

PROFESSIONAL SERVICES BULLETIN 15-2

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: August 21, 2015

Successful Applicants will be notified.

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

No. 15-2 Addendum 1

August 13, 2015

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 1
TO
PROFESSIONAL SERVICES BULLETIN No 15-2
August 13, 2015**

Addendum No 1 does not change the due date or time. Statements of Interest are due via email (SOIPSB.15-2@getipass.com), to the Illinois State Toll Highway Authority, by 4:30 p.m. Central Time, August 21, 2015.

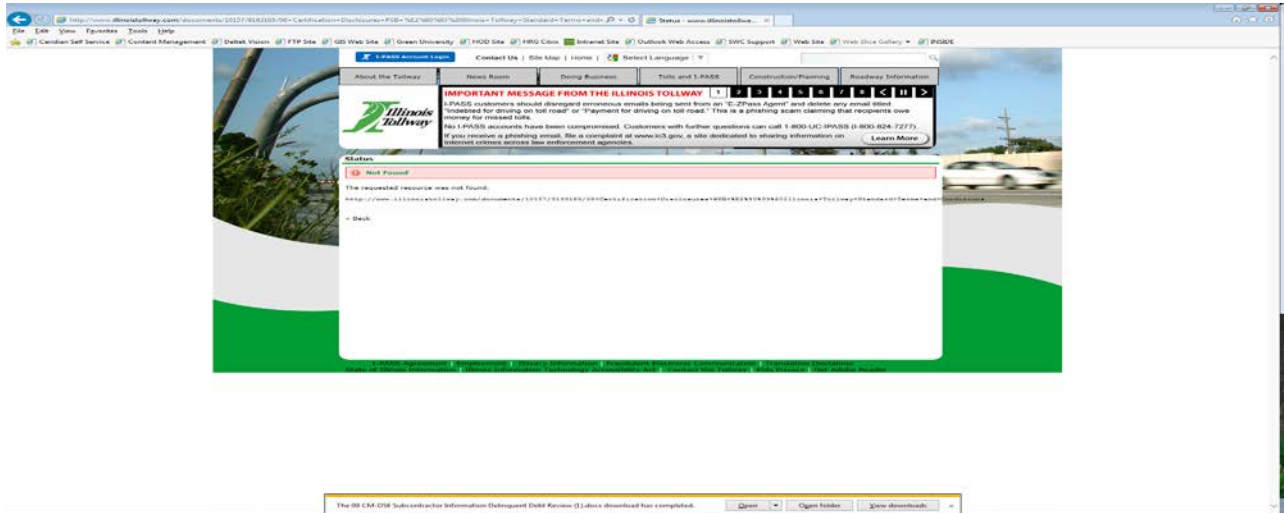
NOTES:

- The following questions were received in the SOIPSB Questions folder and are addressed below. Resulting changes are summarized here:
- PART I: The Schedule
 - Item 5 – Prequalifications and Key Personnel are updated. Change page 19R is enclosed.
 - Item 6 - Prequalifications and Key Personnel are updated. Change pages 20R and 21R enclosed.
 - Item 7 - Prequalifications and Key Personnel are updated. Change page 22R and 23R are enclosed.
 - Item 8 – This statement is deleted: “Statements of Interest must include at least three examples of experience conducted within the last two years.” Change page 25R is enclosed.
 - Item 9 – Prequalifications are updated. Change page 28R is enclosed.
- PART III: List of Documents, Exhibits, and Other Attachments:
 - Section 3.1, Offeror Commitment and Signature: This form is updated to correct the PSB number. The revised form is available on the Tollway website. The version in the PSB is correct.
 - Exhibit A – The Materials Coordinator is not required to be a, Illinois Professional Engineer, and it is corrected to read “Survey Crew” and “Others.” Change pages 42R and 45R are enclosed, and an updated Exhibit A is posted on the Tollway website.
 - Exhibit E - DBE Mentor Protégé and VOSB Mentor Protégé – correction of the operation of check boxes. The updated form is posted on the Tollway website. Change pages 58R and 63R are enclosed.
 - The SOITEAM Spreadsheet – The Spreadsheet is updated so that unused rows may be deleted and the Item 9 title is corrected.
 - The Illinois Tollway Standard Terms and Conditions – Title is corrected, and the updated form is posted on the Tollway website. The version in the PSB is correct.
- PART IV: Representations and Certifications
 - 4.3.4, Section 1. Executive Summary – Updated to clarify that Executive Summaries may be 2-10 pages long. Change page 85R is enclosed.
 - Compliance Matrix 4.12 is updated to reflect that 3.2 Demonstrated Experience is not required for Items 1 and 2. Change page 94R is enclosed.

Questions received in the SOI Questions Folder:

1. It appears that your file listed below is not available at the link provided on your website:
08 Certification Disclosures PSB – Illinois Tollway Standard Terms and Conditions

See screen capture below:



Answer: The website was corrected and forms are accessible, click on the link below:
[Certification Disclosures - PSB Illinois Tollway Standard Terms and Conditions](#)

2. For Items 5, 6 & 7, the bulletin requires that the prime firm be prequalified in several categories. Three of the categories are listed incorrectly. I believe the correct prequalification designation should be as follows:

Special Studies – Lighting: Complex
Special Studies – Pump Stations
Special Studies – Traffic Signals

The current IDOT prequalification requirements do not include categories titled Special Plans (Traffic Signals), Special Plans (Lighting: Complex Lighting) or Special Plans (Pumping Stations).

This should be corrected to avoid confusion.

Answer: You are correct the prequalification should be as follows:

Special Studies – (Lighting: Complex Lighting) – Applies to Items 5, 6, and 7.
Special Studies – (Pumping Stations) – Applies to Item 7.
Special Studies – (Traffic Signals) – Applies to Items 5 and 6.

These change pages are enclosed: Page 19R, Page 20R and Page 22R.

3. Why is it required for a prime to be prequalified in Advanced Typical Bridges for a land acquisition contract? It seems that this would only preclude the firms that would do most of the work (i.e. acquisition/relocation agents) from being the prime. There are only 22 firms that have both Surveying and Advanced Typical prequals.

Answer: Prequalification for Advanced Typical Bridges is not a requirement for Item 9 – Land Acquisition.

4. Would the Tollway entertain allowing the EA/Hazardous Waste qualification to be the Lead with support from a subconsultant firm with Construction Inspection, Freeways, and Landscape Architecture qualifications for item #8? We appreciate you taking this request into consideration.

Answer: No, the Tollway prefers the prequalification requirements as stated in the PSB.

5. If a firm is part of a Team but **not** the Team Lead-Prime Consultant, can the firm still submit alone as prime on the same item? The Team Lead-Prime Consultant from the Team submittal would not be included in the second submittal.

Answer: If Company A is a subconsultant for one submittal for Item X, Company A may also submit as a prime for Item X.

6. If a firm is part of a Team but **not** the Team Lead-Prime Consultant, can the firm still submit as Team Lead-Prime Consultant on the same item under a separate Team? The Team Lead-Prime Consultant from the first submittal would not be included in the second submittal.

Answer: Yes. Teams that are not identical are considered different Offerors/entities.

7. Please clarify the statement on pg. 61 of PSB 15-2 (EXHIBIT E-VOSB - PARTNERSHIP–MENTOR/PROTÉGÉ PROGRAM):

“A VOSB means a business certified by the State of Illinois Department of Central Management Services (CMS) as a Veteran-owned small business or Service-disabled Veteran-owned small business.

Professional Services shall be defined as Architecture, Landscape Architecture, Professional Engineering and Professional Land Surveying.”

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 to be a protégé firm? I understand that VOSB firms do not have to be IDOT prequalified to be a protégé.

If primes use multiple VOSB firms; can non-protégé VOSB firms, not licensed by IDFPR but certified by CMS, still perform CADD services or field inspections if their services are to be supervised by primes? Example would be having CMS certified VOSB contractors to perform CADD services or field inspections on their way to obtaining professional engineering firm license with the State and then onto getting IDOT prequalification eventually.

Answer: To obtain credit toward the VOSB Goal, the proposed firm must be certified by CMS. Registration and/or licensing would only be required if the scope of work proposed for the listed VOSB-certified firm requires registration and/or licensing.

As indicated in Exhibit F, 5.5, primes can receive credit for non-protégé VOSB firms toward fulfillment of the VOSB Goal: “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.**”

8. Exhibit C used to contain (000's). The Exhibit C for 15-2 does not. We now have to type out the entire number, correct?

PSB No.	Total Project Fee (000's)	<u>Fee Remaining without Subconsultants</u>					
		0-6 Months (000's)		7-18 Months (000's)		>18 Months (000's)	
		Design	Constr.	Design	Constr.	Design	Constr.

PSB No.	Total Project Fee	<u>Fee Remaining without Subconsultants</u>					
		0-6 Months		7-18 Months		>18 Months	
		Design	Constr.	Design	Constr.	Design	Constr.

Answer: Correct. Please include the entire number.

9. How old can the Certificate of Good Standing from the Secretary of State be from the date of the PSB release to still be considered valid/current, for submittal with SOI?

Answer: The Tollway verifies on the Secretary of State website that the Certificate of Good Standing Status is “Active.”

10. In the SOITEAM.xlsx document, where we're to provide the "Total Fee all Projects (000's)" information for ISTHA/IDOT/Other, are we to provide the total fee amount of the contract including or excluding subconsultant fees?

Answer: The “total fee” is intended to be a total, and includes subconsultant fees.

11. Please confirm whether the “SOI Firm Code Name” spreadsheet is the most current. I am not finding the “teaming” code names that my firm has used in PSB 14-3 even though I am finding JV code names that were used in the previous PSBs?

Answer: The SOI Firm Code Name spreadsheet is the most current on file. Please contact Terri Smith via e-mail at terri.smith@getipass.com for an assigned Team Code (See section 2.7 page 34).

12. Do we need to fill out a utilization plan and LOI for D/M/WBE participation? If so what forms would we have to fill out?

Answer: Exhibit F – State of Illinois Veteran-Owned Small Business Participation Utilization Plan and Letter of Intent for Professional Services applies **only** to the VETERAN Goal, if any, for each item. Exhibit F does not apply to D/M/WBE Goals.

13. Should D/M/WBE Letter of certification be part of the SOI? If yes, what section?

Answer: Yes, include the current letter of certification with the Statement of Interest (SOI), as attachment to Exhibit A. See PSB 15-2 section 2.4 and section 4.12 (Compliance Matrix).

14. In the instructions for the SOI Team spreadsheet. It says “Do not leave blank cells, enter “TBD,” or enter a range of percentages.”(Page 87. But in the Offers Commitment document item 12 it says “Ranges and “TBD” are not acceptable.”(Page 40). Please clarify if “TBD” and Ranges are acceptable answers in the spreadsheet.

Answer: Blank cells, “TBD,” and a range of percentages are not acceptable. The” Do not” applies to all three -- blanks, TBD and range of percentages. The Offeror’s Commitment and Signature form is correct.

15. Do firms IDOT Prequalification letters have to be included in the SOI? If yes what section?

Answer: No, IDOT prequalification letters are not required to be submitted.

16. In Section 4.12 Compliance Matrix. Part III, 3.2 Demonstrated Experience / Prequalification (page 94). It says that the Demonstrated Experience / Prequalification Form has to be filled out with Item 1 and 2. Where can I find this form?

Answer: Demonstrated Experience/Prequalification form is not required for Item 1 and Item 2. The PSB Section 4.12 Compliance Matrix Part III 3.2 has been revised. Change page 94R is enclosed.

17. Should a delinquent debt form be filled out for each item we are pursuing as a prime? Should these be attached to the Certification Disclosures PSB Illinois Tollway Standard Terms and Conditions or part of another section in the SOI?

Answer: The Delinquent Debt form is part of the Illinois Tollway Standard Terms and Conditions. The complete Terms and Conditions are required to be submitted with Forms A or Forms B (see section 4.4.1 and Section 4.12 Compliance Matrix Part III 3.3 Exhibits).

18. On Form B disclose forms, what Number should we put in for the Procurement/Contract #?

Answer: Whether submitting Forms A or Forms B Disclosures, please enter the Project Number. The Project Number assigned to each item is located in Section 1.3 Item Index.

19. Is exhibit B needed for Items, 1, 2 and 3?

Answer: No, Exhibit B is not required for Items 1, 2 and 3.

20. Could you please tell me what the requirements for Materials Coordinator and Materials QA Technician are in Item 8? Do they have to have passed specific IDOT training classes?

Answer: Please see the Tollway's Construction Managers Manual section 5.1.2.2.7 Material Coordinator and section 5.1.2.2.8 Materials Technicians. The following is text from that manual.

For Contracts which include asphalt and/or concrete placement, the CM shall provide a Material Coordinator. The Material Coordinator shall be pre-qualified to manage the Contractor's Material QC reporting output and to manage the Construction Manager's approved Materials QA Program. The Material Coordinator shall have passed IDOT's Level II Hot Mix Asphalt and Level II Portland Cement Concrete training courses for QC/QA management. If the Construction Manager's personnel have not attended these courses, a statement providing reasons why they have not attended and passed the course must be on file with the Tollway. The Material Coordinator shall possess the qualifications required in the applicable Professional Services Bulletin.

5.1.2.2.8 Material Technicians

Technicians assigned to perform on-site HMA construction quality assurance work shall be required to be pre-qualified by having passed the IDOT half-day Nuclear Density training course, combined with either the three day IDOT Aggregate training course for earthwork quality control, or with the IDOT five day Level I Hot Mix Asphalt course for monitoring the on-site HMA construction work. The Material Technicians assigned to perform on-site quality assurance of concrete placement shall be required to be pre-qualified by having passed the IDOT/ACI Portland Cement Concrete Level I training course.

- *Federal Regulation 23 CFR 637 requires that Contractor, Consultant, Local Agency, and any personnel performing materials acceptance sampling and testing on Federal-aid projects on the National Highway System is qualified. IDOT offers QC/QA courses and specific task training programs to meet the educational requirements for qualified personnel. Material Technicians working on Tollway projects must meet these qualifications.*
- *The IDOT Bureau of Materials and Physical Research is responsible for maintaining records of Contractor, Consultant, Local Agency, and Tollway personnel who have successfully completed the QC/QA courses and training programs. Online queries and reports are available to the IDOT Districts and the Tollway to assist them in tracking qualified personnel. Personnel who successfully complete the required QC/QA course(s) or the specific task training program(s) and have been entered into departmental databases are considered qualified.*
- *The CM will provide copies of Material Technicians' certifications.*
- *Any changes to the status of the Trained Technician (name, address, employer, etc.) should be reported to the IDOT Bureau of Materials and Physical Research.*

21. This is a question regarding "Sub Role and % of Work: Percentage (%) of work to be Performed by Subconsultant " in PSB 15-2 SOI Team spreadsheet. Since percentages submitted with SOI is the best guess by primes at the time of SOI submittal; what is the procedure for requesting changes to these percentages if it is deemed necessary after project has been awarded and the scope has been better defined? Do primes require to submit DBE/SD/VOSB subs's consents for the changes?

Answer: The information provided in the SOITEAM Spreadsheet represents the Offeror's Plan to Achieve Diversity Goal. As stated in the SOITEAM Spreadsheet instructions tab, the awarded consultant will finalize this Plan during negotiations based on the negotiated scope of work. The proposer's total DBE goal and proposed subconsultants shall not change, but the work category and percentage of work for each subconsultant may be adjusted, if necessary,

during negotiations. Prior to award of any selected team, the Tollway will request written explanations of any adjustments.

22. On the last page of Exhibit A, in the column under Professionals, should “Crew Others” read “Others” and in the column under Subconsultant Professionals, should “Survey” read “Survey Crew”? If not, what type of personnel should be included under “Crew Others”?

Answer: That is correct. Change page 45R is enclosed, and an updated Exhibit A is posted on the website.

23. For Item 7 on the bulletin, there is a prequalification requirement for Environmental Reports (Environmental Assessment). Should Exhibit B be submitted as part of the SOI or is that exhibit not needed?

Answer: Exhibit B is not required for Item 7.

24. For Item #8, is a QA/QC structural, mechanical, and electrical engineer required as key personnel per the item description? The Item does not require the structural, mechanical or electrical prequals. Please clarify.

Answer: Required Key Personnel for Item 8 are listed in PSB 15-2 Part I, 1.4.8, on pages 25-26.

25. For Item 8 on page 25, under Additional Statement of Interest Requirements, it states “Statements of Interest must include at least three examples of experience conducted within the last two years.” Does this refer to the two bullets below or something specific? Please clarify.

Answer: This sentence is now deleted: “Statements of Interest must include at least three examples of experience conducted within the last two years.” Change page 25R is enclosed.

26. We have the following questions : ref. page 85 – 4.3.4 – Please confirm the 10 page limit for Section 1 Executive Summary

Answer: The 10-page limit is a carry-over from a previous PSB. Offerors may submit 2-10 pages. Change page 85R is enclosed.

27. ref. page 18 thru 23 – 1.4.5, 1.4.6, and 1.4.6:

- a. The description of work for these Items indicate that the performance of geotechnical studies will be required, however Geotechnical Services is not listed as a prequalification requirement or as a Key Personnel requirement on Exhibit A. Please indicate if these should be included.
- b. Key Personnel requirements for Exhibit A indicate that the Project Manager must be and Illinois Licensed Professional Engineer. Please confirm that an Illinois Licensed Structural Engineer can serve as Project Manager.
- c. Requirements for Exhibit A do not include Highway Engineer as a Key Personnel position. Please indicate if this should be included.

Answer: Change pages 19R, 21R, and 23R are enclosed for Items 5, 6, and 7.

- a. Geotechnical Services is not a required prequalification for these items.
- b. An Illinois Licensed Structural Engineer can serve as Project Manager.

- c. The items will add “The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer)” as a Key personnel. Offerors should add this Key Personnel title to their Exhibit A for Items 5, 6, and 7.

28. For the D/M/WBE requirement, are all 3 (DBE, MBE and WBE) required or just one of the 3.

Answer: Only one of the three categories is required to meet the DBE goal. Disadvantaged businesses, Minority-owned businesses, and Women-owned businesses are all categories under the “DBE” umbrella. There are not three distinct goals – only one, total DBE goal.

29. If your firm is a DBE and an MBE, are certifications for both DBE and MBE required to be included in the submittal?

Answer: No, multiple certifications are not required. Please submit a letter of certification that is current and not expired.

30. If your firm is an MBE are all letters for MBE required to be included in the submittal, for example, Cook County, City of Chicago AND CMS?

Answer: No. Please include one, current certification letter.

31. Regarding the new Exhibit A, for Materials Coordinator, the category is pre-filled with IL PE. Is an IL PE required for the staff who will fulfill the role of Materials Coordinator?

Answer: The Materials Coordinator is not required to be a, Illinois Professional Engineer. Change page 42R is enclosed, and an updated Exhibit A is posted on the website.

32. Regarding the new Exhibit A, where licensing information is required, if the staff is a PE and an SE but the role only calls for a PE, should the SE license information still be included, as well as for the Document Technician who may also be a PE, should the additional license information be included?

Answer: You may include the additional licensure, but they are not required.

33. Regarding Item #8 which requires Environmental Reports (but not Location Design Studies), is the Exhibit B required?

Answer: No, Exhibit B is not required for Item 8.

34. Do we need to submit separate Certification of Disclosure Forms A for each Item No. we are submitting on.

Answer: No. Offerors should submit Disclosures (either Forms A or Forms B, along with the Illinois Tollway Standard Terms and Conditions) only once for all SOIs. Note that a prime and a team are considered separate entities, so a firm that submits as a prime submits Disclosures, and a firm that submits as part of a team also submits Disclosures because the prime and the team are different entities.

35. Do you prefer the key personnel resumes only?

Answer: Resumes are only required for Key Personnel.

36. What architectural work is needed to require the prequal for architectural services?

Answer: Architectural work for toll facilities.

37. What ITS/Tolling will be part of each contract?

Answer: ITS will be installed on the corridor and will be more defined during the design phase. Toll plazas will be constructed on the corridor and will be more defined during the design phase.

38. Item 5

- Will the North Avenue interchange be part of this project or be done by the locals? If by the locals what local municipality will lead this projects?

Answer: The County Line Road/Lake Street/North Avenue interchange is being designed by the City of Northlake. The interchange design is not included in the work for Item 5. However, coordination between contracts will be required.

- Will SB Ramp to Countyline Road be part of the improvements along I-294?

Answer: The southbound Tri-State Tollway exit ramp to County Line Road is being designed by the City of Northlake. The ramp design is not included in the work for Item 5. The limits of the ramp terminal and connection to the Southbound Tri-State Tollway will be finalized during contract negotiations.

- Where will the improvement end on the north end of the project along the EOWA Route?

Answer: The improvement will include the ramps to and from Franklin Avenue. The limits of improvement on the mainline will be south of Franklin Avenue. Final limits will be determined at the time of contract negotiations.

- Will the Roadway and Bridge work along I-294 be widening or full reconstruction?

Answer: The roadway along I-294 is proposed to be reconstructed. The scope of bridge improvements will be determined based upon investigations performed during the design phase.

39. Item 6

- Will the improvements to Franklin Avenue/Green Street be part of this contract or local contract?

Answer: Improvements along Franklin Avenue/Green Street are not included as part of the work for Item 6.

- Will Powell Street improvements be part of this contract?

Answer: Improvements along Powell Street are not included as part of the work for Item 6.

- Will CPRR rail spur improvements be part of this contract

Answer: The CPRR rail spur improvements are not included as part of the work for Item 6.

40. Item 7 Is exhibit B required for Item 7?

Answer: Exhibit B is not required for Item 7.

41. Can you please verify if the 294 mainline will be included in the project for Item 5 or just the 294 flyover ramp?

Answer: The project includes the Tri-State Tollway (I-294) mainline between North Avenue and Wolf Road.

42. Can you please clarify the environmental prequalification requirements for Items 5, 6 and 7? Are environmental reports (EA) actually required or would hazardous waste be needed?

Answer: The Environmental Reports (Environmental Assessment) prequalification category is not required for Items 5,6 and 7.

43. Has the tollway come to an agreement with the railroads, who will be responsible for the railroad work? What accommodations and arrangements have been made for the construction of the West Access?

Answer: The consultant will assist the Tollway in coordinating with the railroads.

44. Will railroad design or relocations be included in both items 5 and 6?

Answer: Yes.

45. Can you please verify structures will be part of 5 and 7 that will require the architecture prequal? Will architecture also be required for Item 6?

Answer: The architectural prequal is for possible tolling facilities.

46. *We are interested in submitting as a prime for Item 9. Item 9's primary focus is to provide land acquisition services including land acquisition surveys, appraisals, appraisal reviews, negotiations and relocations. Item 9 states that the prime needs to be prequalified in Special Services (Surveying) and Structures: Advanced Typical. There are also numerous other prequalification categories which need to be present on the team but the Tollway is allowing those prequalification categories to be met through a subconsultant. While we agree that a team comprised of all the different prequalification categories is important especially for relocations we do not feel the level of effort for the structural necessitates that they be a part of the prime.*
Would the Tollway allow the prequalification category of Structures: Advanced Typical to be met by a subconsultant?

Answer: The prequalification for Structures (Advanced Typical) is removed from Item 9. Change page 28R is enclosed.

47. I have a question in regards to the disclosure forms A & B. We are in a teaming arrangement and I understand that I, being the lead team member, will submit these forms for all three companies involved in this teaming arrangement. However, if we are all registered with the IPG can I just list the registration number for all team members in the email that I send? Or if two of us are and one isn't maybe I do the same but them submit the disclosure form for the team member who isn't registered?

Answer: The Team Lead is required to submit Forms A or Forms B (along with the Illinois Tollway Standard Business Terms and Conditions) for itself and each team member. Firms not registered with the IPG shall submit Forms A. Firms registered with the IPG must submit Forms B. Offerors that do not submit Forms A or Forms B shall be deemed nonresponsive. See PSB Section 4.4, Section 4.12 Part IV 4.5 (Compliance Matrix), and Section 3.1 Offeror Commitment and Signature (13). Offerors may refer to their IPG registration numbers in their email transmittals, but this does not alleviate the requirement to submit Forms A or Forms B.

48. **2.7 Teaming Agreement (Formerly Joint Venture Agreement)**
6th paragraph

"Each Team member will procure and maintain policies that meet the required Prime's level of coverage and shall indemnify the Team against claims arising from their performance under the team, **as well as agreeing to be joint and severally liable upon termination of the team.** In the event of the termination of the Team, the insurance and indemnification rights of the Team must be assignable to the Tollway as a matter of law."

Question: Can the as well as agreeing to be joint and severally liable upon termination of the team be removed from the teaming agreement to allow consultants to team and not create a Joint Venture?

Here is a response from our insurance company in regards to the teaming agreement: (Kinsale cannot add the other consultants as additional insureds. However, the policy does cover the following under the definition of insured: *Any joint venture entered into by the "named insured" but only for "claims" because of a "wrongful act" arising out of "professional services" rendered by or on behalf of the "named insured" as a participant in the joint venture project.* In the definition above, the sub consultants would be covered under a JV. In my eyes, the new Teaming Agreement is essentially the same thing as a Joint Venture...the tollway is just changing the terminology. I am trying to get them to see it this way but right now they are saying the other consultants wouldn't be covered under a Teaming Agreement.

As a new MBE/DBE firm, these upfront costs pose a great barrier to entry and would make it difficult for us to pursue these Teaming Opportunities.

Answer: Teaming Agreements are optional. However, if multiple consultants choose to submit as a Team rather than as a prime/sub relationship, then the Tollway will expect each team member to sign a contract in substantially the same form as the document included in the PSB. Each team member will also be expected to comply with the minimum insurance requirements as outlined in the PSB. The Tollway understands that the members of the team cannot name the other members as additional insureds on the Engineering Professional Liability of the other members. Such Engineering Professional Liability must have the same, 3-year discovery period or as would be required by State Law.

49. In item 8 under key personnel there is a requirement for a structural QC/QA reviewer. Since there is not a structural lead requirement or a structural prequalification requirement and no structural elements discussed in the project description; is a Illinois licensed structural engineer QC/QA reviewer required?

Answer: Yes. As stated in Section 1.4.8 under Key Personnel, "*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.*"

50. While going thru the new Exhibit A, I noticed it had specific key personnel listed for each item. For most of the key personnel headings it is very straightforward however how do you want us to handle the situation when multiple people are requested but Exhibit A only has 1 heading? Examples of these situations are found in Item 4:

- Task Managr(s)
- The Person(s) who will be in charge of QA Lab and Field Testing
- QC/QA Level 1, Level II and Level III (HMA and PCC) Certified Testing Technicians

These 3 only have 1 section already filled out on Exhibit A however they will most likely be different people. Should we include them in the 6 open spots on page 4 of Exhibit A? And if we have more than 6 names for the above key personnel can we add additional spaces or should we delete the headings of Key Personnel we will not be utilizing from different items?

Answer: Please include additional Key Personnel in the open spots on page 4.

Construction estimate: Over \$300,000,000.

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

Highways (Freeways)
Structures (Bridges: Complex)
Special Studies (Traffic Signals)
Special Studies (Lighting: Complex Lighting)
Special Services (Surveying)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)
Special Services (Architecture)

The Tollway will allow a Prime consultant to meet the prequalification for Special Plans (Lighting: Complex Lighting), Special Plans (Traffic Signals), Special Services (Surveying), Special Services (Electrical Engineering), Special Services (Mechanical Engineering) and Special Services (Architecture) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must 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 structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design and hydraulic modeling related issues (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 Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies.
- 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.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer)

Schedule: Design for this project is scheduled to start in Spring 2016. Construction for this work has not been scheduled.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD 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 at the Tollway Central Administration office building in Downers Grove.

1.4.6 Item 6: I-15-4657, Elgin O'Hare Western Access, I-294 to I-90.

This project has a 18% D/M/WBE participation goal and 0.5% VOS/SDVOSBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications for the Elgin O'Hare Western Access mainline from I-294 to I-90 in DuPage and Cook Counties, Illinois. This project is for the Western Access corridor between the Franklin/Green Street Interchange and Bensenville Yard in Cook County, Illinois. The Tollway is finalizing design limits; therefore, the Tollway may modify project limits and scope at the time of negotiations that could include additional roadway and bridges.

The work generally encompasses design associated with roadway and bridge construction and shall include but not be limited to the following:

1. Design services for preparing contract plans, special provisions and estimates for new mainline and ramp pavements as defined by the Tollway.
2. Performing Bridge Type Studies for new bridges proposed to be constructed.
3. Performing Type, Size and Location (TS&L) drawings for the new bridge and retaining wall construction.
4. Design services for preparing contract plans, special provisions and estimates for new bridges, retaining walls and interchanges.
5. Performing analyses for new drainage structures installation and modification of existing drainage system.
6. Erosion control design for all construction zones.
7. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
8. Design services for preparing contract plans and special provisions for installation of pavement markings, delineators and signage for the contract limits.
9. Provide barrier warrant analyses for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
10. Electrical design services for updating existing roadway and underpass lighting and installing new roadway and underpass lighting as required by the Tollway's Lighting Standards and design criteria.
11. Provide maintenance of traffic plans including those for impacts to local facilities.
12. Utility coordination for protection and / or relocation of utilities.
13. Preparation of plats of acquisition and legal descriptions.
14. Coordinate and prepare railroad agreements.
15. Perform geotechnical studies.
16. Prepare all required permits.
17. Perform INVEST planning and design evaluations.
18. Perform environmental studies
19. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Western Access over the Union Pacific Railroad, Franklin Avenue entrance ramp to the Southbound Western Access and over Franklin Avenue.
- Western Access over Northbound Entrance Ramp to Northbound Western Access.

Construction estimate: Over \$150,000,000.

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

- Highways (Freeways)**
- Structures (Bridges: Complex)**
- Special Studies (Traffic Signals)**
- Special Studies (Lighting: Complex Lighting)**
- Special Services (Surveying)**

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

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must 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 structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design and hydraulic modeling related issues (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 Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies.
- 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.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer)

Schedule: Design for this project is scheduled to start in Spring 2016. Construction for this work has not been scheduled.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD 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 at the Tollway Central Administration office building in Downers Grove.

1.4.7 Item 7: I-15-4658, Elgin O'Hare Western Access, I-294 to I-90.

This project has a 22% D/M/WBE participation goal and 1.0% VOS/SDVOSBE participation goal.

Phase II engineering services are required for the preparation of contract plans and specifications for the Elgin O'Hare Western Access mainline from I-294 to I-90 in DuPage and Cook Counties, Illinois. This project is for the proposed Bensenville Yard Underpass in Cook County, Illinois. The Tollway is finalizing design limits; therefore, the Tollway may modify project limits and scope at the time of negotiations that could include additional roadway and bridges.

The work generally encompasses design associated with roadway and bridge construction and shall include but not be limited to the following:

1. Design services for preparing contract plans, special provisions and estimates for new mainline and ramp pavements as defined by the Tollway.
2. Performing Bridge Type Studies for new bridges proposed to be constructed.
3. Performing Type, Size and Location (TS&L) drawings for the new bridge and retaining wall construction.
4. Design services for preparing contract plans, special provisions and estimates for new bridges and retaining walls.
5. Performing analyses for new drainage structures installation and modification of existing drainage system.
6. Erosion control design for all construction zones.
7. Provide design of appropriate landscape and soil erosion/sedimentation control measures as necessary in accordance with the Tollway's Environmental Studies manual.
8. Design services for preparing contract plans and special provisions for installation of pavement markings, delineators and signage for the contract limits.
9. Provide barrier warrant analyses for all necessary locations and installation of guardrail, anchors and terminals to conform to the current AASHTO Guidelines and Illinois Tollway criteria.
10. Electrical design services for installing new roadway and underpass lighting as required by the Tollway's Lighting Standards.
11. Provide maintenance of traffic plans including those for impacts to local facilities.
12. Utility coordination for protection and / or relocation of utilities.
13. Preparation of plats of acquisition and legal descriptions.
14. Coordinate and prepare railroad agreements.
15. Perform geotechnical studies.
16. Prepare all required permits.
17. Perform INVEST planning and design evaluations.
18. Perform environmental studies
19. All other appurtenant and miscellaneous items.

The following structures are included in this project:

- Union Pacific Railroad over Western Access Tollway
- Metra Railway over Western Access Tollway
- Canadian Pacific Railroad over Western Access Tollway

Construction estimate: Over \$300,000,000.

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

Highways (Freeways)
Structures (Bridges: Complex)
Structures (Bridges: Railroad Bridges)
Special Studies (Pumping Stations)
Special Studies (Lighting: Complex Lighting)
Hydraulic Reports (Pump Station)
Environmental Reports (Environmental Assessment)

Special Transportation Studies (Railway Engineering)
Special Services (Surveying)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)
Special Services (Architecture)

The Tollway will allow a prime consultant to meet the prequalifications for Special Plans (Pumping Stations), Special Plans (Lighting: Complex Lighting), Hydraulic Reports (Pump Station), Environmental Reports (Environmental Assessment), Special Transportation Studies (Railway Engineering), Special Services (Surveying), Special Services (Electrical Engineering), Special Services (Mechanical Engineering) and Special Services (Architecture) through a subconsultant.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must 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 structural design related issues (must be an Illinois Licensed Structural Engineer).
- The person who will be responsible for drainage design and hydraulic modeling related issues (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 Environmental Lead (EL) is the staff member from the DSE charged with coordinating the DSE team's environmental studies.
- 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.
- The person who will be responsible for roadway design related issues (must be an Illinois Licensed Professional Engineer)

Schedule: Design for this project is scheduled to start in Spring 2016. Construction for this work has not been scheduled.

The Consultant must have MicroStation capabilities. All final documents shall be submitted in hard copy and electronic format and follow the CADD 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 at the Tollway Central Administration office building in Downers Grove.

All coordination with the resource and regulatory agencies, including but not limited to IEPA, shall be conducted through the Tollway, unless otherwise directed. The Consultant will be expected to assemble information and documents necessary for the Tollway to perform such coordination.

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

1. Western Access Corridor Advance Earthwork
2. Phase II Environmental Site Assessments for the EOWA Corridor.
3. On-call and as needed work on the EOWA corridor.

The upper limit of compensation will be set at \$6,500,000 to be authorized for use as individual projects are needed.

Firms must be prequalified by IDOT in the following category:

**Special Services (Construction Inspection)
Highways (Freeways)
Special Services (Landscape Architecture)
Environmental Reports: Environmental Assessments (EA)
Special Services: Hazardous Waste**

The Tollway will allow a prime consultant to meet the prequalification for Special Services Landscape Architecture), Environmental Reports: Environmental Assessments (EA) and Special Services: Hazardous Waste through a subconsultant.

Additional Statement of Interest Requirements

Statements of Interest must include examples of previous projects that required studies, design, and coordination similar to that required for this contract.

- The person who will perform the duties of the Environmental Professional must hold a bachelor's degree or above in civil, chemical, environmental engineering, or geology; have at least three years' experience in special waste assessments and current HAZWOPER certification.
- The person who will be signing the LPC-662 must be an Illinois Licensed Professional Engineer or Professional Geologist.

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 electrical related issues (must be an Illinois Licensed Professional Engineer).
- The person who will be responsible for mechanical related issues (must be an Illinois Licensed Professional Engineer).
- 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.
- The Resident/Liaison Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must

1. Elgin O'Hare West Bypass.
2. Maintenance Facilities.
3. Systemwide.
4. On-Call and as needed.

Firms must be prequalified by IDOT in the following categories:

Special Services (Surveying)
Special Services (Electrical Engineering)
Special Services (Mechanical Engineering)
Special Services (Architecture)
Special Services (Hazardous Waste)
Special Services (Asbestos Abatement Surveys)

The Tollway will allow a prime firm to meet the prequalifications for Special Services (Electrical Engineering), Special Services (Mechanical Engineering), Special Services (Architecture), Special Services (Hazardous Waste), and Special Services (Asbestos Abatement Surveys) through a subconsultant.

In addition to the above prequalification, the Tollway prefers that the Firms (or their subconsultants) be in, and show compliance with Appraiser Management Company Registration Act (PA 097-602) enacted August 26, 2011 and effective January 1, 2012. The Tollway prefers that the Firms have the following:

Illinois Certified General Appraisers licensed per (225 ILCS 458/) Real Estate Appraiser Licensing Act of 2002.

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 of the lead relocation agent.
- The person(s) who will assume the duties for appraising.
- The person(s) who will assume the duties of review appraising.
- The person(s) who will assume the duties of negotiation.
- The person(s) who will assume the duties of land surveying.
- 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 (preferred that they have experience and knowledge of the Illinois Toll Highway Act (Toll Highway Act, 605 ILCS 10/) and they do not have to be on IDOT's Land Acquisition Services, Approved Specialty List).
- The persons or firm who will assume the duties of the lead relocation agent for specialty Right-Of-Way Acquisitions such as utilities, railroads, and existing highway (preferred they have experience and knowledge of Illinois Toll Highway Act (Toll Highway Act, 605 ILCS 10/), the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act as amended (hereinafter "Uniform Act") and the implementing regulations in 49 CFR Part 24, and they do not have to be on IDOT's Land Acquisition Services, Approved Specialty List).

Schedule: This project is scheduled to start in 2016.

This project may be managed through the Tollway's web-based project management system. If required the Consultant will 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 at the Tollway Central Administration office building in Downers Grove.

Exhibit A – Proposed Staff

PSB 15-2

Please provide the information for the following Key Project Personnel, (Key Project Personnel are defined as those specific positions identified in each PSB Item, and are subject to approval by the Tollway if they change during contract performance), including the staff from the Sub Consultants. The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel

Project Manager (Items 1, 2, 3, 5, 6, 7, 8)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Resident Engineer (Items 1, 2, 3, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Materials Coordinator (Items 1, 2, 3, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Document Technician (Items 1, 2, 3, 8)			
Name:			
Firm:			
Category:	Documentation Certificate Number		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Materials QA Technician (Items 1, 2, 4, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Controls Engineer (Item 3)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Structural Design (Items 5, 6, 7)			
Name:			
Firm:			
Category:	Illinois Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Environmental Lead (Items 5, 6, 7, 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Engineer (Items 5, 6, 7, 8)			
Name:			
Firm:			
Category:	Il Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

QA/QC (Items 5, 6, 7, 8)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer Illinois Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Exhibit A – Proposed Staff

PSB 15-2 continued

The personnel named in Exhibit A must also be listed on Exhibit D: Availability of Key Project Personnel

Other Required Key Staff:

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Required Prequalification Category**			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

*If work is being performed by a Subconsultant list firm name also.

**Note the specific function listed in the Item description for Key Personnel

Attach resumes for Key Project Personnel.

Management	Professionals	Subconsultant Professionals
Total _____	Engineers _____ Land Surveyors _____ Architects _____ Others _____ Total _____	Technicians _____ Draftsmen _____ Survey Crew _____ Clerical _____ Other _____ Total _____
Total Projected Staff		_____

III. MENTOR EXPERIENCE WITH THE PROGRAM

A. Has the Prime consultant served as a Mentor on a Tollway project completed within the last five years? If yes, list Contract #(s): YES NO
 Contract #(s)

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance:

Assistance

B. Is the Prime consultant currently serving as a Mentor on a Tollway project? If yes, list Contract #(s): YES NO
 Contract #(s)

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance:

Assistance

C. Has the Prime consultant mentored the Protégé on another Tollway project within the last five years? If yes, list Contract #(s): YES NO
 Contract #(s)

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance:

Assistance

IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM

A. Has the DBE firm ever been contracted by the Tollway as a Prime consultant? If yes, list date, Contract #, and description of scope for each project(s): YES NO

<u>Date</u>	<u>Contract #</u>	<u>Description of Scope</u>
Date	Contract	Description
Date	Contract	Description
Date	Contract	Description

III. MENTOR EXPERIENCE WITH THE PROGRAM

D. Has the Prime consultant served as a Mentor on a Tollway project completed within the last five years? If yes, list Contract #(s): YES NO

Contract #(s)

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance:

Assistance

E. Is the Prime consultant currently serving as a Mentor on a Tollway project? If yes, list Contract #(s): YES NO

Contract #(s)

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance:

Assistance

F. Has the Prime consultant mentored the Protégé on another Tollway project within the last five years? If yes, list Contract #(s): YES NO

Contract #(s)

Indicate Phase(s) of Work: MP DSE CM Other

Areas of Assistance:

Assistance

IV. PROTÉGÉ EXPERIENCE WITH THE PROGRAM

B. Has the VOSB firm ever been contracted by the Tollway as a Prime consultant? If yes, list date, Contract #, and description of scope for each project(s): YES NO

<u>Date</u>	<u>Contract #</u>	<u>Description of Scope</u>
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<u>Date</u>	<u>Contract</u>	<u>Description</u>
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<u>Date</u>	<u>Contract</u>	<u>Description</u>
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<u>Date</u>	<u>Contract</u>	<u>Description</u>
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4.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

4.3.1 Required Format for Submitting Statements of Interest

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 consultant, 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 Mentor-Protégé Program. All pre- qualifications must be obtained no later than the final date established for the receipt of Statements of Interest for any items offered.

4.3.2 All Exhibits submitted for this PSB must be current. Exhibits from previous PSBs will not be accepted.

4.3.3 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.

4.3.4 Each SOI must be submitted using the following basic format:

COVER SHEET

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

TABLE OF CONTENTS

Include Section Number and Page Numbers

OFFEROR COMMITMENT and SIGNATURE

Include the Offeror Commitment and Signature pages following the Table of Contents. These pages are shown in PART III, 3.1, and are available on the Tollway website and through this link:

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

Section 1. Executive Summary (limit 2 to 10 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 2.8 for definition of DBE) and VOSB/SDVOSBEs. Include Mentor Protégé data if applicable.
- C. Name of Project Manager.
- D. Name of Project Engineer.
- 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/SDVOSBE goal as applicable for the item. Include the proposed percentage of work to be completed by proposed DBE and VOSB/SDVOSB firms (Percentages shall match those submitted with SOI Team Spreadsheet).

Section 2. Organization Chart

Include names and titles for all Key Project Personnel

Section 3. Personnel:

Exhibit A: Proposed Staff

Please include Exhibit A as part of Section 3 and complete as follows:

	<p>identified in the item detail, for both Prime and subconsultants.</p> <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	Not required for PSB 15-2.
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 • State of Illinois 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</p>