

PROFESSIONAL SERVICES BULLETIN 15-1

ADDENDUM 1

ADDENDUM 1 does not change the due date or time.

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

Due Date: July 31, 2015

Successful Applicants will be notified.

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

No. 15-1 Addendum 1

Addendum 1 July 23, 2015

ISTHA web site: www.illinoistollway.com



Illinois Tollway

2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO. 1
TO
PROFESSIONAL SERVICES BULLETIN No. 15-1
July 23, 2015**

Addendum No 1 does not change the due date or time. Statements of Interest are due via email (SOIPSB.15-1@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Time, July 31, 2015.

NOTES:

- The following questions were received in the SOIPSB Questions folder and are addressed below.
- The Table of Contents is updated to reflect the Acceptance of Scanned Signatures in 1.2. A Table of Contents change page is enclosed.
- PART I:
 - The Schedule, 1.1: Links to the PSB 15-1 mailbox have been corrected. Scanned signatures are addressed in 1.2. A change page is enclosed (Page 2R).
 - Section 1.4.1.5.3, I (L): The “Certified Professional Traffic Operations Engineer (P.T.O.E.)” is deleted. Change Page 6 is enclosed.
 - Section 1.4.2.5.3, I (C): P.T.O.E. is deleted. Change Page 29 is enclosed.
- PART II: Contract Clauses and Requirements, 2.4 Disadvantaged Business Enterprise (DBE) Participation: This paragraph clarifies that certifications are to be included as an attachment to the SOI. A change page is enclosed (Page 47R)
- PART III: List of Documents, Exhibits, and Other Attachments:
 - Section 3.1, Offeror Commitment and Signature: This form is updated to include a signature block at the end. Change pages are enclosed (Pages 55R-56R), and the revised form is available on the Tollway website.
 - Section 3.3, Exhibits:
 - The name of the Illinois Tollway Standard Business Terms and Conditions is corrected. Change pages are enclosed (Pages 60R, 88R), and the revised form is available on the Tollway website.
 - The SOITEAM Spreadsheet has been expanded to include 30 rows. The revised spreadsheet is available on the Tollway website.
- PART IV: Representations and Instructions:
 - Section 4.4.1, General Instructions: The name of the Illinois Tollway Standard Business Terms and Conditions is corrected. A change pages is enclosed (Page 100R).
 - Section 4.5.2, Instructions for Submitting Certifications: The name of the Illinois Tollway Standard Business Terms and Conditions is corrected. A change pages is enclosed (Page 103R).
 - 4.12, PSB 15-1 Compliance Matrix: Links to the PSB 15-1 mailbox have been corrected. The name of the Illinois Tollway Standard Business Terms and Conditions is corrected. Change pages are enclosed (Pages 107R, 110R, 111R, 113R, 115R).

Questions received in the SOI Questions Folder:

1. Please clarify what is meant on page 15, item 2a concerning “economic feasibility of proposed tollway projects, including the preparation, review and/or evaluation of traffic models and forecasts, traffic and revenue trends, capacity analyses and projected toll revenue forecasts.” Will we be required to provide any revenue studies or forecasts to be used in connection with any form of project or other financing or to be relied upon by any third parties?

Answer: As Traffic Engineer, you will be required to provide revenue studies or forecasts to be used in connection with any form of project or other financing or to be relied upon by any third parties.

2. We noted several provisions using different terms to suggest the scope and standard of performance expected from vendors. Please confirm that all services stemming from this PSB will be governed by the ordinary industry standard of care (e.g. “the same degree of care, skill and diligence as is ordinarily possessed and exercised by a member of the same profession, currently practicing under similar circumstances”).

Answer: For performance of Items 1 and 2, the Illinois Tollway requires the same degree of care, skill and diligence as is ordinarily possessed and exercised by a member of the same profession, currently practicing under similar circumstances and conditions.

3. Please explain how will the State of Illinois Standard Business Terms and Conditions apply to any contract and services stemming from this PSB?

Answer: Any contract award must include terms and conditions. The Illinois Tollway Standard Business Terms and Conditions will be incorporated into the resulting contract awards.

4. Article 24 of the State of Illinois Standard Business Terms and Conditions, entitled “Warranties for Supplies and Services” calls for a “free from defects” and “fit and sufficient for the intended use” warranty for “supplies”. The term “supplies” is not defined. Can you please define it and advise how does this warranty relate to our services, if at all?

Answer: Illinois Procurement Code defines “supplies” as follows:

(30 ILCS 500/1-15.110)

Sec. 1-15.110. Supplies. "Supplies" means all personal property, including but not limited to equipment, materials, printing, and insurance, and the financing of those supplies that can be procured regularly or are available on the commercial market.

This clause applies to any supplies the consultant may provide to the Tollway during contract performance.

5. Exhibit D: Bottom right cell of document provided shows a TOTAL and a Percent. What is intended to go into that cell? Is it an average of availability? How is the total calculated?

Answer: Exhibit D has been revised to remove the Total and percent.

6. The 15-1 SOI Team Spreadsheet allows for percentages for subs down to the 2 decimal places (i.e. 2.34%). However, Exhibit A Partnership Mentor/Protégé Program requires an input of the percentage of work that round to the nearest whole percentage (i.e. 2.34% becomes 2%). Therefore, the percentage for the sub on the SOI spreadsheet will not match the percentage shown on the Exhibit E. Is that an issue?

Answer: The Tollway believes this question pertains to Exhibit E, Partnership Mentor/Protégé Program, which is not a required Exhibit. The SOITEAM Spreadsheet represents the Plan to Achieve Diversity Goal, as stated in the SOITEAM Spreadsheet instructions tab, and is the official commitment by the prime/Team to meet the PSB Diversity goals.

7. The 15-1 SOI Team Spreadsheet is a password protected document and cannot be modified as it currently stands. If additional rows are required for subconsultants, would the Tollway provide an “unprotected” version which can be modified? Or should two (2) SOI spreadsheets be submitted inclusive of all team members?

Answer: The SOITEAM Spreadsheet has been expanded to include 30 rows. Unused row should be deleted as noted in the instructions. The updated SOITEAM Spreadsheet is posted on the website.

8. Page 47 of the PSB states that “Please provide proof of certification (example: letter) with your SOI submittal (Certifications are to be included as attachments to Exhibit A Proposed Key Staff) which would be in Section 3 of the SOI. However, on page 55 of the PSB, Section 3.1, Item 6, it states – DBE and VOSB/SDBVOSB Evidence: Offerors evidence of certification from acceptable agencies is attached to the SOI. Please confirm whether the evidence of certifications should be included in the Section 3 of the SOI or should be submitted as a separate attachment to the SOI.

Answer: Certifications are to be included as an attachment to the SOI. PART II, 2.4, Disadvantaged Business Enterprise (DBE) Participation has been corrected to reflect this, and a change page is included with this addendum.

9. Exhibit B documents provided by the Tollway show PSB 14-2 in the footer. Please provide an updated version to show PSB 15-1 or provide confirmation that submitters can modify the footer to reflect PSB 15-1.

Answer: Exhibit B has been updated to reflect PSB 15-1 and is posted on the Tollway website.

10. On page 6 and 7 of the PSB, under **II. Relevant Project Experience Consulting Engineer Services**, it states to include a minimum of three (3) relevant projects of equal or greater complexity accomplished within the past five (5) years, demonstrating the firms experience in the type of work required for this project. Further, on Page 58 of the PSB, it states to complete the provided table format to document the required years of experience. Please confirm that this format should only be used for the **Relevant Project Experience Consulting Engineer Services**, and is not required for other project types: Tollway Projects, Other Transportation Projects, Trust Indentures or Similar Services, Project Management and Coordination Experience, and Cost Estimating Services.

Answer: Section 3.2, Demonstrated Experience/Prequalification: Item 1 (Page 58), specifically refers to Section I, 1.4.1.5.3 II (Pages 6-7). The format of 3.2 is intended for use to document all relevant experience as noted in 1.4.1.5.3 II.

11. We have a few questions about the Subcontractor Form/Delinquent Debt Review:
- This form includes a column for the Anticipated Amount to be Paid (to extent known). Is an estimated fee required or can this be an estimated percentage of the total contract?
 - There is no signature line (other than the “Printed Name” line). Who needs to sign this form?
 - Is this form required to be submitted as part of our Statement of Interest or will it be required after the selection is made?

Answer:

- This form requires the “anticipated dollar value” that the subconsultant is expected to receive.
- The signature line is in front of the “Printed Name” line (it says Consultant/Contractor).
- This form is required as it is part of the Illinois Tollway Standard Business Terms and Conditions, which is submitted with the Disclosures (Forms A or Forms B).

12. Are the Forms A and B required of our subcontractors with our Statement of Interest?

Answer: No. Only the Prime is required to include Forms A or Forms B with its submittal. If you are submitting as a Team, each Team member must include Forms A or Forms B. Disclosures from subconsultants will be collected from the selected Offeror prior to award.

13. On Page 6 of the PSB, the Information Technology (IT) Professionals and Intelligent Transportation Systems (ITS) Professionals are plural. Please clarify whether the Tollway requires only a Key Personnel Lead for each of these positions, or whether it requires additional Key Personnel for each category.

Answer: For PSB Item 1, the Tollway requires identification of the following ITS personnel in Exhibit A, along with their credentials: the ITS Lead, Power Lead, and Communication (networking) Lead.

14. On Page 106, 4.12 PSB 15-1 Compliance Matrix, Part II, 2.11 Clarification of Quality Control/Quality Assurance Requirements, it states “ the Quality Control/Quality Assurance personnel on Exhibit A shall not be the same personnel preparing the data” The Quality Control/Quality Assurance personnel is not considered a Key Personnel as described in the PSB, as such is not included in the Exhibit A. Please confirm that the Quality Control/Quality Assurance personnel should not be included in the Exhibit A.

Answer: PART II, 2.6, is a standard clause used in all PSBs. The only personnel required to be listed on Exhibit A are those specifically identified in the Item description. If Quality Control/Quality Assurance personnel are not identified in the Item description, then they are not required to be listed on Exhibit A.

15. Does Illinois Tollway plan to provide an updated list of VOSB/SDVOSB companies interested in participating in PSB 15-1 be distributed? PSB 15-1 contains requirements for advanced Information Technology (IT) Professionals, but apparently surveyed only Commodity Class Codes that do not normally pertain to advance IT consulting services.

Answer: The Tollway has identified known VOSB/SDVOSB companies as identified by the State. We are adding the following NIGP codes: 920 (00) DATA; 925 (91) VIDEO; 915 (67) WIRELESS. Also, please refer to the updated Veteran Goal Facilitation Sheet on the IPB, which includes firms who have expressed interest in participating in this PSB. Please note that this information is provided as a courtesy, and does not alleviate the Offeror’s responsibility to identify Veteran firms.

16. We were surprised to see Addendum #1 for PSB 15-1 containing two firms listing only competencies in Transportation Engineering and Traffic Control for this requirement. To identify VOSB/SDVOSB companies with the IT skill sets necessary to satisfy requirements described under **1.4.2.5.3 Guidelines for Submitting Statements of Interest**, we believe the following Commodity Codes would be more relevant:

Commodity/Service Code	Commodity/Service Name
E1101000000	EDP, CONSULTING SERVICES
E4101000000	EDP, MICROCOMPUTERS, WORKSTATION/
E4201000000	EDP, MID RANGE - HARDWARE (AS400,RISC)
E4401000000	EDP, MID RANGE - SOFTWARE (AS400,RISC)
E4501000000	EDP,MICROCOMPUTERS, SERVERS/LAN HARDWARE
T1001000000	DATA
T1002000000	VOICE
T1003000000	VIDEO
T1004000000	WIRELESS

The requirements listed in PSB 15-1 describe a need for skills and knowledge we are familiar with and/or have past experience in. However, we were not contacted by this poll, but we do not specifically include Transportation-related Commodity Codes in our profile since these services are applicable to many fields. I strongly suspect other VOSB/SDVOSB firms that offer IT professional services not have included Transportation and Traffic-related Commodity Codes as their primary offerings either.

C. Information Technology (IT) Professionals

Preferred to be

- *Certified Professional Traffic Operations Engineer (P.T.O.E),*
- *Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
- *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*

D. Intelligent Transportation System (ITS) Professionals

Preferred to be

- *Certified Professional Traffic Operations Engineer (P.T.O.E),*
- *Professional Electrical or Computer Engineer, who is a an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
- *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*

E. Geographical Information System (GIS) Professionals

The Offeror should also provide information relative to the capabilities and resources of its lead Illinois office, any Illinois branch offices, and a listing of Illinois office personnel by discipline that would be assigned to this project that have not been identified above.

We are an Illinois Certified VSB that specializes in complex IT systems architecture assessment, strategic planning, design, implementation, and large IT management services. Although the following requirements comfortably fall within our technical capabilities, we were not contacted about inclusion on this list.

Answer: The Tollway is adding the following NIGP codes: 920 (00) DATA; 925 (91) VIDEO; 915 (67) WIRELESS. Also, please refer to the updated Veteran Goal Facilitation Sheet on the IPB, which includes firms who have expressed interest in participating in this PSB. Please note that this information is provided as a courtesy, and does not alleviate the Offeror's responsibility to identify Veteran firms.

17. Note: An individual in the IT Professional Services field having five (5) years of design experience is considered relatively junior. The same is true in the Communications field. We also believe it would be somewhat unusual to find currently Licensed and/or Certified Transportation Engineers who have transitioned to an Information Technology career. Is the State looking for Transportation/Traffic Engineers who have some experience/knowledge of computer technology, or senior IT design professionals who have some knowledge/experience in the transportation field?

Answer: The Tollway is looking for a licensed civil engineer who has experience in ITS. The individual can be traffic engineer with IT and power background (preferred) or a licensed IT and/or power engineer with considerable experience in the ITS field.

18. We would very much like to be included in any future list of VOSB/SDVOSB companies interested in, and qualified to participate in this requirement. Will an expanded addendum be issued to include companies offering IT consulting services?

Answer: The Tollway is adding the following NIGP codes: 920 (00) DATA; 925 (91) VIDEO; 915 (67) WIRELESS. Also, please refer to the updated Veteran Goal Facilitation Sheet on the IPB, which includes

firms who have expressed interest in participating in this PSB. Please note that this information is provided as a courtesy, and does not alleviate the Offeror's responsibility to identify Veteran firms.

19. I was contacted 2 weeks ago by CMS Personell asking if I wanted to be listed as an interested disabled veteran business in PB15-1 in an addendum. I replied affirmatively, then the next day asked if I could be listed in PB15-2 when it came out. I have seen neither. Will you be listing interested Engineers that are an SDVOSB?

Answer: The Tollway has published an addendum on the Illinois Procurement Bulletin (IPB) identifying VOSB/SDVOSB firms who are interested in PSB 15-1.

20. Can you please clarify that the qualification requirements for the IT Professional (L) and the ITS Professional (M). It appears that maybe there is a mistake with the qualifications being exactly the same for both required positions.

L. Information Technology (IT) Professionals

Preferred to be

- *Certified Professional Traffic Operations Engineer (P.T.O.E),*
- *Professional Electrical or Computer Engineer, who is a an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
- *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, bluetooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*

M. Intelligent Transportation System (ITS) Professionals

Preferred to be

- *Certified Professional Traffic Operations Engineer (P.T.O.E),*
- *Professional Electrical or Computer Engineer, who is a an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
- *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*

Answer: The "Certified Professional Traffic Operations Engineer (P.T.O.E.)" is now deleted from 1.4.1.5.3, I (L). Change Page 6 is enclosed. All other preferred requirements are as originally stated.

21. Can the Tollway provide information regarding the presentation, such as: time allotment (presentation and QA), presentation format, and number of participants?

Answer: The Tollway anticipates allowing 45 minutes for each presentation, followed by a 15-minute question and answer period. If the Tollway notifies a Offeror that an oral presentation is required, the Tollway shall inform that Offeror of the final schedule, order and procedure for the presentation, including its content, time limits, and use of handouts and visual aids.

22. Page 98, Section 4.3.4, Section 1, Item D – This requests the name of the Project Engineer. Please verify this does not apply to Item 2: Traffic Engineering as that position is not included in the list of Key Personnel.

Answer: Each Item identifies the required key personnel in the item description. Please refer to PART I, Section 1.4.1.5.3 and 1.4.2.5.3, Key Personnel.

23. Page 99, Section 4.3.4, Exhibit A, Item C - This states that QC/QA personnel must be different individuals than staff preparing documents. Should a QC/QA person be identified as a specific Key Personnel in the Org chart and Exhibit D?

Answer: The only personnel required to be listed on Exhibit A are those specifically identified in the Item

description. If Quality Control/Quality Assurance personnel are not identified in the Item description, then they are not required to be listed on Exhibit A.

24. Page 59, Section 3.2 - Is the Demonstrated Experience/Prequalification: Item 2 Form - Are we required to use this form to present the required past project experience requested in pages 30 and 31, or can we provide this information in a narrative and bulleted format in the Relevant Project Experience section.

Answer: Section 3.2, Demonstrated Experience/Prequalification: Item 2 (Page 59), specifically refers to Section I, 1.4.2.5.3 II (Pages 29-31). The format of 3.2 is intended for use to document all relevant experience as noted in 1.4.2.5.3 II.

25. Page 29, Section 1.4.2.5.3.I Key Personnel - Requirements for the key personnel of Information Technology (IT) Professionals and Intelligent Transportation System (ITS) Professionals are the same.
- IT Professionals - Please verify that the PTOE requirement does not apply to IT Professionals as this certification is not typically obtained, and that five years of ITS design experience is intended to be five years of IT experience.
 - ITS Professionals - Please verify that a Civil Engineer with five years of ITS Design experience is acceptable for an ITS Professional, as most ITS/PTOE professionals are typically Civil Engineers. Please verify that the Communications Design Engineer requirements do not apply to the ITS Professionals.

Answer:

- IT Professionals: P.T.O.E. does not apply to IT professionals, and is now deleted from 1.4.2.5.3, I (C). Change Page 29 is enclosed. All other preferred requirements are as originally stated.
 - ITS Professionals: A Civil Engineer with five years of ITS Design experience is acceptable for an ITS Professional. The ITS Engineer is not required to be a Communication Design Engineer.
26. With respect to the statement on pg. 79 of PSB 15-1 (NOTICE REGARDING EXHIBIT F; VETERAN-OWNED, SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS PARTICIPATION):
“To qualify as an eligible VOSB/SDVOSBE, all of the following must be met:
- *The firm must be an Illinois business with annual gross sales under \$75 million*
 - *At least 51% owned by one or more qualified service-disabled veterans or qualified veterans living in Illinois*
 - *Provide a commercially useful function*
 - *Provide evidence of a current VOSB/SDVOSBE certification by the Illinois Department of Central Management Services;*
 - *Proposed to provide services identified in the specialty Area on the Letter of Certification.”*

For SD/VOSB firms without IDOT prequalification, what would be considered a commercially useful function? Does VOSB providing printing/graphic services, CADD services, or field inspections also considered to be doing commercially useful function and still eligible for subconsultant roles?

Do VOSB firms also need to be registered and licensed by Illinois Department of Financial & Professional Regulation (IDFPR) as either Architecture firm, Landscape Architecture firm, Professional Engineering firm or Professional Land Surveying firm in addition to being certified by CMS?

Answer: See EXHIBIT F - State of Illinois VETERAN-OWNED SMALL BUSINESS PARTICIPATION, UTILIZATION PLAN and LETTER OF INTENT for Professional Services. Section 5.5 states, “A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.” Therefore, a prime consultant submitting a certified VOSB to provide printing/graphic services, CADD services, or field inspections must explain in its SOI how the proposed sub-consultant services are direct, necessary and related to the scope of services solicited by the Tollway. The explanation provided is subject to review and final disposition by the Tollway’s Department of Diversity and Strategic Development.

CMS certification as a VOSB or SDVOSB constitutes the Tollway’s Department of Diversity and Strategic Development’s only requirement in connection with registrations and licenses. Certification requirements are located in this link:

<http://www.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx>. All other registration and licensing requirements are as stated in the individual Item detail.

27. We have a question regarding Exhibit A. In the staff breakdown on the backend of the form it typically asks for Management, Professionals and Sub-Professionals. On the Exhibit A for 15.1 Item 1 it asks for Management, Professionals and Subconsultant Professionals. Are you actually looking for a breakdown of Subconsultant professionals or is this a mistake and should it say Sub-Professionals?

Answer: Exhibit A is correct as stated.

28. We understand that the Executive Summary is limited to 10 pages. Is it acceptable to include an 11x17 layout page to accommodate relevant support material within the Executive Summary, or do all pages have to be in 8.5 x 11 layout size?

Answer: Including an 11x17-layout page to accommodate relevant support material within the Executive Summary is acceptable.

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PART I: THE SCHEDULE

1.1 CONTACT INFORMATION

Illinois Toll Highway Authority
2700 Ogden Avenue
Downers Grove, IL 60515

Professional Services Bulletin (PSB) 15-1 is the official notice of needed professional services for the Illinois Tollway, as authorized by the Illinois Procurement Code 30 ILCS 535. This PSB contains information pertaining to the advertisement for Statements of Interest (SOI) and is part of the official Illinois Procurement Bulletin for the Illinois State Toll Highway Authority. PSB 15-1, including all Exhibits and forms, is available on the Tollway's website at <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>. Additional information is also posted on the Illinois Procurement Bulletin at <http://www.purchase.state.il.us>. For instructions on accessing the Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instructions on receiving procurement opportunities are included in the "Illinois Procurement Bulletin (IPB) Notice" section of this PSB.

All questions related to this Professional Services Bulletin must be submitted electronically to the Statement of Interest (SOI) Mailbox at SOIPSB.15-1@getipass.com at least 10 days prior to the submittal date of July 31, 2015. The subject line should read: PSB 15-1 Question. Answers will be addressed via an Addendum published on the IPB. Please call if you need assistance: (630)241-6800, ext. 3311.

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 Statements of Interest to the Tollway at SOIPSB.15-1@getipass.com. The Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535/1: Architectural, Engineering, and Land Surveying Qualifications Based Selection Act) for selecting qualified consultants under this PSB.

SOI email submittals must be received by July 31, 2015, 4:30:00 P.M. CT. Any emails or partial submittals received after that time shall be considered late and your submittal will be deemed non-responsive.

1.2 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 electronic mail (email). Such scanned signature will be treated in all respects as having the same effect as an original signature.

1.3 Professional Services Bulletin No. 15-1 Item Index

Item No.	Project No.	Description	Page No.
1	RR-15-9975	Consulting Engineer. Consulting Engineer Services.	3
2	RR-15-9976	Traffic Engineer. Traffic Engineer Services.	27

1.4 Professional Services Bulletin No. 15-1 Item Detail

Details follow for both PSB 15-1 items.

- Must be Illinois Licensed Professional Engineer.*
- C. Roadway Engineer
Must be Illinois Licensed Professional Engineer.
- D. Drainage Engineer
Must be Illinois Licensed Professional Engineer.
- E. Electrical Engineer
Must be Illinois Licensed Professional Engineer.
- F. Mechanical Engineer
Must be Illinois Licensed Professional Engineer.
- G. Structural Engineer
Must be an Illinois Licensed Structural Engineer.
- H. Environmental Specialist
Must be knowledgeable in the applicable permitting and Resource Agency regulations.
- I. Urban Planner
Must have a minimum of ten years of experience in transportation planning and community relations.
- J. Architect
Must be an Illinois Licensed Architect.
- K. Landscape Architect
Must be an Illinois Licensed Landscape Architect.
- L. Information Technology (IT) Professionals
Preferred to be
- *Professional Electrical or Computer Engineer, who is a an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
 - *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, bluetooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*
- M. Intelligent Transportation System (ITS) Professionals
Preferred to be
- *Certified Professional Traffic Operations Engineer (P.T.O.E),*
 - *Professional Electrical or Computer Engineer, who is a an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
 - *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*
- N. Leadership in Energy and Environmental Design (LEED) Professional
The Offeror should also provide information relative to the capabilities and resources of its lead Illinois office, any Illinois branch offices, and a listing of Illinois office personnel by discipline that would be assigned to this project that have not been identified above.

II. Relevant Project Experience Consulting Engineer Services

For a detailed description of the anticipated traffic engineer services, see Section 1.4.2.5.4, Anticipated Scope of Services.

1.4.2.5.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST:

In addition to Section 4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI) of this PSB, all Statements of Interest shall include:

I. Project Team Matrix and Staffing Plan

The Offeror shall submit a project team matrix which clearly illustrates the key personnel of the organizational structure. The Offeror shall identify the Senior Project Manager and the Senior Vice President.

Senior Project Manager (SPM)

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

Senior Vice President (SVP)

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

Key Personnel

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

- A. Traffic Engineer
Must be Illinois Licensed Professional Engineers.
- B. Urban Planner
Must have a minimum of ten years of experience in transportation planning and community relations
- C. Information Technology (IT) Professionals
Preferred to be
 - *Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*

Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and

This policy will enable 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 Tollway must account for all of its expenditures for a given calendar year before the end of the subsequent February.

The Illinois Tollway's current contracts already require vendors to submit their invoices and progress reports on the 20th of each month for the previous month's work. Therefore, we do not anticipate this change in policy to have an adverse impact on payment of invoices.

This policy includes payment of any "re-bill" issues that may arise. We are 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.

2.4 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The 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 Statement of Interest (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 sub-consultant.

To qualify as an eligible DBE, the firm must be currently certified by one of the following agencies currently participating in the Illinois Unified Certification Program (IL UCP), or in the County of Cook, Illinois M/WBE Program or 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
- Cook County
- Small Business Administration SBA 8(a)

Each DBE firm utilized must be listed in a certifying agency's database at the time of SOI submission to be considered acceptable. Please provide proof of certification (example: letter) with your SOI submittal (Certifications are to be included as attachments to your SOI).

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

- IDOT's web site: <http://www.dot.state.il.us/ucp/ucp.html>.
- 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.

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

PART III: LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

3.1 OFFEROR COMMITMENT and SIGNATURE

Include the Offeror Commitment and Signature pages in each Statement of Interest following the Table of Contents. These pages are shown below, and are available on the Tollway website and through this link: <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

OFFER TO PROVIDE PROFESSIONAL SERVICES

By completing and signing this form, the Offeror makes an offer to the Illinois Tollway. Offeror should also use this form as a final checklist to ensure that all required documents are completed and included with the SOI. Offeror must mark each blank below as appropriate; mark N/A when a section is not applicable to the PSB Item offered. Offeror understands that failure to meet all requirements is cause for disqualification.

1. **PSB Review:** Offeror reviewed the PSB, including all referenced documents and instructions, completed all blanks, provided all required information, correctly labeled / named its SOI files, and demonstrated how it will meet the Tollway's requirements.
 Yes No
2. **Addenda:** Offeror acknowledges receipt of any and all addenda to this PSB, and has taken those into account in making this offer.
 Yes No Not Applicable
3. **Submission of all Documentation Required in PSB 15-1:** Offeror is submitting with its SOI any and all documents required in PSB 15-1. The most current forms are listed on the Tollway website: <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin> (Doing Business: Construction and Engineering – Joint Resources – Professional Services Bulletin). Exhibits from previous Professional Services Bulletins will not be accepted. Offeror understands that incomplete or missing documentation will render the offer non-responsive.
 Yes No
4. **Statements of Interest:** Offeror is submitting a separate Statement of Interest (SOI) for each PSB item. The SOI is submitted in adobe.pdf format and labeled as described in 4.4 Submittal Instructions, using the SOI FIRM NAME CODE provided by the Tollway. The Offeror is submitting under its firm's full, legal name, and if applicable, the full, legal names of its team members.
 Yes No
5. **Exhibit A:** The Offeror provided with its SOI, "key" project personnel specific to each SOI submitted, including subconsultants, resumes, category of work, etc.
 Yes No
6. **DBE and VOSB/SDVOSB Evidence:** Offeror's evidence of certification from acceptable agencies is attached to the SOI.
 Yes No Not Applicable
7. **Exhibit B:** The Offeror provided with its SOI, the Location/Design - Environmental Questionnaire for applicable items.
 Yes No Not Applicable
8. **Exhibit C: Current Obligations:** The Offeror provided current work obligations in dollars. The Teaming Agreement's Team Lead provided current work obligations on behalf of each of the Team member firms. Exhibit C is submitted in pdf format and labeled as described in the e-mail instructions, using the SOI FIRM NAME CODE provided by the Tollway.
 Yes No Not Applicable
9. **Exhibit D: Availability of Key Project Personnel:** The Offeror provided with its SOI, Exhibit D, which must include Key personnel as identified in the item detail, for both Prime and subconsultants.
 Yes No Not Applicable

10. Exhibit E, Mentor-Protégé Memorandum of Understanding: Exhibit E is provided with the SOI if the SOI identifies a Mentor-Protégé partnership. The Offeror entered the DBE commitment and percentage breakdowns in the SOITEAM Excel spreadsheet.
_____ Yes _____ No _____ Not Applicable

11. Exhibit F, State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent: The Offeror provided with its SOI, the State of Illinois Veteran Small Business Participation and Utilization Plan and Letter of Intent for items that include a VOSB/SDVOSBE goal.
_____ Yes _____ No _____ Not Applicable

12. SOITEAM SPREADSHEETS: The Offeror identified the Prime, subconsultant(s) and DBE and VOSB/SDVOSBE percentage breakdowns, and left no blank cells. Ranges and "TBD" are not acceptable.
_____ Yes _____ No _____ Not Applicable

13. Forms A or Forms B Certification/Disclosure Forms (version 15.2) and Illinois Tollway Standard Business Terms and Conditions: The Offeror provided certification and disclosure forms, Illinois Tollway Terms, and Conditions for itself and its Team member firms. The Disclosures are submitted in pdf format and labeled as described in the e-mail instructions, using the SOI FIRM NAME CODE provided by the Tollway.
_____ Yes _____ No

14. Illinois Board of Elections Registration: The Offeror understands that Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest), and has enclosed a copy of the registration certificate with the Certification/ Disclosure forms.
_____ Yes _____ No

2.0 SIGNATURE CERTIFICATION

By submitting a response to this SOI, each Offeror unequivocally acknowledges that the Offeror has read and fully understands this SOI, and that the Offeror has asked questions and received satisfactory answers from the Tollway regarding any provisions of this SOI with regard to which the Offeror desired clarification. By signature below, the Principal of the Offeror certifies the information contained in the SOI is true and accurate.

SIGNATURE CERTIFICATION

I certify that my electronically scanned-in signature appearing in this Statement of Interest and associated documents submitted by our firm / team is authorized to be affixed by the person doing so and will be binding on the firm / team.

On behalf of the firm _____ (enter firm full legal name) and its team members, if any (as identified in this Statement of Interest), I certify that I am the firm's _____ (enter title), and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff (**including work for which selection has been made but negotiations and/or agreements execution have not been finalized**) during the ensuing year(s) to all of our clients on any type of project and have included them on Exhibit C.

If we are selected for this project, we will assign it as a top priority project utilizing the identified Key and Support Personnel as submitted on Exhibit A for the full term of the contract.

I certify that the information contained in this Statement of Interest is true and accurate.

Date _____

Signature _____

Print Name _____

3.3 EXHIBITS

The following Exhibits shall be submitted in accordance with PSB submittal instructions in PART IV, and are available on the Tollway website. Refer to paragraph 4.3.4 for guidelines.

- Exhibit A: Proposed Staff
 - Required - Submit with SOI
- Exhibit B: Environmental Questionnaire
 - If required by the item, submit with SOI
- Instructions for Completing Exhibit C
- Exhibit C: Current Obligations
 - Required - Submit as a separate pdf document
- Exhibit D: Availability of Key Project Personnel
 - Required - Submit with SOI
- Exhibit E: Partnership- Mentor/Protégé Program
 - If proposing a mentor-protégé arrangement, this Exhibit is required. Submit with SOI
- Exhibit F: Veteran Small Business Participation and Utilization Plan
 - If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI
- Illinois Tollway Standard Business Terms and Conditions
 - Required - Submit with Forms A or Forms B Disclosures
- SOITEAM Spreadsheet
 - Required - Submit as a separate Excel file



ILLINOIS TOLLWAY

STANDARD BUSINESS TERMS AND CONDITIONS

ILLINOIS TOLLWAY CONTRACT NO.: _____

CONTRACTOR NAME: _____

1. PAYMENT TERMS AND CONDITIONS:

- 1.1 Late Payment: Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor’s sole remedy for late payments by the State. Payment terms contained on Vendor’s invoices shall have no force and effect.
- 1.2 Minority Contractor Initiative: Any Vendor awarded a contract under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) of \$1,000 or more is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller’s Administrative Fund. 15 ILCS 405/23.9.
- 1.3 Expenses: The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 1.4 Prevailing Wage: As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Department of Labor and are available on the Department’s official website, which shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for contacting the Illinois Department of Labor to ensure understanding of prevailing wage requirements at 217-782-6206 or (<http://www.state.il.us/agency/idol/index.htm>).
- 1.5 Federal Funding: This contract may be partially or totally funded with Federal funds. If federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided in the award notice.
- 1.6 Invoicing: By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract. Invoices for supplies purchased, services performed and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

Vendor(s) are required to attest to the standards set forth in this contract and must include the following statement on every one of their invoices delivered to the Tollway pursuant to statute 605 ILCS 10/16.1.

4.4 SUBMITTAL INSTRUCTIONS

Please carefully read the instructions below **BEFORE** submitting your **Statements of Interest**.

4.4.1 General Instructions

- It is **CRITICAL** that submittal instructions be followed. All Forms, **ESPECIALLY** the SOI Team spreadsheet (SOITEAM.xls), 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 Tollway Website, PSB and Exhibits, please refer to the Table of Contents.
- All Statements of Interest to be submitted through the email system must use Adobe Acrobat 5.0 version or greater.
- Scanned images, color graphics, and photographs which are converted to Adobe Portable Document Files (PDF) can be very large. Therefore, we are discouraging the use of color graphics, photographs and company logo images in the SOI submittal. The Word and/or Excel documents available on the Tollway website are labeled as follows:

Exhibit A.doc	Submit with SOI
Exhibit B.doc	Submit with SOI, if required
Exhibit C.doc	Submit as WL.pdf
Exhibit D.doc	Submit with SOI
Offeror Commitment and Signature	Submit with SOI
Forms A or Forms B Disclosures	Submit as DS.pdf
Illinois Tollway Standard Business Terms and Conditions	Submit with Forms A or Forms B Disclosures
SOITEAM Spreadsheet.xls	Submit as SOITEAM.xls
Exhibit E. Partnership-Mentor/Protégé Program	Submit with SOI
Exhibit F. VOSB/SDVOSBE Utilization Plan and Letter of Intent	Submit with SOI

- 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 your submittal to be disqualified.
- The size limitation on incoming emails is **7MB**. If you exceed this limit, you must separate the contents into multiple emails. Identify the number of emails being sent (i.e. 1 of 3) in the subject line. Please do not submit part of an Item in one email and another part in the next email. Only those Item submittals that exceed **7MB** should be submitted in more than one email.

4.4.2 Naming and Labeling Instructions

- All electronic submittals must be addressed to SOIPSB.15-1@getipass.com. You will receive an e-mail delivery receipt confirmation if submitted correctly.
- The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest via the established PSB mail box. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.
- To determine the designated SOI Firm Name Code go to the Tollway's website under Doing Business>Construction and Engineering - see Joint 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 Terri Smith at (630) 241-6800, extension 3311, for an assigned SOI Firm Name Code. See Part II, paragraph 2.5, for additional contacts.
- When submitting "Partnership Mentor/Protégé" Team files, please use the Prime's 2-6 character SOI Firm Name Code.
- When submitting "Team" files please, use the **new** SOI Firm Name Code assigned by the 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.
- All electronic submittals of your firm's emails subject lines **MUST** read: **SOIPSB15-1, SOI FIRM NAME CODE, ITEM (#'s)**. Any variation excluding SOIPSB15-1 from the subject line will result in your firm's submittal(s) being directed to a "SPAM FOLDER" which will automatically delete the email.

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** an IPG Registration #

<http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

1. Certification of Illinois Procurement Gateway Registration #
2. Certification Timely to this Solicitation
3. Replacement Certification to IPG Certification #6
4. Disclosures of Lobbyist or Agent
5. Disclosure of Current and Pending Contracts
6. Signature

For Veteran Small Business Utilization Plan go to:

<http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

4.5.2 Instructions for Submitting Certifications

Submit the Illinois Tollway Standard Business Terms and Conditions (see Part III, 3.3) with your Forms A or Forms B Disclosures. This document is also available on the Tollway website.

4.6 SUBMITTING A PROTEST

Vendors may submit a written protest to the Protest Review Office following the requirements of the Standard Procurement Rules. 44 ILL. ADMIN. CODE 1.5550, 4.5550, 6.420, & 8.150. For protests related to specifications, the Protest Review Office must physically receive the protest no later than 14 days after the solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual bids or awards, the protest must be received by close of business no later than 14 days after the protesting party knows or should have known of the facts giving rise to the protest. 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

Phone: (217) 558-3724
Facsimile: (217) 558-1399
Illinois Relay: (800) 526-0844

4.7 USEFUL LINKS FOR PSB 15-1

The Illinois Tollway - www.illinoistollway.com

Professional Service Bulletin - <http://www.illinoistollway.com/doing-business/construction-engineering/professional-services-bulletin>

Consultant Contract Forms (required forms for submittal) - <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-contract-forms>

Consultant Invoicing Forms - <http://www.illinoistollway.com/doing-business/construction-engineering/consultant-invoicing-forms>

	<p>14. Illinois Board of Elections Registration: The Offeror understands that Primes MUST be registered with the Illinois Board of Elections prior to the submittal of the offer (Statement of Interest), and has enclosed a copy of the registration certificate with the Certification/ Disclosure forms.</p>
PART III, 3.2 Demonstrated Experience / Prequalification	Each Statement of Interest submitted for Items 1 and 2 must include a Demonstrated Experience / Prequalification form.
PART III, 3.3 Exhibits	<p>The following Exhibits shall be submitted in accordance with PSB submittal instructions in PART IV, and are available on the Tollway website.</p> <ul style="list-style-type: none"> • Exhibit A: Proposed Staff <ul style="list-style-type: none"> ○ Required - Submit with SOI • Exhibit B: Environmental Questionnaire <ul style="list-style-type: none"> ○ If required by the item, submit with SOI • Instructions for Completing Exhibit C • Exhibit C: Current Obligations <ul style="list-style-type: none"> ○ Required - Submit as a separate pdf document • Exhibit D: Availability of Key Project Personnel <ul style="list-style-type: none"> ○ Required - Submit with SOI • Exhibit E: Partnership- Mentor/Protégé Program <ul style="list-style-type: none"> ○ If proposing a mentor-protégé arrangement, this Exhibit is required. Submit with SOI • Exhibit F: Veteran Small Business Participation and Utilization Plan <ul style="list-style-type: none"> ○ If the item includes a Veteran Goal, this Exhibit is required - Submit with SOI • Illinois Tollway Standard Business Terms and Conditions <ul style="list-style-type: none"> ○ Required - Submit with Forms A or Forms B • SOITEAM Spreadsheet <ul style="list-style-type: none"> ○ Required - Submit as a separate Excel file
PART III, 3.3 Exhibits, Exhibit A	The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel. (Applies to both Items 1 and 2.)
PART III, 3.3 Exhibits, Exhibit F	<p>To qualify as an eligible VOSB/SDVOSBE, the firm must be currently certified by the Department of Central Management Services.</p> <p>If Vendor is a CMS certified VOSB/SDVOSB vendor, the entire goal is met and no subconsulting with a CMS certified VOSB/SDVOSB vendor is required; however, Vendor must submit a Utilization Plan with its SOI indicating that the goal will be met by self-performance.</p> <p>The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; (2) made good faith efforts towards meeting the entire goal; or (3) made good faith efforts towards meeting a portion of the goal.</p> <p>At the time of submittal of Statement of Interest, Vendor, or Vendor's proposed Subconsultant, must be certified with CMS as a VOSB or SDVOSB.</p> <p>Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation shall render the Statement of Interest non-responsive or non-responsible.</p>

	<p>understanding that email size is not to exceed 7MB. Relevant Project Experience is described in more detail in these paragraphs: 1.4.1.5.3, II - Relevant Project Experience Consulting Engineer Services 1.4.2.5.3, II - Relevant Project Experience Traffic Engineer Services</p> <p><u>Section 6. Exhibit B:</u> Projects involving Location/Design Studies and Environmental Reports require completion of this Exhibit.</p> <p><u>Section 7. Exhibit C:</u> Current Obligations of Work (This form must be submitted as a separate pdf document. See instructions for electronic submittals.)</p> <p><u>Attachments:</u> If proposing a mentor-protégé arrangement, attach the required Exhibit E: Partnership- Mentor/Protégé Program If the item includes a Veteran Goal, attach the required Exhibit F: Veteran Small Business Participation and Utilization Plan</p>
PART IV, 4.4.1 General Instructions	All Forms, ESPECIALLY the SOI Team spreadsheet (SOITEAM.xls), must be submitted per the instructions provided.
PART IV, 4.4.2 Naming and Labeling Instructions	<p>All electronic submittals must be addressed to SOIPSB.15-1@getipass.com.</p> <p>The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest via the established PSB mail box. All respondents must utilize a unique 2 to 6 character SOI Firm Name Code assigned by the Tollway.</p> <p>All electronic submittals of your firm's emails subject lines MUST read: SOIPSB15-1, SOI FIRM NAME CODE, ITEM (#'s).</p>
PART IV, 4.4.3 Instructions for Submitting the SOI Team Spreadsheet	<p>Vendors must obtain the SOI Team spreadsheet from the Tollway Website: Prime and subconsultant PSB 15-1 Spreadsheet.</p> <p>Vendors are required to complete the worksheet for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed. Do not leave blank cells, enter "TBD," or enter a range of percentages.</p> <p>For each subconsultant, the Prime's full legal firm name must be entered in the first column.</p> <p>Do NOT send your spreadsheet as a .pdf file – it MUST be in the Excel format as provided.</p> <p>NOTE: If a firm is submitting as a prime and also as a team lead for one or more teams, a separate SOITEAM Spreadsheet must be submitted for each. DO NOT combine SOITEAM Spreadsheets for unique offers / entities.</p>
PART IV, 4.4.4 Instructions for Electronic Submittal	<p>The first line of your email shall indicate your Firm / Team Name, PSB and Item Number(s) on which your firm is submitting.</p> <p>Each attachment must be labeled as indicated below:</p> <ul style="list-style-type: none"> o For each Item on which you are submitting, use your 2-6 character SOI Firm Name Code (this example = abc), immediately followed by the 2-digit Item Number (i.e., 01

	<p>through 99). (Example: abc02.pdf)</p> <ul style="list-style-type: none"> o For your firm's Disclosure Forms use your 2-6 character SOI Firm Name Code, followed by DS. (Example: abcDS.pdf). If your firm is registered on the IPG, include your IPG registration number in the body of your email. o Disclosures submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Firm Name Code for each individual Team firm name followed by DS_TM. (Example: abcDS_TM.pdf, defDS_TM.pdf and ghiDS_TM.pdf). If the firms are registered on the IPG, include your IPG registration number in the body of your email. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway. o For your firm's Current Obligations (Exhibit C), use your 2-6 character SOI Firm Name Code, followed by WL (Example: abcWL.pdf). Exhibit C submitted on behalf of a Teaming Agreement should use the unique 2-6 character SOI Team Name Code (Example: abc_TMWL.pdf). o For your firm's SOITEAM Spreadsheet, use your 2-6 character SOI Firm Name Code, followed by SOITEAM.xls. (For Teams, the subject line of each should utilize the Teaming Agreement Name code assigned by the Tollway. The Team lead will submit on behalf of the participating partners and identify the partner with a (TM) following their firm name in the work sheet.) (Example: abc_TMSOITEAM.xls) <p>Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files (with the exception of SOITEAM) must then be converted to a PDF.</p> <p>abc02, abc09 and abc24 are the Statements of Interest for the submitted Items and must include Exhibit A within the submittal. Following Exhibit A, include resumes of key project personnel listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.</p> <p>abcDS is the Disclosure Forms. One copy of the Disclosure Forms is required (unless you are submitting as a Team – if a Team, include a DS for each Team member and name as abcDS_TM.pdf).</p> <p>abcWL is the Current Obligation Form (Exhibit C). One copy of the Current Obligations Form is required per Offeror / Team.</p> <p>abcSOITEAM.xls is the "SOI Team Prime and subconsultant PSB 15-1" Spreadsheet. Since the Spreadsheet contains a worksheet for each ITEM only one copy of the SOITEAM.xls file is required per unique Offeror / Team.</p>
<p>PART IV, 4.5 Disclosures and Certifications, 4.5.1 Instructions for Submitting Disclosures</p>	<p>The submittal shall contain either FORMS A or FORMS B. Offers submitted without FORMS A or FORMS B shall be deemed non-responsive. FORMS A section contains eight forms and shall be returned by Offerors that are <u>not</u> registered in the Illinois Procurement Gateway (IPG).</p> <p>FORMS B contains three forms and shall be returned by Offerors that <u>have</u> a current approved IPG registration number.</p> <p>Submit the Illinois Tollway Standard Business Terms and Conditions (see Part III, 3.3) with your Forms A or Forms B Disclosures. This document is also available on the Tollway website.</p>

intends to take to ensure continuity for these and all other key staff positions. The PM shall be an Illinois Licensed Professional Engineer or hold a similar license in another state and be capable of obtaining a license in Illinois within six (6) months.

Project Principal

The Offeror shall identify and provide detailed relevant information concerning the Project Principal to be assigned to this project for the duration of the Agreement. They shall oversee the Project Manager and shall report to the Chief Engineer.

Key Personnel

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

- A. Design Project Managers
Must be Illinois Licensed Professional Engineer.
- B. Construction Project Managers
Must be Illinois Licensed Professional Engineer.
- C. Roadway Engineer
Must be Illinois Licensed Professional Engineer.
- D. Drainage Engineer
Must be Illinois Licensed Professional Engineer.
- E. Electrical Engineer
Must be Illinois Licensed Professional Engineer.
- F. Mechanical Engineer
Must be Illinois Licensed Professional Engineer.
- G. Structural Engineer
Must be an Illinois Licensed Structural Engineer.
- H. Environmental Specialist
Must be knowledgeable in the applicable permitting and Resource Agency regulations.
- I. Urban Planner
Must have a minimum of ten years of experience in transportation planning and community relations
- J. Architect
Must be an Illinois Licensed Architect.
- K. Landscape Architect
Must be an Illinois Licensed Landscape Architect.
- L. Information Technology (IT) Professionals
Preferred to be
 - *Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,*
 - *Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.*
- M. Intelligent Transportation System (ITS) Professionals
Preferred to be be
 - *Certified Professional Traffic Operations Engineer*

Offeror shall identify the Senior Project Manager and the Senior Vice President.

Senior Project Manager (SPM)

The Offeror shall identify and provide detailed relevant information concerning the SPM to be assigned to this project for the duration of the Agreement.

Senior Vice President (SVP)

The Offeror shall identify and provide detailed relevant information concerning the SVP to be assigned to this project for the duration of the Agreement.

Key Personnel

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

A. Traffic Engineer

Must be Illinois Licensed Professional Engineers.

B. Urban Planner

Must have a minimum of ten years of experience in transportation planning and community relations

C. Information Technology (IT) Professionals

Preferred to be

- Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,
- Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.

D. Intelligent Transportation System (ITS) Professionals

Preferred to be

- Certified Professional Traffic Operations Engineer (P.T.O.E),
- Professional Electrical or Computer Engineer, who is an Illinois Licensed Professional Engineer, with five (5) years of ITS design experience,
- Communications Design Engineer, who has minimum 4 years of training and experience in fiber optic (single mode (SM) and multi-mode (MM)) data communications, local and wide area network design, fundamentals of digital communication packet switching and routing, wireless communication technologies (radio, cellular, wifi, blue tooth, etc.) and has experience specifying communication equipment and writing communication system testing procedures.

E. Geographical Information System (GIS) Professionals

The Offeror should also provide information relative to the capabilities and resources of its lead Illinois office, any Illinois branch offices, and