

PROFESSIONAL SERVICES BULLETIN 14-3

ADDENDUM 2

ADDENDUM 2 does not change the due date or time.

STATEMENTS OF INTEREST are due by 4:30 p.m. (local time)

Due Date: January 28, 2015

Successful Applicants will be notified.

Overall results will be posted on the Tollway's website.

No. 14-3 Addendum 2

January 21, 2015

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO. 2
TO
PROFESSIONAL SERVICES BULLETIN No. 14-3**

January 21, 2015

Addendum No 2 does not change the due date or time.

For which Statements of Interest are due via email (SOIPSB.14-3@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Standard Time, January 28, 2015.

NOTES:

- The following questions were received in the SOIPSB Questions folder and have been addressed below.
- “Exhibit E – Mentor Protégé – Rev” replaces the original Exhibit E. It is posted to the Tollway website.
- “SOITEAM PSB 14-3 Rev 2” replaces SOITEAM PSB REV. It is posted to the Tollway website.
- Page 29R is revised and is included with this addendum. Section 2.5 provides additional points of contact for SOI Firm Name Codes.

ADDENDUM NO. 2
TO
PROFESSIONAL SERVICES BULLETIN No. 14-3

Date January 21, 2015

For which Statements of Interest are due via email (SOIPSB.14-3@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Standard Time, January 28, 2015.

QUESTIONS: The Tollway has received the following questions to PSB 14-3 via email to the SOIPSB 14-3 mail box. The Tollway offers the following responses:

Question 1: With regards to the “basic format” for SOI submittal instructions (outlined in PSB 14-3 Section 4.3.4), under which specific section should Exhibit F be placed when submitting?

Response: PSB 14-3 Section 3.3 states: “Exhibit F: Veteran Small Business Participation and Utilization Plan (Submit with SOI).” It is an attachment to the SOI.

Question 2: Regarding Items 1 & 2, both being bridge replacement/reconstruction projects, does an Illinois License Structural Engineer satisfy the requirements of an Illinois License Professional Engineer for either or both the Project Manager and the Project Engineer roles?

Response: Yes.

Question 3: Exhibit F Page 1 Item 1 – Please clarify if “more than one prime vendor” means a Team (formerly joint venture) and only applies when a VOSB is included as part of the team. As stated in the Bulletin Section 2.7, the full Teaming Agreement is submitted within ten (10) business days after contract negotiations and prior to Board award. Thus, looking for clarification on what is required for Exhibit F Page 1 Item 1.

Response: Exhibit F Page 1, Item 1 refers to a teaming (formerly joint venture) relationship. The intent of this paragraph is to ensure the Team (acting as the prime consultant) appropriately identifies the roles of the VOSB/SDVOBD subconsultants, just as a single prime consultant would do.

Question 4: This question is in regards to VOSB/SDVOSB firms and IDOT prequalification. Question 9 of PSB 14-3 Addendum 1 states that all subconsultants must be prequalified with IDOT in the category of work that they are performing. Whereas PSB 14-1 Addendum 2 Question 2 states, “for firms who are performing work in a subordinate role, such as inspection or drafting, in which they are reporting to a firm that is responsible for the final work product, the subordinate firm does not need to be IDOT prequalified.” This statement was also reiterated in the PSB Workshop in November in the Handout on page 7-slide 21 which states, “Firms performing work in a subordinate role do not need to be IDOT prequalified.” Please clarify whether or not VOSB/SDVOSB subconsultants being used in a subordinate role need to hold an IDOT prequalification. Further, if a VOSB/SDVOSB in a “subordinate role” does not need a IDOT prequalification, please define “subordinate role”. Specifically, we would like to know if an inspector on Item 6 could be considered a “subordinate role.”

Response: Each item listed in the Bulletin indicates the specific IDOT prequalification category that must be met by the prime firm, as well as the prequalification categories eligible to be met through a subconsultant. Subconsultants are not required to be prequalified in a category if the prequalified prime consultant is overseeing their work scope. The inspector noted in Item 6 is considered a subordinate role.

Questions 5: For construction projects, does the Materials Coordinator need to be from the prime firm, or can the role be filled by a subconsultant? Please clarify.

Response: The Materials Coordinator can be from a prime firm or a subconsultant.

Question 6: How are Team SOI Firm Name Codes received? Can we expect to receive it via email, or should we be checking the Tollway's website for an updated SOI Firm Code Name spreadsheet?

Response: PSB 14-3 Section 2.7 states: "A firm planning to submit a Statement of Interest as a Team is required to contact the Tollway for a Team SOI Firm Name Code. Contact Lisa Pierotti via e-mail at lpierotti@getipass.com."

Question 7: One of the documents available for download on the Tollway's website under PSB 14-3 is Instructions to Get Item Uploaded to the Web for PSB. Is this something new for this bulletin, or is this not directed to consultants?

Response: This document has been removed from the web, and was not directed to consultants.

Question 8: Exhibit A includes "QA/QC Roadway" and "QA/QC Structures" for Key Personnel. Item 12 does not list these individuals as specific key personnel that may be included. Is it sufficient to identify one person who will be in charge of the QA/QC program for the entire project as opposed to breaking them out into individual roles, or do we need to fill in these exact roles on Exhibit A?

Response: Only the key personnel identified in the project description need to be identified in Exhibit A. Since QA/QC Roadway and QA/QC Structures are not identified in the project description, they do not need to be identified in Exhibit A.

Question 9: If we are showing additional staff outside of the Key Personnel identified in Item Detail, can we show their resumes in Section 3 of our proposal (e.g., principal-in-charge, QC Manager, specialty task leaders)?

Response: Yes.

Question 10: Is the number of Key Personnel limited to the number of spaces (14) available on Exhibit A?

Response: Each item in PSB 14-3 identifies the Key Personnel required for that unique item. In the SOI narrative and org chart, vendors can identify additional personnel who they want to highlight due to their skills / expertise, but they are not considered "Key Personnel" by the Tollway.

Question 11: Can additional staff resources be shown on the organization chart if they are not considered to be key personnel? Would resumes be required for these staff?

Response: Additional staff resources can be shown on the organization chart even if they are not considered key personnel. Resumes for these individuals are not required.

Question 12: Item 12 requires pre-qualifications in Highways (Freeways) and Special Studies (Traffic Signals); however, the item description does not describe this type of work. Do we need to identify key personnel associated with these specific pre-qualification categories, or would qualified ITS engineers be considered as covering this requirement?

Response: Please identify key personnel associated with the noted specific pre-qualification categories, including Highways (Freeways) and Special Studies (Traffic Signals).

Question 13: The SOITEAM spreadsheet only contains 10 rows to add sub-consultants. How do we add sub-consultants if we have more than 10?

Response: SOITEAM spreadsheet was updated as part of Addendum 1. "SOITEAM PSB 14-3 Rev 2" is posted on the website, and allows up to 15 sub-consultants.

Question 14: The SOI spreadsheet has a pull down menu to indicate the Primary Owners' ethnicity and gender. One of our subs is an ESOP (employee owned) so none of the pull down options are applicable. I tried to leave it blank, but there is not option for n/a.

Please advise as how to show this information.

Response: The SOITEAM Spreadsheet has been updated. The Ethnicity drop down now includes "Multiple Ownership," and the Gender drop down now includes "ESOP." The revised SOITEAM Spreadsheet is now available on the Tollway website as "SOITEAM PSB 14-3 Rev 2."

Question 15: If the VOS/SDVOSBE participation goal for an Item No. is 0.0% is Exhibit F - VOSB UTILIZATION PLAN – PROFESSIONAL SERVICES still required to be submitted as part of the SOI?

Response: Exhibit F is only required for items that include a positive VOSB/SDVOSB participation goal.

Question 16: The Exhibit E Mentor Protégé Program PDF round up the percentages in Section II.

Please advise on how we should show percentages such as .75 and 1.5.

Response: New "Exhibit E – Mentor Protégé – Rev" has been uploaded to the Tollway's website.

Question 17: Since Item 4 also includes the Corridor Design Management, can the five page limit for Executive Summary be expanded?

Response: The Item 4 Executive Summary is limited to five (5) pages, as stated in Section 4.3.4.

Questions 18: If two firms are submitting as a team, do both firms need the IDOT prequalifications?

Response: Each item listed in the Bulletin indicates the specific IDOT prequalification category that must be met by the prime firm, as well as the prequalification categories eligible to be met through a subconsultant. The team member responsible for the assigned scope must be prequalified as specified in each item description.

Questions 19: Exhibit F, Page 1, No. 1 states: "If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Teaming Agreement..." which shows the VOSB/SDVOSB responsibilities are proportionate to its ownership percentage.

Section 2.7 Teaming Agreement states: "A Teaming Agreement, signed by all members, MUST be submitted within ten (10) business days after contract negotiations and prior to Board award."

If the VOSB is a subconsultant to the Teaming Arrangement and has no ownership percentage in the Team, will an executed Teaming Agreement still be required?

Response: No. In this case, a Teaming Agreement is not required to be submitted with Exhibit F.

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 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 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 DBE firm(s) to satisfactorily perform the proposed work; and
 - b) 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.

2.5 PARTNERSHIP – MENTOR/PROTÉGÉ PROGRAM GUIDELINES

The Mentor Protégé Program and Documents have been updated effective June, 2014 and are available on the Tollway’s Website at: <http://www.illinoistollway.com/doing-business/diversity-programs/mentor-protége-partnership-program> .

When submitting please use the Prime’s 2-6 character SOI Firm Name Code on each file.

For further assistance on submitting Partnership Mentor/Protégé SOI’s please call:

Lisa Pierotti
Contract Administrator II
Engineering Department
The Illinois Tollway
(630) 241-6800 X3362

Grace Gomez
Contract Administrator II
Engineering Department
The Illinois Tollway
(630) 241-6800 X4136

Terri Smith
Document Control Manager
Engineering Department
The Illinois Tollway
(630) 241-6800 X3311

2.6 STATE OF ILLINOIS VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN

This solicitation includes a specific Veteran Small Business participation goal as specified in each Item detail based on the availability of CMS certified veteran-owned and service-disabled veteran-owned small business (VOSB/SDVOSB) 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 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 Section 5, Exhibits, for submittal instructions.