

PROFESSIONAL SERVICES BULLETIN 21-3

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

No. 21-3

August 27, 2021

ILLINOIS TOLLWAY web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

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PSB 21-3

August 27, 2021

NEW TO THIS PSB

- PSB Hotline Phone Number removed from Section 1.1; the message states to send an e-mail or refer to PSB Section 1.1 contact information but then allows user to leave a message.
- All Exhibits information have been removed from this boilerplate. There is a link to where the Exhibits forms can be found on the Tollway website mentioned in this PSB.
- Link to where E-Builder process can be found in Section 1.2.1 has been updated.
- Language in Section 3.6 – Protest Procedure has been revised.

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PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

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

PSB 21-3 Coordinator - csstaff@getipass.com

PSB 21-3 Tech Support: ebuilder@getipass.com

PSB 21-3 eBuilder Training:

e-builder@getipass.com

1.2 21-3 OFFICIAL NOTICE

This Professional Services Bulletin 21-3 (PSB **21-3**) 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 **21-3**, 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 21-3 SUMMARY

Information for the e-Builder process for PSB **21-3** 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 3.7 Useful Links for training webinar registration link)
- e-Builder Login ID (see Section 3.4 Submittal Instructions)
- Firm Code Name (see Section 3.4 Submittal Instructions)
- e-Builder link to PSB 21-3 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_21-3.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_21-3.01_Questions_and_RFIs@docs.e-builder.net) no later than **September 3, 2021 at 4:30:00 pm (CT)** prior to the submittal due date of **September 17, 2021 @ 4:30:00 pm (CT)**. The subject line should read: PSB 21-3 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

This is not an invitation for bids. Consultants properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Illinois Tollway via the e-Builder PSB **21-3** SOI process located at the following: <http://www.e-builder.net>

The Illinois Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535): Architectural, Engineering, and Land Surveying Qualifications Based Selection Act) for selecting qualified Consultants under this PSB.

PSB SOI e-Builder submittals must be received by **September 17, 2021 @ 4:30:00 P.M.** Central Time (CT).

Late submittals will not be accepted by the Illinois Tollway. NOTE: You must set the Time Zone field on your e-Builder account profile page to “(UTC-06:00) Central Time (US & Canada)” so that you can submit your SOIs up until the submittal deadline.

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.

1.4 PROFESSIONAL SERVICES BULLETIN NO. 21-3 ITEM INDEX

Item No.	Project No. / County	Description	Page
1	I-21-4810 Cook County	Tri-State Tollway, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.	A-1
2	I-21-4805 Cook County	Tri-State Tollway, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.	A-2
3	I-21-4812 Cook County	Tri-State Tollway, Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.	A-4
4	I-21-4744 DuPage and Cook Counties	Elgin O'Hare Western Access, I-294 to I-90 – east of I-294 at Grand Avenue, Construction Management Services.	A-5
5	RR-21-9240 Systemwide	Systemwide, Facilities Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.	A-6
6	RR-21-9241 Systemwide	Systemwide, Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.	A-7
7	RR-21-4599 Systemwide	Systemwide, Intelligent Transportation Systems (ITS) Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.	A-8
8	RR-21-4800 Systemwide	Systemwide, Construction Management Services Upon Request. On-call, and as-needed Construction Management Services.	A-9
9	RR-21-4801 Systemwide	Systemwide, Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.	A-10
10	MO-21-1281 Systemwide	Systemwide, Pavement Infrastructure Management Services.	A-11
11	I-21-4811 Systemwide	Land Acquisition Services Upon Request. On-call, and as-needed Land Acquisition Services.	A-14

Details follow for each of the foregoing eleven (11) Project Numbers found in this PSB **21-3**.

1.5 PSB ITEM DETAILS

1.5.1 Item 1 I-21-4810, Tri-State Tollway, Construction Management Services Upon Request. On-call and as-needed Construction Management Services.

This project has a 29% 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. Composite Overlay contracts.
2. 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 category:

Special Services (Construction Inspection)

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);
- 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

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.

1.5.2 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)**

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

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.

1.5.3 Item 3 I-21-4812 Tri-State Tollway, Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.

This project has a 29% D/M/WBE participation goal and 3% VOSB participation goal.

Phase II engineering services are required for work tasks that may include preparation of contract plans and engineering studies and other technical services as directed by the Tollway. Typical tasks will include projects that are required for the Tollway system, and may include, but not be limited to:

1. Ramp reconstruction and rehabilitation between 95th Street and I-55.
2. Miscellaneous wrap-up work between 95th Street and I-55, including removals of crossovers and ramps at Archer Avenue.
3. Pavement overlay between I-55 and Cermak Road.
4. On call and as-needed work related on 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 prime firm must be prequalified by IDOT in the following categories:

**Highways (Freeway)
Structures (Highway Bridges: Typical)**

The Tollway will allow a Prime consultant to meet the prequalification for 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 perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer);
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer);
- The person who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer);
- The person who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer); and
- The person(s) who will perform the QC/QA review work of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

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.

1.5.4 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.

This project has a 25% D/M/WBE participation goal and 3% VOSB participation goal.

Phase III engineering services are required to provide construction inspection and supervision for the construction of a railroad bridge for the Elgin O’Hare Western Access east of I-294 at Grand Avenue in Cook County, Illinois.

The Consultant will perform on-site inspection, review layout of contract including design changes, prepare records, maintain documentation, and submit pay estimates and change orders and any other duties requiring the services of an engineer to complete projects on a timely basis and in accordance with Tollway specifications. 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. The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD Standards Manual. All CADD file documents shall be required to contain all record drawing modifications.

Construction Estimate: Category B

Firms must be prequalified by IDOT in the following categories:

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

The Tollway will allow a prime firm to meet the prequalification for Structures (Railroad Bridges) 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 railroad 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);
- The Resident Engineer;
- The Materials Coordinator;
- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities); and
- The 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

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.

1.5.5 Item 5 RR-21-9240, Systemwide, Facilities Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.

This project has a 20% D/M/WBE participation goal and 3% VOSB participation goal.

Phase II Engineering services are required for preparation of contract plans and engineering studies and other technical services as directed by the Illinois Tollway. Tasks will include projects at facilities, and may include, but not be limited to:

1. Canopy repairs, systemwide.
2. Roof replacements, systemwide.
3. Facility repairs, systemwide.
4. JOC facility design support.
5. On call and as- needed work related to Tollway Facilities.

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

The prime firm must be prequalified by IDOT in the following categories:

- Highways (Freeway)**
- Special Services (Architecture)**
- Special Services (Electrical Engineering)**
- Special Services (Mechanical Engineering)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeway), Special Services (Electrical Engineering) and Special Services (Mechanical Engineering) through a subconsultant.

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

- Project Manager (must be an Illinois Licensed Professional Engineer);
- Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer);
- Structural designer, who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer);
- Architect, who will be responsible for architectural related issues (must be an Illinois Licensed Professional Architect);
- Electrical designer, who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer);
- Mechanical designer, who will be responsible for mechanical design related issues (must be an Illinois Licensed Professional Engineer); and
- QC/QA reviewer of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

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.

1.5.6 Item 6 RR-21-9241, Systemwide, Design 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.

Phase II engineering services are required for preparation of contract plans and engineering studies and other technical services as directed by the Illinois Tollway. Tasks will include projects on the roadway, and may include, but not be limited to:

1. Pavement repairs, systemwide.
2. Pavement marking, systemwide.
3. Sign fabrication and installation, systemwide.
4. JOC roadway design support.
5. On call and as- needed work related on the Tollway system.

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

The prime firm must be prequalified by IDOT in the following category:

Highways (Freeway)

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

- Project Manager (must be an Illinois Licensed Professional Engineer);
- Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer);
- Roadway designer, who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer);
- Structural designer, who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer); and
- QC/QA reviewer of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

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.

1.5.7 Item 7 RR-21-4599, Systemwide, Intelligent Transportation Systems (ITS) Design Services Upon Request. On-call, and as-needed Phase II Engineering Services.

This project has a 22% D/M/WBE participation goal and 3% VOSB participation goal.

Phase II engineering services are required for preparation of contract plans and engineering studies and other technical services as directed by the Illinois Tollway. Tasks will include ITS projects, and may include, but not be limited to:

1. RWIS repairs and replacement.
2. Weigh-in-motion repairs and replacement.
3. CCTV camera installation.
4. ITS preservation and rehabilitation.
5. On call and as-needed work related to the Tollway System.

The upper limit of compensation will be set at \$4,000,000.00 to be authorized for use as individual projects are needed.

The prime firm must be prequalified by IDOT in the following categories:

- Highways (Freeway)**
- Special Services (Electrical Engineering)**

The Tollway will allow a Prime consultant to meet the prequalification for Highways (Freeway) through a subconsultant.

In addition, the prime firm, or their subconsultant, must demonstrate a minimum of five (5) years' experience in Intelligent Transportation Systems (ITS) as related to transportation projects.

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

- Project Manager (must be an Illinois Licensed Professional Engineer);
- Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer);
- Roadway designer, who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer);
- Electrical designer, who will be responsible for electrical design related issues (must be an Illinois Licensed Professional Engineer);
- QC/QA reviewer of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

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.

1.5.8 Item 8 RR-21-4800, Systemwide, Construction Management Services Upon Request. On-call, and as-needed Construction Management Services.

This project has a 29% 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. Task 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 the following projects tentatively scheduled for construction in 2022-2025:

1. Structural Rehabilitation, I-294, MP 40.8 (I-90) and IL 390, MP 5.98 (Lake Street) to MP 15.27 (Lively Boulevard).
2. Pavement Rehabilitation, I-94, MP 15.2 (Atkinson Road) to MP 21.9 (Half Day Road).
3. Noise and retaining wall repairs, systemwide.
4. Pavement and structural repairs, systemwide.
5. Clean and televise drainage system, systemwide.
6. On call and as-needed work related to the Tollway system.

The upper limit of compensation will be set at \$5,000,000.00 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 category:

Special Services (Construction Inspection)

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);
- Resident Engineer;
- Materials Coordinator;
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities); and
- Materials 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

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.

1.5.9 Item 9 RR-21-4801, Systemwide, Design 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.

Phase II engineering services are required for preparation of contract plans and engineering studies and other technical services as directed by the Illinois Tollway. Tasks may include, but not be limited to:

1. Pavement repairs, systemwide.
2. Sign and wall repairs, systemwide.
3. Drainage repairs, systemwide.
4. On call and as- needed work related on the Tollway system.

The upper limit of compensation will be set at \$5,000,000.00 to be authorized for use as individual projects are needed.

The prime firm must be prequalified by IDOT in the following category:

Highways (Freeway)

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

- Project Manager (must be an Illinois Licensed Professional Engineer);
- Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer);
- Roadway designer, who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer);
- Structural designer, who will be responsible for structural design related issues (must be an Illinois Licensed Structural Engineer); and
- QC/QA reviewer of all milestone submittals, who must be an Illinois Licensed Professional Engineer for roadway elements and an Illinois Licensed Structural Engineer for structural elements.

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.

1.5.10 Item 10 MO-21-1281, Systemwide, Pavement Infrastructure Management Services.

This project has a 19% D/M/WBE participation goal and 3% VOSB participation goal.

Phase I Engineering services are required for Systemwide Pavement Infrastructure Management services for the Tollway System. Services shall include Pavement Management, Asset Management and Condition Monitoring, and support services. The consultant will work closely with the divisions within the Engineering Department. The consultant will also coordinate activities and products with other Departments and other consultants under contract with the Tollway.

This contract shall provide for a five (5) year term, with two, (1) one-year options to renew, subject to the Tollway's periodic review, approval and satisfaction with the selected consultant's performance and may be terminated by the Tollway at any time upon a stipulated notice period or extended upon agreement of both parties.

For Systemwide Pavement Infrastructure Management services, the selected consultant may be required to provide engineering services that shall include but not be limited to the following:

Pavement and Asset Management and Condition Monitoring-

- Annual collection of digital images and Laser Crack Measurement System sensor data of all lanes, all directions, for the Tollway's mainline pavements with ramp pavements included every third year. Reviewing collected data for visible distresses, combining with sensor data (e.g. wheel path rutting for asphalt surfaces, transverse joint faulting for concrete surfaces, and IRI for all surface types), and processing to calculate Condition Rating Survey (CRS) values according the established IDOT methodology;
- Provide a determination of the Remaining Service Life (RSL) for each homogenous Tollway pavement segment;
- Prepare an annual Pavement Management System report;
- Maintain and update the Tollway's Pavement Asset Management Plan to include
- CRS, RSL, and smoothness (IRI) values shown over time, and by Mile Post, for Tollway segments;
- Update maintenance and rehabilitation activities and quantities from Cartegraph Operations Management Software (OMS), as needed;
- Maintain; and update the Tollway's Ramp Asset Management Plan with CRS, RSL, and smoothness (IRI) values shown over time;
- Update the latest CRS, RSL, and IRI values to the Tollway Cartegraph OMS system;
- On an annual basis process and deliver a complete set of digital images to the Tollway
- Biennial measurement and evaluation of Tollway pavement surface friction testing;
- Annual measurement and evaluation of in-place pavement markings for presence and retro reflectivity, including re-striping recommendations;
- Annual evaluation of the condition of Tollway assets maintained by Tollway maintenance forces via the Maintenance Quality Assurance (MQA) program;
- Annual evaluations of the Tollway's signs using the digital images;
- Smoothness evaluations across all mainline bridges and associated structural/pavement elements including transition slabs, approach slabs, and the bridge deck;
- Surveying of mainline bridge decks using GPR to determine the extent of deterioration and depth-to-steel reinforcement;
- Maintain records or databases of existing roadway conditions, pavement designs, and technical assistance in these areas to Tollway Materials, Maintenance, Planning, and the general Consulting Engineer;
- Assist the Tollway in developing pavement and structural rehabilitation and reconstruction methods and material improvements based upon the latest research and performance information;

- Assist the Tollway in the development and deployment of performance related specifications for pavement construction;
- Assist in the application of Performance-Related Specifications (PRS) for Jointed Plain Concrete (JPC) pavement construction and the development and deployment of future PRS specifications related to pavement construction;
- Assist the Tollway in the development and refinement of pavement and related infrastructure design standards and construction specifications; and
- Implementation and updating of asset management systems, including pavement management, sign management, pavement marking management, and maintenance management.

Support services-

- Maintain and manage the existing Illinois Materials Information and Reporting System (I-MIRS), which is a web-based SQL Server Relational Database material testing data submittal and archive system that captures the quality data for all aggregate, concrete, and asphalt delivered to Tollway construction projects. The consultant will be responsible for routine upkeep and maintenance of the database, as well as integration of new functions as needed by the Tollway, and for training of the I-MIRS system to other consultants under contract with the Tollway;
- Provide an evaluation of current I-MIRS system to include upgrades or potential replacement to ensure proper QC/QA compliance; includes the ability to report and proactively identify deficiencies and/or provide a tool to assist in assuring compliance to specifications. Potential upgrades may include statistical analysis of data to potentially align with IDOT or FHWA specifications as well as capabilities to include mining or analyzing data for future research or specification upgrades, as well as ability to integrate and/or communicate with other Tollway systems;
- Assist the Tollway with engineering research projects performed by others;
- Monitor, evaluate and consult on new and existing test sections and pilot projects for performance;
- Perform evaluation of sustainability of Tollway practices and projects via the Tollway's INVEST program and calculation of environmental impacts via the Tollway's Life Cycle Assessment (LCA) tool; the consultant shall be responsible to summarize the results of all sustainability measurements in an annual report;
- Provide engineering support to assist the Tollway with design reviews, development and revisions to Special Provisions and Tollway Standards, and various other related support tasks as required by Tollway Engineering including analysis and investigation of related infrastructure topics and issues critical to the Tollway during the delivery of the capital program; and
- Work closely with the divisions within the Engineering Department and provide direct materials engineering support to Tollway Materials including on-site materials engineering support for field and office materials engineering tasks. The consultant will also coordinate activities and products with other consultants under contract with the Tollway.

There is no IDOT prequalification requirement for Systemwide Pavement Infrastructure Management services: However, the consultant, either directly or through their subconsultants, must demonstrate that they are equipped and have a minimum of five (5) years of experience with the following:

- Digital pavement survey vehicle that includes a Laser Crack Measurement System (LCMS) to acquire high resolution 3D pavement profiles and a 360° panoramic imaging system;
- Performing pavement condition surveys under the IDOT CRS methodology;
- Falling weight deflectometer;
- Ground Penetrating Radar for pavement and bridge deck analysis;

- Locked wheel friction tester;
- MIT SCAN-II dowel bar scanner; and
- Mobile and handheld pavement marking retro reflectometers.

The Consultant must demonstrate a minimum of five (5) year experience using the following systems:

- Cartegraph OMS Software;
- AASHTO Pavement ME Design;
- I-MIRS and/or demonstrated experience working in SQL RDS environment;
- RoadCare pavement management software; and
- FHWA's INVEST and Illinois Tollway LCA software.

Key personnel listed in Exhibit A for this project must include:

- Project Manager – Responsible for overall team management, schedule, and budget for this coordinated program. Must be an Illinois Licensed Professional Engineer who has demonstrated minimum ten (10) years of experience in infrastructure/pavement engineering and managing projects of similar size and complexity;
- Pavement Design Engineer – Responsible for responding to pavement design requests for Tollway mainline, ramp, and maintenance yard pavements. Five (5) years of demonstrated use of AASHTO Pavement ME Design software is required, including design examples for CRCP, JPCP, full depth HMA, and Jointed Plain Composite for interstate-type pavements. Must be an Illinois Licensed Professional Engineer;
- Pavement Management Engineer – Responsible for coordinating and scheduling field data collection, data processing, reporting results, and uploading information to Tollway Cartegraph OMS platform. Five (5) years of demonstrated use of Cartegraph OMS and ArcGIS is preferred. Experience developing long-range (> 20 year) maintenance and rehabilitation plans for interstate-type pavements is required. Must be an Illinois Licensed Professional Engineer;
- Materials Engineer – Responsible for review of Tollway project plans, specifications, special provisions, and other pertinent documentation. Must be an Illinois Licensed Professional Engineer with a minimum of 5 years of experience in highway and bridge construction material specifications and quality control/quality assurance requirements; and
- I-MIRS User Support Liaison – Responsible for responding to I-MIRS user issues as necessary, providing training to internal/external users. Experience using the IDOT QC/QA Excel package and Tollway I-MIRS web site is required.

Schedule: This project is scheduled to start in Fall 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)

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.

PART II: CONTRACT CLAUSES AND REQUIREMENTS

2.1 CONSULTANT /SUBCONSULTANT CONFLICTS OF INTEREST WITHIN TOLLWAY PROJECTS

Certain contracts require that a prime Consultant cannot perform other new services for the Illinois Tollway. These consist of the Program Management Office (PMO), Consulting Engineer (CE), and Traffic Engineer (TE) contracts. The PMO, CE, and TE and their respective Subconsultants may be selected to perform work under Professional Service Bulletin(s) (PSB(s)) published prior to the PMO, CE, or TE project awards, whether selections under the PSB have been completed or are still in progress, in each case referred to herein as a "Prior Award". Except as noted above, a party serving as the prime Consultant on PMO, CE or TE projects may not perform other work for the Illinois Tollway during the pendency of the respective PMO, CE, or TE contract (including extensions).

Even if the prime Consultant is also selected under a Prior Award, the prime Consultant's, or any Subconsultant's project team personnel, may not review that team's own work on a Prior Award. In such cases where, in the course of performing duties as a PMO, CE, or TE, such party, or any Subconsultant thereto, would need to review its own work, the Illinois Tollway requires the use of an "ethical screen" approved by the Illinois Tollway at the time Statement of Interest(s) (SOI(s)) for the proposal that would give rise to a potential conflict are submitted. Such ethical screens must, at a minimum, provide that there shall be no communications between employees of firms reviewing Prior Award work performed or supervised by such firm. For example, if a Subconsultant to the CE has the responsibility of performing electrical lighting reviews for the prime Consultant, and the Subconsultant is also responsible for designing electrical lighting as a Subconsultant on a Prior Award, the CE prime Consultant must substitute either another Subconsultant or an employee of their own firm to review the Prior Award's specific design submittal. As an additional example, if a CE prime Consultant is reviewing work that prime Consultant performed under a Prior Award, an approved ethical screen would allow different employees of the CE than those that worked on the Prior Award or a CE Subconsultant uninvolved in the Prior Award to perform the review. The Illinois Tollway reserves the right to assess any other potential conflict issues that a professional firm, professional individual, or the Illinois Tollway reasonably determines is inappropriate.

This notice is not intended to create confusion; rather it is to request the use of common sense and professional judgment. Professional firms should not place the firm in an unfair advantage. When there may be an issue, the Consultant must quickly inform the Illinois Tollway so that appropriate steps can be taken to mitigate any such instance. This notice is not intended to address any potential conflicts of interest ruled upon by the Chief Procurement Officer and/or the Procurement Policy Board under the Illinois Procurement Code (30 ILCS 500/1 *et seq.*). Violations of this section may result in termination of contracts for cause or the Illinois Tollway may decline to award projects.

2.2 INSPECTOR GENERAL

The Vendor hereby acknowledges that pursuant to Section 8.5 of the Toll Highway Act (605 ILCS 10/8.5) the Inspector General of the Illinois State Toll Highway Authority ("OIG") has the authority to conduct investigations into certain matters including but not limited to allegations of fraud, waste and abuse, and to conduct reviews. The Vendor agrees that it will fully cooperate in any OIG investigation or review and shall not bill the Illinois Tollway for such time. Cooperation includes, but is not limited to, providing access to all information and documentation related to the goods/services described in this Agreement, and disclosing and making available all personnel involved or connected with these goods/services or having knowledge of these goods/services. All subcontracts must inform Subconsultants of this provision and their duty to similarly comply and cooperate with any OIG investigation or review.

2.3 FINANCIAL INFORMATION

2.3.1 DIRECT LABOR MULTIPLIER

The Direct Labor Multiplier to be used on projects advertised in the PSB is as follows:

Phase I and II (Studies, Design, and Survey)	2.8
Phase III (Construction Management)	2.8
Project Staff at Illinois Tollway Facilities	2.5

- The 2.5 multiplier applies to contracts with personnel permanently assigned to a Illinois Tollway facility, such as the Central Administration Building (CA). The 2.5 multiplier does not pertain to personnel assigned to construction field offices for Phase III (Construction Management).

The Direct Labor Multiplier for specialty engineering services, such as Aerial Mapping and LiDAR, will be based upon the firm’s current overhead determined during initial contract negotiations between Tollway and Consultant.

2.3.2 OTHER CONTRACTING METHODS

The Illinois Tollway, in its sole discretion, may consider, when it is in the best interest of the Illinois Tollway, other payment methodologies in lieu of Direct Labor Multiplier. Other considerations include “flat rate” or “lump sum” methodology that would be further defined at the time of negotiations between Tollway and Consultant. Other payment methodologies could negate or alter section 2.3.1 Direct Labor Multiplier.

2.3.3 ESTIMATED CONSTRUCTION COST OF PROJECTS

The estimated construction cost of each project is presented in the following categories or may be specific to a project detail. This is to assist the Vendor in determining the relative size of the project. The construction cost category will be included in each Item. The categories are:

CATEGORY	ESTIMATED CONSTRUCTION COSTS
A	\$0M - \$ 10M
B	\$ 10M - \$ 25M
C	\$ 25M - \$ 50M
D	\$ 50M - \$ 75M
E	\$ 75M - \$100M
F	Over \$100M

2.3.4 ALLOWABLE DIRECT COSTS

The Allowable Direct Cost and Allowable Direct Cost –Construction Inspection list is available on the Illinois Tollway’s website.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

The Illinois Tollway will allow the Vendor to negotiate their Direct costs and bill as a lump sum on the contract.

2.4 ILLINOIS TOLLWAY’S CONTRACT PAYMENT POLICY

The Illinois Tollway will not issue payments under contracts for costs incurred during the preceding calendar year if any invoice for that work is received after February 28th of the subsequent State of Illinois fiscal year. This policy enables the Illinois Tollway to close its financial books both on time and accurately. In order to meet the requirements of Generally Accepted Accounting Principles and those of the Illinois Auditor

General and external auditors, the Illinois Tollway must account for all of its expenditures for a given calendar year before the end of the subsequent February.

This policy includes payment of any “re-bill” issues that may arise. The Illinois Tollway is unable to make any payments for work in a given calendar year if it has not been properly invoiced to the Illinois Tollway by February 28th of the following year.

2.5 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The Illinois Tollway hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged, minority, women-owned business and Small Business Administration (SBA) 8(a) enterprises are encouraged to submit a SOI response to this invitation and/or to participate in the advertised Disadvantaged Business Enterprise (DBE) goal of the work to be performed under the contract as a Subconsultant.

Any agreement between a Consultant and a DBE or other Subconsultant in which the Consultant requires that the Subconsultant not provide professional services proposals to other vendors is prohibited.

To qualify as an eligible DBE, the firm must be currently certified by one of the following agencies currently participating in either (A) the Illinois Unified Certification Program (IL UCP), (B) the City of Chicago, Illinois, or (C) the County of Cook, Illinois, as a Minority or Women-Owned Business (“M/WBE”) pursuant to their M/WBE programs or (D) it must be currently participating in the Small Business Administration SBA 8(a) Program. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency:

- IL UCP - Illinois Department of Transportation (IDOT)
- IL UCP - Chicago Transit Authority (CTA)
- IL UCP - PACE
- IL UCP - METRA
- IL UCP - City of Chicago
- City of Chicago – M/WBE
- Cook County, Illinois – M/WBE
- Small Business Administration SBA 8(a)

Each DBE firm utilized must be listed in a certifying agency’s database at the time of the expiration of the extended documentation period, if utilized, as described below to be considered acceptable. Please provide proof of certification (example: letter) with your SOITEAM submittal (Certifications are to be included as attachments to Exhibit F – Letter of Intent). Certification letters must be current, and DBE vendor’s scope(s) of work stated in the SOI and Letter of Intent (LOI) must match the area(s) of specialty specified in the DBE’s certification letter.

You can view/print and download the most current listing of DBE firms at:

- IDOT’s web site: <https://webapps.dot.illinois.gov/UCP/ExternalSearch>
- City of Chicago’s web site: <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp>
- County of Cook, Illinois’ web site: <https://cookcounty.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?XID=2768&TN=cookcounty>
- Small Business Administration’s SBA 8(a) web site: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm.

If a Vendor cannot obtain sufficient DBE commitments to meet the contract goal, the Vendor must document its good faith efforts to meet the goal, including any DBE participation secured, and request a partial or full waiver of the contract goal. Demonstrating good faith efforts means that the Vendor must show that all necessary and reasonable steps were taken to achieve the contract goal, meaning those steps that could be reasonably expected to obtain sufficient DBE participation. Mere pro forma efforts are not good faith efforts, and the documentation must be supported by backup evidencing contact attempts and results made by the Vendor to DBE firms. Vendors should not submit pricing information received from DBE firms with the good faith efforts documentation.

Examples of good faith efforts and the contact log are available in the List of Documents, Exhibit F, Section 7.10 of the State of Illinois Veteran Small Business Participation and Utilization Plan.

For “Upon Request” projects: the Illinois Tollway may consider a goal adjustment or waiver request if and when a task order is issued for an upon request project which provides a detailed scope of work and the awarded Vendor requests an adjustment when it submits a proposal to complete the task order.

Extended Documentation Period for Vendors with a Technical Issue as determined by the Illinois Tollway related to the DBE Commitment Made on a SOI:

All required DBE documentation must be completed to the fullest extent possible and submitted with the SOI, including the signed DBE Letters of Intent (LOI) and SOITEAM data. If a DBE Letter of Intent and current letter of certification are not submitted with the SOI, the SOI will be deemed non-responsive.

Each Consultant submitting a SOI who has a DBE commitment with a technical issue as determined by the Illinois Tollway related to DBE participation that is identified during initial review of a SOI by the Illinois Tollway shall be allowed, upon an email notification from the Contract Compliance team from the Illinois Tollway, an extended documentation period which will extend until 5:00 pm CT on the second business day after the day the notification is sent (e.g. if a Consultant is notified on Monday, extended documentation period concludes on Wednesday at 5:00 pm).

The extended documentation period allows Consultant solely to correct their initial SOITEAM data to add or adjust DBE participation to:

- Meet or exceed the initial DBE commitment stated in the SOI, if that initial commitment was above the advertised DBE goal, or
- Meet or exceed the goal, if the initial DBE commitment stated in the SOI was below the advertised DBE goal.

The Consultant shall submit updated SOITEAM data and LOI if additional or adjusted DBE participation is secured by the end of the extended documentation period.

Under no circumstances is a Consultant allowed to remove, replace or reduce the DBE participation of a certified DBE firm listed in the initial LOI and SOITEAM data without prior written consent of ILLINOIS TOLLWAY. Increases to DBEs listed in the initial LOI and SOITEAM data are allowed. Note: the percentage inserted in the LOI will take precedence over any other percentage inserted in the SOITEAM data in the event of a discrepancy. Under no circumstances is the Consultant allowed to change any documentation unrelated to the correction of the technical issue identified. Any adjustment made to the DBE portion of the LOI and SOITEAM data during the extended documentation period must include a brief statement describing the revision(s) with resubmittal of the LOI and SOITEAM data. Any other changes to the original SOI will not be accepted.

Illinois Tollway Disclaimer Statement: Disadvantaged Business Enterprises (DBE) Directory, City of Chicago or Cook County, Illinois Minority and Women-Owned Business (M/WBE) Directories, or Small Business Administration SBA 8(a) Directory

Firms listed in either the Illinois Unified Certification Program (IL UCP) Disadvantaged Business Enterprises Directory or the City of Chicago Minority and Women-Owned Business Directory have been certified as a Disadvantaged Business Enterprise (DBE) by one of the IL UCP participating agencies (Illinois Department of Transportation, City of Chicago, Chicago Transit Authority, Metra and Pace) or by the City of Chicago. Firms listed in the County of Cook, Illinois M/WBE Directory have been certified as Minority or Women Owned Business Enterprises by the County of Cook, Illinois. Firms listed in the Small Business Administration SBA 8(a) Directory have been certified as SBA 8(a) business enterprises by the Small Business Administration.

The criteria, standards and procedures by which certification decisions are made can be obtained from any of the certifying agencies. These directories are to be used as an “informational source only” and the following must be considered:

- Certification does not mean that a firm is in any way prequalified to provide the products and/or services the firm claims it can provide. “Certification” means that the certifying agency has determined, on the basis of information provided and the representations therein, that a business is

a bona fide DBE. The certifying agency does not, as a result of any listing, make any representation concerning the ability of any listed firm to perform work in the specialty listed;

- The Illinois Tollway does not, through its use of, and referral to, certification lists, make any representation concerning the ability of any listed firm to perform work in the specialty listed.
- The Illinois Tollway, in awarding a contract, has discretion in determining whether a DBE firm's listed work categories are eligible to be counted toward the fulfillment of DBE contract goals; and
- It is the responsibility of all vendors to:
 - a) Conduct their own investigation to determine the capability and capacity of the
 - b) DBE firm(s) to satisfactorily perform the proposed work; and
 - c) Ensure the DBE firm(s) is currently certified. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency.

These directories list the most current certified firms. If there are any questions concerning these directories, please contact the certifying agency.

2.6 PARTNERING FOR GROWTH PROGRAM GUIDELINES (formerly Partnership-Mentor/Protégé Program Guidelines)

The Partnering for Growth Program and Documents have been updated effective March 2017, and are available on the Illinois Tollway's Website at:

<https://www.illinoistollway.com/doing-business/diversity-development/programs/partnering-for-growth>

The Partnering for Growth Program applies to both Veteran-Owned Small Businesses (VOSBs) and DBE firms. Separate Exhibit E – Partnering for Growth Program - Memorandum of Understanding forms are available for use with a VOSB or a DBE firm. Vendors may have multiple Partnering for Growth agreements in either the DBE and/or VOSB category(ies) and may have partnerships with both.

2.7 STATE OF ILLINOIS VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN

This solicitation includes specific Veteran Small Business participation goal(s) as specified in each Item detail based on the availability of CMS-certified veteran-owned (VOSB) vendors to perform or provide the anticipated services required by this solicitation. The Veteran Small Business participation goal is applicable as specified in each Item detail. In addition to the other award criteria established for this solicitation, the Illinois Tollway will award this contract to a Vendor that meets the goal or makes good faith efforts to meet the goal. Vendor must submit a Utilization Plan and Letter of Intent with its SOI. Refer to PART III, List of Documents, Exhibits, and Other Attachments, for submittal instructions. As stated in Exhibit F, to qualify as an eligible VOSB the firm must be currently certified, at the time of the Professional Services Bulletin due date, by the Department of Central Management Services. Registration is available at:

<https://www2.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx>

For Veteran Small Business Utilization Plan go to:

<https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

2.8 TEAMING AGREEMENT

The action of joining forces with another vendor to submit on a Professional Services Bulletin (PSB) is called Teaming. All former policies and procedures referring to Joint Venture still apply, with Teaming as the name of the effort.

Team SOIs shall comply with the same requirements set forth for individual SOIs, including, but not limited to, the submittal (under the Team's SOI code name) of the SOI, SOITEAM data, Exhibits, and Disclosures.

A Team SOI represents a unique submittal and shall not be combined with an individual SOI from the Team Lead or submittals from other, unique teams.

Team members and a Team Leader must clearly be identified with the SOI submittal, and Team Lead shall be considered the Prime Vendor upon selection. A Team Lead can only select one D/M/WBE category but may provide evidence of multiple certifications by attaching any supporting documentation in the attachments tab before submitting. The selection criteria for the Team will include the Team members' prequalification categories, and the sum of the individual firm's work capacity and evaluation history.

The Illinois Tollway requires the Team to **self-perform no less than 40%** of the work, meaning the Team cannot subcontract more than 60% of the project work. The scope of work to be performed by each Team member and its Subconsultants must be clearly defined and leave no room for interpretation in the SOI. Each Team member must make a substantial contribution to the performance of the work being completed by the Team. Factors that may be considered by the Illinois Tollway, in its sole discretion, in determining what constitutes a substantial contribution include, but are not limited to, the number of participants in the Team, the professional qualifications of each member, and the nature of the work being performed.

The Illinois Tollway **DOES NOT** have a form for Teaming Agreements. However, the firms submitting as a Team are required to obtain and submit their Teaming Agreement. A Teaming Agreement, signed by all members, **MUST** be submitted within ten (10) business days after contract negotiations and prior to Board award. The Teaming Agreement will clearly identify the Team members, their percentage interest / share, as well as respective rights and responsibilities. The Teaming Agreement shall further designate a Team Lead who will assume responsibility for invoicing. **The Team may have no more than three participants.**

Each Team member shall procure and maintain separate insurance policies that meet the Illinois Tollway's insurance requirements. The Tollway's standard insurance requirements are set forth in the Vendor Agreement boilerplates (See Illinois Tollway website: <https://www.illinoistollway.com/doing-business/construction-engineering/forms> under Doing Business> Construction and Engineering: Vendor Resources under Vendor Forms). Each Team member will procure and maintain policies that meet the Prime's required 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/or 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. Proof of compliance with these requirements must be submitted to the Illinois Tollway prior to issuance of the Illinois Tollway's Notice to Proceed.

Team SOI submittal requirement overview:

- Designate a single point of contact who shall serve as the Team's primary contact with the Illinois Tollway.
- Indicate the Team member responsible for each prequalification category.
- The Team Lead shall submit outstanding work obligations, and Forms A or Forms B disclosures (as applicable) for each of the Team members.
- Identify the Team member responsible for invoicing.
- For Exhibit A, plus other required documents specified in the PSB, combine the information for all participating Team members.
- Submit the Teaming Agreement within ten (10) days after contract negotiation and prior to Board award.

A firm planning to submit a SOI as a Team is required to contact the Illinois Tollway for a Team SOI Firm Name Code. Contact CS staff via e-mail at csstaff@getipass.com. The Team SOI Firm Name Code as provided by the Illinois Tollway is required to identify and process the submittal as a Team proposal.

Only the Team Lead is required to fill out the SOITEAM data on behalf of the Team. It is imperative that the other Team members do NOT submit SOITEAM data if they are not the Team Lead. The Team Lead must clearly identify the Team members and Subconsultants doing work for or in conjunction with the Team within the Team SOITEAM data submittal.

Example of a Team (TM) submittal: Companies forming Team are:

- Company A

- Company B
- Company C

Team Firm Name Code as provided by the Illinois Tollway is: ABC_TM

Team members naming parameters are:

- ABC_TM (Company A) "Managing Partner"
- ABC__TM (Company B)
- ABC_TM (Company C)
- Subconsultants to the Team Lead: J. Smith Consulting (Company B)
- F.J. Engineering (Company C)
- Subconsultants to the Team members: G. Engineering (Company A)
- Materials Inc. (Company A)
- Surveying Services (Company B) Jersey Consulting (Company B) KL Services (Company C)
- L MN Engineering (Company C)

2.9 MANUALS, PROCESSES AND GUIDELINES

Manuals are available on the Tollway website to provide guidance on contract requirements, procedures and responsibilities.

<https://www.illinoistollway.com/doing-business/construction-engineering/manuals-processes-guidelines#Construction%20and%20Materials>

2.10 PHASE III: CONSTRUCTION ENGINEERING SERVICES

The following applies to all Phase III Engineering service items.

After the Consultant has been selected, the Construction Manager (CM) shall provide the following to the Illinois Tollway:

The Consultant selected for the Construction Management (CM) Services shall submit for the Illinois Tollway's review and approval, a management plan for the specific Project(s) for which the Consultant is selected. This management plan shall include an outline of the full-time or part-time plant, on-site inspection services, sampling and laboratory testing the Consultant is providing for Quality Assurance. The selected CM's Consultant's Quality Program (CQP) shall include the identification and pre-qualifications of the Field Inspectors and Laboratory Technicians to be assigned to this project as employees of the Consultant or a qualified Subconsultant. The CQP shall include periodic verification by an independent qualified Subconsultant that the Quality Assurance operations are proceeding as specified using the proper methods of sampling and testing.

The name of any accredited material laboratory(ies) to be utilized for the quality assurance work must be provided with the CQP. The laboratory must be accredited under the AASHTO Accreditation Program (AAP) for all required test procedures specified in IDOT Bureau of Materials Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design."

<http://idot.illinois.gov/home/resources/Manuals/Manuals-and-Guides>

2.11 CONSTRUCTION AND QUALITY ASSURANCE CONSULTANTS

Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate IDOT Quality Management Training Program classes. Personnel performing soils inspection and field tests shall have completed IDOT class S-33, Soils Field Testing and Inspection.

The Field Inspectors assigned to this project for on-site Quality Assurance for earthwork quality control and for monitoring the on-site asphalt construction work must be prequalified by having passed the IDOT Nuclear

Density training course The Field Inspectors assigned to the on-site quality control of concrete placement shall be prequalified by having passed the IDOT/ACI Portland Cement Concrete Level I training course. Personnel performing soils field tests shall have completed IDOT class S-33, Soils Field Testing and Inspection.

The Vendor's Quality Assurance responsibilities at the material production plants shall be performed by a Field Inspector having passed IDOT Level I and Level II (HMA and PCC) training courses to perform the specified inspection of approved materials at the concrete and asphalt plants.

2.12 QUALITY ASSURANCE PREQUALIFICATION CATEGORY

The prequalification requirements for Quality Assurance Testing is required and will follow the guidelines set by IDOT in the Prequalification information under in the "Description and Minimum Requirements for Prequalification" in section H. SPECIAL SERVICES under the category for Quality Assurance Testing.

The information about the Quality Assurance Testing prequalification is located at:

<https://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Materials/Concrete/6-08%20minimumprivatelabrequirements.pdf>

2.13 CLARIFICATION OF QUALITY CONTROL/QUALITY ASSURANCE REQUIREMENTS

The Quality Control/Quality Assurance personnel on Exhibit A shall not be the same personnel preparing the data. If the prime firm does not have personnel to cover the QC/QA requirements, then a Subconsultant prequalified in the category may be used.

The following highlighted sections have been added to the Guidelines in the Professional Services Bulletin and the solicitations.

Complete **Exhibit A** as follows:

- List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project solicitation. Include firm name if work is to be completed by a Subconsultant; and.
- QC/QA personnel must be different individuals than those preparing the design documents.

2.14 CONSULTANT CONTRACT FORMS

Standard forms, exhibits and associated instructions to be used by construction management (CM) and design services engineering (DSE) Consultants in preparing proposals and agreements with the Illinois Tollway are located on the Illinois Tollway website. Contracts will be awarded based on the standard Agreement templates. Selected Consultants should be prepared to execute the appropriate Agreement template. Any exceptions shall be noted in the Consultant's SOI.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

2.15 SELF-PERFORMANCE

The Illinois Tollway requires the stand-alone firm(non-team) to self-perform no less than 40% of the work.

PART III: REPRESENTATIONS AND INSTRUCTIONS

3.1 SELECTION CRITERIA

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

Selection of professional Vendors by the Illinois Tollway is based on the firm's professional qualifications, related experience, expertise, and availability of key personnel to be assigned to the project, satisfaction of diversity goals and contract compliance and what is best for the Illinois Tollway. SOIs will be evaluated based on the following criteria:

- Specialized experience when required, technical competence of the personnel, and experience of the firms and/or Subconsultants proposed;
- Performance history and expertise of the firm and any proposed Subconsultants with the work described in the Item;
Particular attention will be given to appropriate cost saving measures and innovative ideas that will benefit the Illinois Tollway;
- Ability to complete the work in the time required and the firm's existing workload;
- Commitment and availability of Key Personnel during the term of the contract;
- Proposed method of accomplishing the project's objectives;
- Demonstrated understanding of an inclusive and substantive DBE/VOSB utilization plan;and
- Contract Compliance will evaluate submitted forms and documents, including but not limited to the SOI, LOI, DBE/VOSB certification(s) and Exhibit G, for completeness, accuracy and verification that all requirements of the PSB have been met.

Consideration will also be given to the quality and scope of utilization plan which demonstrates an understanding of an inclusive and substantive DBE and VOSB U-Plan (Reference Section 2.5 and 2.7 for definition of "DBE" and "VOSB"), VOSB and Partnering for Growth (formerly Mentor Protégé proposals).

Consideration will also be given to the completeness and content of the compliance documentation submitted (SOI, LOI and Exhibit G), whether the submitted documents show that at least the advertised diversity goal(s) has/have been met, and if the certification letters submitted are current and the area(s) of specialty as certified match with the scopes of work of the respective DBE/VOSB participants.

3.2 SCHEDULE FOR VENDOR SELECTION

The Illinois Tollway anticipates selecting Vendors based on this estimated schedule:

TASK	DATE DUE
Publish	August 27, 2021
Last Day for Questions no later than 4:30:00 pm Central Time	September 3, 2021
Complete SOIs are due no later than 4:30:00 pm Central Time on this date, including all required Attachments/Exhibits as specified in this PSB.	September 17, 2021
Selection Committee Meeting:	November 2021
Estimated Board Approval	January 2022
Estimated Notice to Proceed	March 2022

3.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any Vendor, prime or sub must be prequalified by IDOT in the category of work they are performing or as stated in the item description, unless the Subconsultant is being mentored in the Partnering for Growth Program. **SEE NOTICE BELOW.**

3.3.1 REQUIRED FORMAT FOR SUBMITTING STATEMENTS OF INTEREST

3.3.2.1 THE FOLLOWING EXHIBITS AND DATA SHALL BE SUBMITTED IN ACCORDANCE WITH THE PSB SUBMITTAL INSTRUCTIONS AND SHALL BE DOWNLOADED FROM THE ILLINOIS TOLLWAY WEBSITE. ALL EXHIBITS SUBMITTED FOR THIS PSB MUST BE CURRENT. EXHIBITS FROM PREVIOUS PSBs WILL NOT BE ACCEPTED.

- Exhibit A: Proposed Staff
 - Required - Submit as a separate pdf document.
 - Must include resumes
- Exhibit C: Instructions for Completing Exhibit C and Current Obligations form
 - Required - Submit as a separate pdf document.
- Exhibit D: Availability of Key Project Personnel
 - Required - Submit as a separate pdf document.
- Exhibit E- DBE: Partnering for Growth Program
 - If proposing a mentor-protégé arrangement with a DBE firm, this Exhibit is required.
 - Submit as a separate pdf document.
- Exhibit E- VOSB: Partnering for Growth Program
 - If proposing a mentor-protégé arrangement with a VOSB, this Exhibit is required.
 - Submit as a separate pdf document.
- Exhibit F: DBE and Veteran Small Business Participation and Utilization Plan
 - If the item includes a Veteran Goal, this Exhibit is required.
 - Submit as a separate pdf documents (1 for DBE and 1 for VOSB)
- Exhibit G: Contract Participation
 - Submit as a separate pdf document

- Illinois Tollway Standard Business Terms and Conditions
 - Required - Submit as a separate pdf document.
- SOITEAM Data

3.3.2.2 PREQUALIFIED FIRMS MAY INDICATE THEIR DESIRE TO BE CONSIDERED FOR SELECTION ON ANY OF THE PROJECTS LISTED WITHIN THIS PSB BY SUBMITTING A SEPARATE SOI FOR EACH PROJECT.

3.3.2.3 EACH SOI MUST BE SUBMITTED USING THE FOLLOWING BASIC FORMAT:

COVER SHEET

Include Full Legal Firm Name, PSB Number, Item Number, and **all** known Subconsultants (Full Legal Firm Names).

Section 1. Executive Summary (limit of 5 pages)

- A. Legal Name of firm, address, telephone number, e-mail address and contact person.
- B. List all known Subconsultants, the work the firm(s) will be performing and a contact person for each. Identify any DBEs (Reference Section 2.5 for definitions) and VOSBs. Include Mentor and Protégé data if applicable.
- C. Name of Contract Principal.
- D. Name of Project Manager.
- E. Project Understanding.
- F. Project Approach (include brief statement of firm's unique qualifications and experience, approach to the project's specific challenges such as maintenance of traffic, environmental constraints, budget constraints, schedule constraints, design challenges, etc.).
- G. Statement that firm will meet or exceed the DBE goal and VOSB goal as applicable for the item. Include the proposed percentage of work to be completed by proposed DBE and VOSB firms (Percentages shall match those submitted with the SOITEAM data). For each proposed DBE firm, include a current certification letter that shows that the DBE firm is certified in its scope(s) of work stated in the SOI and its LOI.

Section 2. Organization Chart

Include names and titles for all Key Project Personnel.

Section 3. Relevant Project Experience

Include a minimum of three (3) relevant projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firm's experience in the type of work required for this project. Color graphics and photographs may be sent with the files.

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

NOTICE

Pursuant to Illinois Department of Transportation (IDOT) Prequalification rules and procedures, the Illinois Tollway will accept your firm's prequalification the same as IDOT, in that your firm is prequalified until (Fiscal Year + 1 year). As per IDOT, your firm will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to IDOT to remain prequalified.

The firm remains prequalified during this six (6) month grace period. Once the data is submitted to IDOT, either before or on the due date, the firm remains prequalified in the current categories until IDOT reviews a category and makes a determination. If there is not a submittal by the due date, the firm is automatically listed as not approved.

IDOT provides a listing of prequalified consulting firms on the website:

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

This list is typically updated weekly, and is based on the most recently approved SEFC application. Firms are encouraged to monitor their prequalification status in IDOT's EPAS system. This notice also applies when utilizing a Subconsultant to meet prequalification requirements on a project.

3.4 SUBMITTAL INSTRUCTIONS

All submittals for this PSB will be received through the Illinois Tollway's e-Builder PSB SOI process at: www.e-builder.net . Contact ebuilder@getipass.com for training and login information.

Firms that are teaming and preparing an SOI must use the code name assigned for the team. When a firm is submitting on behalf of a team, a unique e-Builder account and login ID are required. The team SOI submittal must be created and submitted by the Prime firm. (Important Reminder: if a Prime is submitting for themselves, that account and login ID will be different from the account and login ID that they will use to submit for a team).

The preparation of the SOI for submittal in e-Builder must be done in one e-Builder account, i.e., one account login ID. Each account/login has access only to the e-Builder PSB SOI process instance that is being created in that account. Each e-Builder PSB SOI process instance can only be seen from the login that created it.

One SOI is required for each PSB item. The subject line will be created in the eBuilder PSB SOI process when you select the item number your firm will be submitting for from the pull-down menu. Complete e-Builder instructions for the PSB SOI process can be found in the upper right-hand corner of the SOI instance.

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 21-3.01 Questions and RFIs@docs.e-builder.net](mailto:PSB_21-3.01_Questions_and_RFIs@docs.e-builder.net) at least 10 days (**September 3, 2021 at 4:30:00 pm** (CT) prior to the **submittal date, of September 17, 2021@ 4:30:00 pm (CT)**). The subject line should read: PSB 21-3 Question. Answers will be addressed via an Addendum published via BidBuy. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: ebuilder@getipass.com. Please call if you need assistance: (630) 241-6800, ext. 6160 and leave a voicemail. You will receive a response within 1 business day.

This is not an invitation for bids. Firms properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Illinois Tollway via the e-Builder PSB XX-X SOI process located at the following: <http://www.e-builder.net>

The Illinois Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535): Architectural, Engineering, and Land Surveying Qualifications Based Selection Act for selecting qualified Vendors under this PSB.

SOI e-Builder submittals must be received by **September 17, 2021, 4:30:00 P.M.** Central Time (CT). Any submittals received after that time will be considered late and the user will receive an e-Builder notification stating that the PSB SOI date and time has expired. Late submittals will not be accepted by the Illinois Tollway. NOTE: You must set the Time Zone field on your e-Builder account profile page to "(UTC-06:00) Central Time (US & Canada)" so that you can submit your SOIs up until the submittal deadline.

Please carefully read the instructions below BEFORE submitting your SOIs.

3.4.1 GENERAL INSTRUCTIONS

It is CRITICAL that submittal instructions be followed. All Forms must be submitted per the instructions provided. Failure to do so may result in an incomplete submittal resulting in your firm being disqualified. For further information on accessing the Illinois Tollway Website, PSB and Exhibits, please refer to the Table of Contents.

3.4.2 NAMING AND LABELING INSTRUCTIONS

- The Illinois Tollway requires electronic submittals for the Professional Services Bulletin's SOIs via the established e-Builder PSB process. All respondents must utilize a unique 2 to 6-character SOI Firm Name Code assigned by the Illinois Tollway.
- To determine the designated SOI Firm Name Code go to the Illinois Tollway's website under Doing Business>Construction and Engineering - see Vendor Resources and click on the link to the Professional Services Bulletin page. The current SOI Firm Name Code List will be posted under the "Required Forms" section. If your firm is not included on the list, or your firm name has changed, please contact PSB Coordinator. csstaff@getipass.com, for an assigned SOI Firm Name Code.
- When submitting "Team" files please, use the **new** SOI Firm Name Code assigned by the Illinois Tollway to the Team. The SOI Firm Code Name is exclusive to the electronic submittal – meaning it does not establish the name of the Team. Please contact PSB Coordinator, csstaff@getipass.com, for an assigned SOI Firm Name Code.

3.4.3 INSTRUCTIONS FOR SUBMITTING THE SOITEAM DATA

The SOITEAM information is now input into the "SOITEAM data" section in e-Builder. The following still apply to your submittal:

- Vendors are required to complete the SOITEAM data section for each Item, completing all columns shown for the Prime Vendor, and for every Subconsultant that is being proposed. **Do not enter "TBD" or enter a range of percentages, and do not leave blank cells.** Totals must equal 100%.

TEAM submittals:

- NOTE: If a firm is submitting as a Prime and also as a Team lead for one or more teams, a separate SOI and the SOITEAM data information must be submitted for each. DO NOT combine SOITEAM data information for unique SOI submittals.
- When entering prime Vendor or Subconsultant information in the SOITEAM data section, please follow the below instructions:
 - Add new item for firm information for each team member
 - Under Team Member Role, select Prime (Lead Teaming Partner) or Prime (Non-Lead Teaming Partner)
 - Teams with three firms may enter an additional firm and select Prime (Non-Lead Teaming Partner)
 - Select Subconsultant for the Firm Role for any additional firms that are included in the SOI..
 - Below is a sample of how the Team members and Subconsultants are to be entered and submitted within the SOITEAM data section:

Firm Information Group By Show Filter Select All Row Height: 1X Download Template Import Delete

To import SOI Team data: Click the "Download Template" link to the left of the "Import" button immediately above. Open the downloaded spreadsheet, enter the SOI Team information, and save. Click the "Import" button and choose the template. Click "Import."

#	SOITEAM Firm Name	Team Member Role	% of Work to be Completed by Consultant	Role of consultant	D/M/WBE Status	Ethnicity
Grand Totals (0 Items)						

Add New Item for Firm Information

- * SOITEAM Firm Name
- * Team Member Role
- * % of Work to be Completed by Consultant
- * Role of consultant
- * D/M/WBE Status
- * Ethnicity
- * Male or Female
- * Multiple Owners
- * ESOP
- * DBE (Disadvantaged Business Enterprise) Program
- * Veteran Status
- * P4G?
- * P4G Partner
- * FEIN Number
- * Project Manager Name
- Project Engineer Name
- * Contact Name
- * Contact e-mail
- * Phone Number

Clear Add

3.4.4 INSTRUCTIONS FOR e-Builder SUBMITTAL

It is important that your e-Builder submittal be prepared according to the following instructions.

A Statement of Interest file and required exhibit files must be attached to each SOI submission in e-Builder. Files must a) be attached to the SOI process instance and b) be saved in the document folder corresponding to the item number. If a file will be used for more than one submission, a separate, unique file must be saved in the document folder for each item. Do not attach a file already saved in one item folder to an SOI submission for a different item.

The Word and/or PDF documents available (except for SOIs) on the Illinois Tollway website are labeled as follows:

FORM	FILE NAMING CONVENTION - EXAMPLE -	DIRECTIONS
<p>SOI – Statement of Interest</p> <p>Includes cover sheet, executive summary, organizational chart and relevant project experience</p> <p>For each Item submittal, use firm’s 2-6-character SOI Firm Name Code (this example = ABC immediately followed by underscore SOI plus a 2-digit Item Number (i.e., SOI01 through SOI 99). See Section 3.3.2.3 SOI format Instructions.</p>	ABC_SOI01.pdf	Submit as a separate document on e-Builder
<p>Teaming Agreement</p>	ABCXYZ_SOI01_TM.pdf	Submit as a separate document on e-Builder

SOI use the team's unique 2-6-character SOI Team Name Code		
Illinois Tollway Standard Business Terms and Conditions Teaming Agreement Illinois Tollway Standard Business Terms and Conditions.	ABC_TC.pdf ABC_TC_TM.pdf DEF_TC_TM.pdf GHI_TC_TM.pdf	Submit as a separate document on e-Builder Submit as a separate document on e-Builder for each Team member
Illinois Board of Elections Registration document Teaming Agreement Illinois Board of Elections Registration document	ABC_BOE.pdf ABC_BOE_TM.pdf DEF_BOE_TM.pdf GHI_iBOE_TM.pdf	Submit as a separate document on e-Builder Submit as a separate document on e-Builder for each Team member
Forms A or B (Disclosures) – are required. To submit use your 2-6-character SOI Firm Name Code followed by DS. Teaming Agreement Forms A or B (Disclosures) – are required. Use the unique 2-6-character SOI Firm Name Code for EACH individual Team firm name followed by DS_TM	ABC_DS.pdf ABC_DS_TM.pdf DEF_DS_TM.pdf GHI_DS_TM.pdf	Submit as a separate document on e-Builder Submit as a separate document on e-Builder for each Team member
Exhibit A – Proposed Staff – Key Project Personnel. a. Include resumes for Key Project Personnel proposed for the project (Prime firm and Subconsultants for those specific positions identified in the PSB item description). Resumes for each individual should not exceed two (2) pages and should include only relevant experience for the specific Item. b. List the Key Project Personnel to match the required prequalification categories and any additional personnel requirements designated in the Bulletin Items. (Include firm name if work is to be completed by a Subconsultant). c. QC/QA personnel must be different individuals than staff preparing the documents. 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.	ABC_ExA.pdf	Submit as a separate document on e-Builder

<p>Exhibit C - Current Obligations, use your 2-6-character SOI Firm Name Code, followed by _WL</p> <p>One copy of the Current Obligations Form is required per Firm / Team. .</p> <p>Teaming Agreement</p> <p>Exhibit C - 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>Exhibit D – Availability of Key Project Personnel</p> <p>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>Exhibit E – DBE - 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>Exhibit E – VOSB - 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>Exhibit F - Veteran Small Business Participation, Utilization Plan and Letter of Intent</p>	<p>ABC_ExF.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p>Exhibit G – 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>Firm’s Commitment and Signature Form.</p>	<p>ABC_FCS.pdf</p>	<p>Submit as a separate document on e-Builder</p>
<p>DBE and VOSB Evidence (current certification letters)</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 #

- 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

- Teams
 - Failure to include all Team members on Exhibit C (Workload)
 - Failure to include Terms and Conditions for all Team members
 - Failure to include Forms A or Forms B for all Team members

3.5 DISCLOSURES AND CERTIFICATIONS

3.5.1 INSTRUCTIONS FOR SUBMITTING DISCLOSURES

The submittal shall contain either FORMS A OR FORMS B. SOIs submitted without FORMS A or FORMS B shall be deemed non-responsive. FORMS A section shall be returned by Firm(s) that are not registered in the Illinois Procurement Gateway (IPG). Enter the BidBuy number on either Forms A or Forms B when asked to supply an IPB Reference #.

FORMS B shall be returned by Firm(s) that have a current, approved IPG registration.

Forms A Section

Complete this section if you **are not using** a current, approved Illinois Procurement Gateway (IPG) Registration number.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

1. Business and Directory Information
2. Illinois Department of Human Rights Public Contracts Number
3. Authorized to Do Business in Illinois
4. Standard Certifications
5. State Board of Elections
6. Disclosure of Business Operations in Iran
7. Financial Disclosures and Conflicts of Interest
8. Taxpayer Identification Number
9. Signature

Forms B Section

Complete this section only if you **are using** a current, approved IPG Registration number.

<https://www.illinoistollway.com/doing-business/construction-engineering/forms>

1. Certification of Illinois Procurement Gateway Registration #
2. Certification Timely to this Solicitation
3. Disclosures of Lobbyist or Agent
4. Disclosure of Current and Pending Contracts
5. Signature

3.5.2 INSTRUCTIONS FOR SUBMITTING Illinois Tollway Standard Business Terms and Conditions

Submit the Illinois Tollway Standard Business Terms and Conditions (see Part III, 3.2). This document is also available on the Illinois Tollway website and submit as a separate document on e-Builder. Team leads must submit Illinois Tollway Standard Business Terms and Conditions for themselves and team members.

3.6 PROTEST PROCEDURE

Vendors may submit a written protest to the Protest Review Office following the requirements of the IDOT Standard Procurement Rules 44 ILL ADM 6.390 through 6.440. All protests shall be in writing and filed with the CPO within seven (7) calendar days after the protester knows or should have known of the facts giving rise to the protest. Protests filed after the seven (7) calendar day period will not be considered. In addition, protests that raise issues of fraud, corruption or illegal acts affecting specifications, special provisions, supplemental specifications and plans must be received by the CPO no later than fourteen (14) calendar days before the date set for opening of bids. The Protest Review Office information is as follows:

Chief Procurement Office
Attn: Protest Review Office
401 S. Spring Street
Suite 515 Stratton Office Building
Springfield, IL 62706

Email: eec.legalstaff@illinois.gov

Facsimile: (217) 558-1399
Illinois Relay: (800) 526-0844

3.7 USEFUL LINKS

The Illinois Tollway website – <https://www.illinoistollway.com/>

Professional Service Bulletin - <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>

Vendor Contract Forms (required forms for submittal) - <https://www.illinoistollway.com/doing-business/construction-engineering/forms>

Vendor Invoicing Forms - <https://www.illinoistollway.com/doing-business/construction-engineering/forms>

Partnering for Growth Program - <https://www.illinoistollway.com/doing-business/diversity-development/programs/partnering-for-growth>

e-Builder website: <http://www.e-builder.net>

e-Builder PSB SOI user manual, FAQ file, and training videos:
<https://app.e-builder.net/public/PublicFolderView.aspx?FolderID=%7bdc0355ee-4323-458e-91b5-547c6655b5f5%7d>

e-Builder PSB SOI training webinar dates and registration information:
<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=57&tid=222>

Bid Buy - <https://www2.illinois.gov/cpo/general/Pages/BidBuy/BidBuy.aspx>

Chief Procurement Office/Illinois Procurement Gateway (IPG) – Vendor Registration - <https://ipg.vendorreg.com/>

State Board of Elections - <https://www.elections.il.gov/#News>

Illinois Department of Central Management Services – Travel Reimbursement Schedule - <https://www2.illinois.gov/cms/employees/travel/pages/default.aspx>

National Institute of Standards and Technology - <http://www.nist.gov/>

Illinois Department of Transportation - <http://www.idot.illinois.gov/>

City of Chicago Certification of Compliance - <https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=Chicago>

Illinois Department of Transportation Manual of Test Procedures for Materials - <https://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Materials/Concrete/6-08%20minimumprivatelabrequirements.pdf>

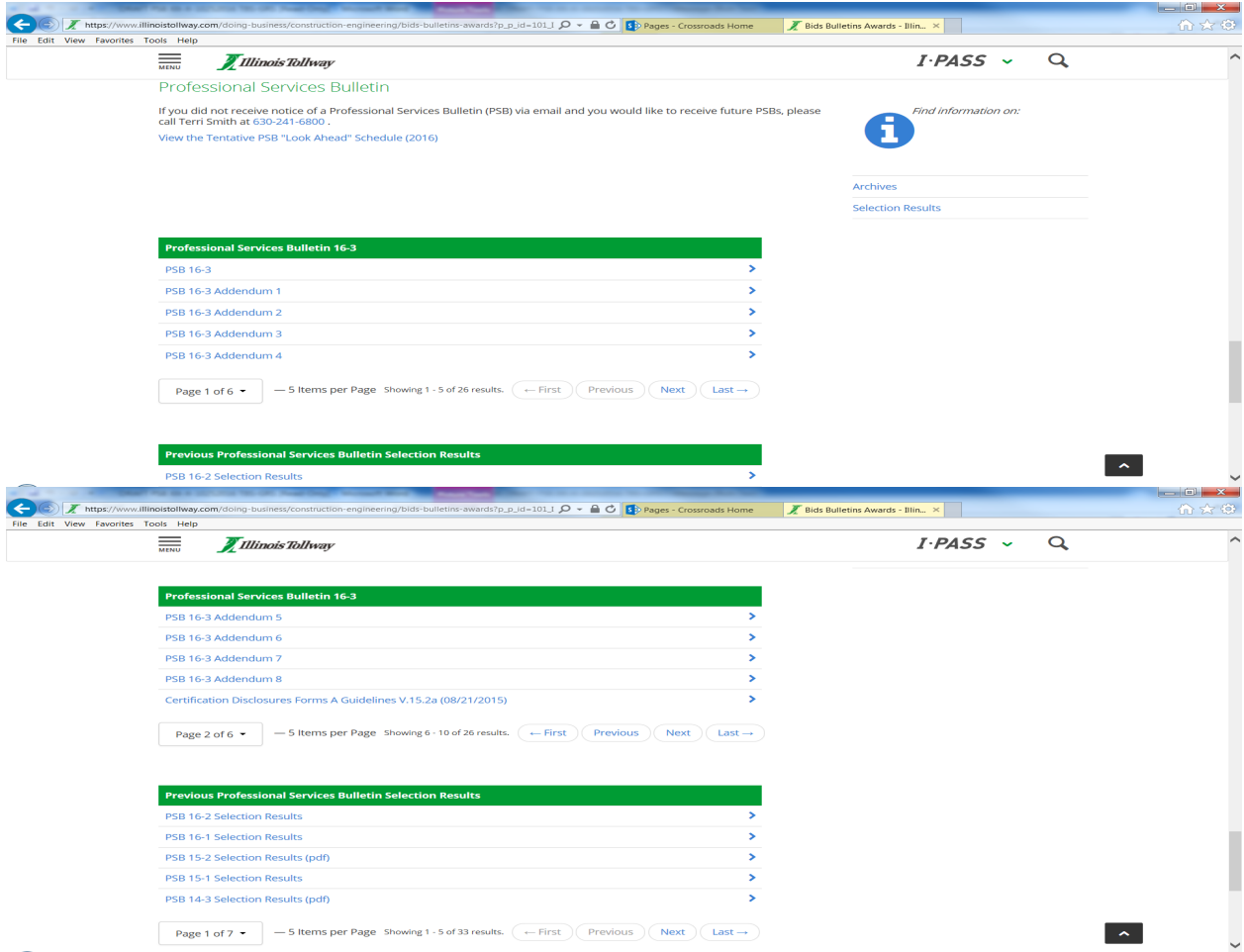
3.8 ILLINOIS ePROCUREMENT BidBuy NOTICE

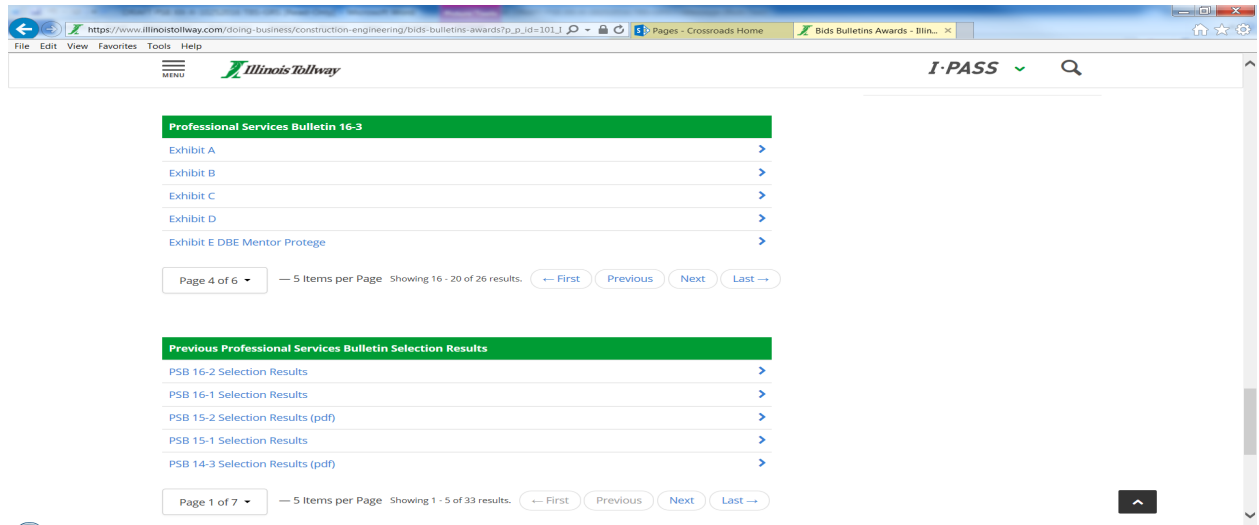
To register in the Illinois eProcurement System, please follow these instructions:

- Go to <https://www.bidbuy.illinois.gov/bsol>
- Please direct questions regarding the registration process or the use of BidBuy to email address: stateuser.bidbuy@illinois.gov or the Procurement Help desk at 217-557-8992.

3.9 INFORMATION ON ACCESSING ILLINOIS TOLLWAY WEBSITE

- Go to www.illinoistollway.com
- Click on “Menu”
- Click “Doing Business”
- Click “Construction and Engineering”
- Middle of page, under “How Can We Help You? / Vendor Resources”, click “Professional Services Bulletin”
- *Helpful Hint: A limited number of items are shown under “Professional Services Bulletin” on each page; click “Next” to view additional items.





3.10 FUTURE PROFESSIONAL SERVICES BULLETIN NOTIFICATIONS

To receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted, please submit the following information:

PLEASE DO NOT SUBMIT WITH YOUR SOI

**If previously submitted, only resubmit if information has changed.
To unsubscribe from the PSB Notification list send an email to:**

Submit to: csstaff@getipass.com

Include the following information:

Please add this contact to receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted:

Name of firm _____

E-mail address _____

Contact person (corresponding with e-mail) _____

3.11 RESERVED

3.12 PSB 21-3 EXCHANGES WITH FIRMS AFTER SOI SUBMISSION

Discussions may be held with Firms to clarify certain aspects of their SOIs.

- Discussions are limited exchanges between the Tollway and Firms that may occur during the responsiveness determination. For purpose of this PSB, such discussions shall be exchanged only between the Firm and the Designated Procurement Contact for this PSB.
- Please use the e-mail address: **csstaff@getipass.com**.
- These exchanges shall not provide an opportunity for the Firm to revise its SOI, but may only address:
 - Deficiencies
 - Errors
 - Omissions
- Responses are due to the Illinois Tollway on the due date established by the Illinois Tollway. Discussions may be initiated by the Illinois Tollway after that time. Firm's responses that are not received timely shall result in the SOI being considered nonresponsive.

Certain requirements are not open for discussion and, if not met, shall render the SOI nonresponsive:

- Late submissions, including omission of any of the four (4) required documents as stated in the PSB:
 - SOI
 - Disclosures (DS)- Forms A or Forms B
 - Exhibit F (VOSB Utilization Plan and Letter of Intent)
 - Exhibit G - Contract Participation (Current and Past DBE/VOSB /BEP Participation with the Illinois State Toll Highway Authority (ISTHA))
(For responsiveness purposes, Contract Compliance will evaluate submitted forms and documents, including but not limited to the SOI, LOI, DBE/VOSB certification(s) and Exhibit G, for completeness, accuracy and verification that all requirements of the PSB have been met.)
- Omission of State of Illinois requirements
- Inability to meet eligibility requirements as stated in 44 Ill. Admin. Code 625.70, Confirmation of Eligibility.