be allowed to fulfill the Structures (Highway Bridges: Typical) prequal though a subconsultant?

**Answer:** Yes. The item description under Section 1.5 PSB ITEM DETAILS has been updated as part of this addendum.

**1.5.2 Item 2 I-21-4805, Tri-State Tollway, Construction Management Services Upon Request.** On-call and as-needed Construction Management Services.

This project has a 27% 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 for various projects related to the Central Tri-State Tollway. 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. Cork Avenue.
2. Advance Shoulder Rehabilitation and Cross-overs.
3. I-55 Ramp AB Bridge Rehabilitation over Commonwealth.
4. On call and as-needed work related to the Central Tri-State Tollway.

The upper limit of compensation will be set at \$3,000,000.00 to be authorized for use as individual projects are needed.

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.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)  
Highways (Freeways)  
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeways) and Structures (Highway Bridges: Typical) 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 be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer);
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer);
- Resident Engineer;
- The person who will be responsible for schedule review;
- Materials Coordinator;
- 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); and
- Materials QA Technician.

For definitions and requirements please see the Illinois Tollway Construction Managers manual found on the Illinois Tollway website at:

[https://www.illinoistollway.com/documents/20184/238197/Construction+Managers+Manual\\_Mar2021.pdf/c1d20972-3408-4de3-8e95-236a13698501?version=2.0&t=1616176095129&download=true](https://www.illinoistollway.com/documents/20184/238197/Construction+Managers+Manual_Mar2021.pdf/c1d20972-3408-4de3-8e95-236a13698501?version=2.0&t=1616176095129&download=true)

Schedule: This project is scheduled to start in 2022.

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.

**1.5.11 Item 11 I-21-4811, Land Acquisition Services Upon Request.** On-call, and as-needed Land Acquisition Services.

This project has a 23% D/M/WBE participation goal and 3% VOSB participation goal.

The Tollway requires land acquisition and surveying services, on an as-needed basis as directed by the Chief Engineering Officer. These services shall be coordinated with existing Tollway staff and with the PMO, Traffic Engineering and Consulting Engineering Consultants and may include the following tasks:

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

The Tollway may assign tasks for the purpose of obtaining land acquisition services such as condemnation assistance, preparation of plats and legal descriptions, engineering surveys, engineering plan review, specialty reports, aerial surveys, title work, appraisals, review appraisals, negotiations and relocation assistance. Land acquisition services will generally include, but not be limited to, the following projects:

1. Central Tri-State Tollway.
2. Elgin O'Hare West Bypass.
3. Systemwide.
4. On-Call and as needed.

Firms must be prequalified by IDOT in the following category:

**Special Services (Surveying)**

The Tollway will allow a Prime consultant to meet the prequalification for Special Services (Surveying) through a subconsultant.

In addition to the above prequalification, the Tollway prefers that the Firms (or their subconsultants) be in and show compliance with Appraiser Management Company Registration Act (PA 097-602) enacted August 26, 2011 and effective January 1, 2012. Appraisers must also be on the Illinois Department of Transportation's (IDOT's) most current Approved Specialty List-Appraiser and review appraisers must be on IDOT's most current Approved Specialty List-Review Appraiser. Appraisers and review appraisers must have experience in right-of-way appraisal, knowledge of eminent domain/condemnation, title work, relocation and land acquisition

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;
- The person(s) who will assume the duties for land surveying (must be an Illinois Licensed Professional Land Surveyor);
- The person(s) who will assume the duties for condemnation engineering (must be an Illinois Licensed Professional Engineer);
- The person(s) who will assume the duties for appraising;
- The person(s) who will assume the duties for review appraising; and
- The person(s) responsible for QA/QC

The following personnel may be required under this contract, but do not need to be listed on Exhibit A:

- The persons or firm who will assume the duties of the negotiator for specialty Right-Of-Way Acquisitions such as utilities, railroads, and existing highway. The Tollway prefers this person or firm have experience and knowledge of the Illinois Toll Highway Act (Toll Highway Act, 605 ILCS 10/). They are not required to be on IDOT's Land Acquisition Services, Approved Specialty List.



- The persons or firm who will assume the duties of the condemnation engineer for specialty Right-Of-Way Acquisitions such as utilities, railroads, and existing highway. The Tollway prefers this person or firm have experience and knowledge of the Illinois Toll Highway Act (Toll Highway Act, 605 ILCS 10/). The Condemnation Engineer must be a Licensed Professional Engineer in the State of Illinois, have knowledge of the law of eminent domain within the State of Illinois and be able to provide consultation, litigation support and testimony on eminent domain cases.
- The Specialty Report will require work to be performed by a Specialty Agent, who is typically a Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect, or appropriately licensed person(s) in that specific field where more investigation/study is required to complete the valuation of a parcel.

Schedule: This project is scheduled to start in 2022.

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.

<p><b>Exhibit C</b> - Current Obligations, use your 2-6-character SOI Firm Name Code, followed by _WL One copy of the Current Obligations Form is required per Firm / Team. <b>Teaming Agreement</b> <b>Exhibit C</b> - use the unique 2-6-character SOI Team Name Code followed by _WL_TM</p>	<p>ABCWL.pdf</p> <p>ABCXYZ_WL_TM.pdf</p>	<p>Submit as a separate document on e-Builder</p> <p>Submit as a separate document on e-Builder. The document should include one form for each team member.</p>
<p><b>Exhibit D</b> – Availability of Key Project Personnel Firms must show the percentage of 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.</p>	<p>ABC_ExD.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p><b>Exhibit E – DBE</b> - Partnering for Growth Program Plan, if proposing a mentor-protégé arrangement, attach the required <u>Exhibit E</u></p>	<p>ABC_ExE_DBE.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p><b>Exhibit E – VOSB</b> - Partnering for Growth Program Plan. if proposing a mentor-protégé arrangement, attach the required <u>Exhibit E</u></p>	<p>ABC_ExE_VOSB.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p><b>Exhibit F</b> - DBE Participation, Utilization Plan and Letter of Intent</p>	<p>ABC_ExF_DBE.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p><b>Exhibit F</b> - Veteran Small Business Participation, Utilization Plan and Letter of Intent</p>	<p>ABC_ExF_VOSB.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p><b>Exhibit G</b> – Contract Participation, Current and Past DBE/VOSB /BEP</p>	<p><u>ABC_ExG.pdf</u></p>	<p><u>Submit as a separate document on e-Builder</u></p>
<p><b>Firm’s Commitment and Signature Form.</b></p>	<p>ABC_FCS.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p><b>DBE and VOSB Evidence (current certification letters)</b></p>	<p>DBE_VOSB_Certs.pdf</p>	<p>Submit as a separate document on e-Builder</p>

- 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.

### 3.4.5 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 #