

# PROFESSIONAL SERVICES BULLETIN 18-3

## ADDENDUM 2

*ADDENDUM 2 does change the due date or time.*

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

**Due Date: August 29, 2018**

**Successful Offerors will be notified.**

**Overall results will be posted on the Illinois  
Procurement Bulletin.**

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No. 18-3 Addendum 2

Date August 15, 2018

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



Illinois Tollway  
2700 Ogden Avenue, Downers Grove, IL 60515

**ADDENDUM NO 2  
TO  
PROFESSIONAL SERVICES BULLETIN No 18-3**

**August 15, 2018**

Addendum No 2 change the due date.. Statements of Interest are due via the e-Builder process: <http://www.e-builder.net> to the Illinois State Toll Highway Authority, by 4:30:00 p.m. Central Time, August 29, 2018.

**NOTES:**

Resulting changes are summarized here:

- Revision 1: Cover Page
  - The cover page is updated to reflect the revised due date. Change page is enclosed.
- Revision 2: Part I: The Schedule
  - 1.2.1 PSB 18-3 Summary reflects the revised due date. Change Page 2R and 3R enclosed.
- Revision 3:
  - 1.4.1 Item 1 – Resident Engineer Restriction or requirement of an Illinois Licensed Professional Engineer for this position has been removed. Change Page A-1R enclosed.
- Revision 4:
  - 1.4.2 Item 2 – Resident Engineer – Restriction or requirement of an Illinois Licensed Professional Engineer for this position has been removed. Change Page A-3R enclosed.
- Revision 5:
  - Exhibit A – Proposed Staff - Resident Engineer – Required Illinois Licensed Professional Engineer – for Items 1 and 2 removed. Change Page 20R enclosed.
- Revision 6:
  - Exhibit A – Proposed Staff - Resident Engineer – Items 1 and 2 added. Change Page 21R enclosed.
- Revision 7: Part IV: Representations and Instructions
  - 4.2 Schedule For Consultant Selection is updated to reflect the revised due date. Change page 59R is enclosed.
- Revision 8: Part IV: Representations and Instructions
  - 4.4 Submittal Instructions is updated to reflect the revised due date. Change Page 63R is enclosed.
- Revision 9: Part IV: Representations and Instructions
  - 4.4.2 Naming and Labeling Instructions is updated to reflect the revised “All submittals of your firms subject lines Must read”: Change Page 64R is enclosed.
- Revision 10: Part IV: Representations and Instructions
  - 4.4.4 Instructions for e-Builder Submittal have been revised and Labeling Instructions is updated to reflect the revised “All submittals of your firms subject lines Must read”: Change Page 64R and 64R.a are enclosed.
- Questions:
  - The following questions were received in the e-Builder SOI Mailbox and are addressed below. Resulting changes are summarized below:

**QUESTIONS:** The Tollway has received the following questions to PSB 18-3 via the e-Builder SOI Mailbox. The Tollway offers the following responses:

**Question 1:** We understand the subject line for each item must include “ConsultantsInitials” – what are these? Are we to assume they are the first letter of each word in the company’s

- 2 name? For example, Smith Engineering Company's initials would be SEC within that subject line?

**Response: The correct naming convention is:  
SOI\_FirmCode\_PSB18-3-CompanyName-Item#\_MMDDYYYY.**

PSB No 18-3, Section 4.4 Submittal Instructions, Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 2. Please note that documents should be submitted as separate documents in e-Builder.

**Question 2:** Do we have to enter in the following information within each item we are submitting on? For example – if we are submitting on three items, do we need to enter in the following data multiple times under each item “process” we are submitting on?

- a. ISTHA – Total Fee All Projects (000's)
- b. ISTHA – Total Fee Remaining All Projects (000's)
- c. Etc.

**Response:** Yes

**Question 3:** Do consultants have to upload attachments such as the elections cert, Exhibit C, and Forms A or B disclosures within every item submitted? These forms don't change per item – do they have to be uploaded multiple times if we are submitting on multiple items?

**Response:** Yes

**Question 4:** Within e-Builder, it is required with a red asterisk that we attach the Standard Business Terms and Conditions under each SOI submittal. We are also required to attach Form A or B Disclosures under each SOI submittal. The bulletin, however, says on Page 63 in the table that the Standard Terms and Conditions are to be attached to the Disclosures (“DS”) document. Do you want the Standard Terms and Conditions uploaded under each item in e-Builder separately, as required by a red asterisk and attached to the Form A or B disclosures?

**Response:** The Illinois Tollway Standard Terms and Conditions are to be attached at the end of your Forms A or Forms B submittal.

**Question 5:** In e-Builder, under Required Documents, there is a directive that says: “Other documents (such as resumes, etc.) in addition to the ones listed below may be required for a specific PSB Item response. Attach all additional documents on the Attached Documents tab.” Are key personnel resumes to be attached under the “Attached Documents” tab, and should they be all combined into one file, or individually? This is confusing, however, as the bulletin on Page 63 in the table says “Exhibit A – submit with resumes attached.” Do you want Exhibit A uploaded into e-Builder with resumes attached, or do you want resumes attached in the Attached Documents tab – or both?

**Response:** Resumes must be attached with Exhibit A

**Question 6:** Page 64 of bulletin under Disclosure Forms says to title the file as SOI Firm Name Code followed by DS (example: abcDS.pdf.) Then on the very next bullet is lists another example: abcDS\_18-3\_DS. Do we include “18-3” in the file name or not? These conflict. The same naming conflict is present on the same page under how items are submitted (abc02.pdf vs. abc02\_18-3\_02 – both examples are given – which is it?).

- 3 **Response:** PSB No 18-3, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 2. Please note that documents should be submitted as separate documents in e-Builder.

**Question 7:** In e-Builder, under Required Documents, there is a directive that says “All documents must have file names that begin with a firm code name and conform to the Tollway's naming convention. Example: FIRMCODE\_PSB#\_ITEM#\_DocumentTitle\_MMDDYYYY. So, the “DocumentTitle” portion would be the form name, i.e. FIRMCODEDS or FIRMCODEWL, etc. – correct?

**Response:** The correct naming convention is: **SOI\_FirmCode\_PSB18-3-CompanyName-Item#\_MMDDYYYY.**

PSB No 18-3, Section 4.4 Submittal Instructions, Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 2. Please note that documents should be submitted as separate documents in e-Builder.

**Question 8:** In e-Builder, the subject line example to follow is: SOI\_FirmCode\_PSB#-CompanyName-Item#\_02052018. But in the bulletin on page 64, the subject line example to follow is: SOI\_FirmCode\_ConsultantsInitials\_PSB#-CompanyName-Item#\_MMDDYYYY. Do we include “ConsultantsInitials” in our subject line or not?

**Response:** Please refer to the answer for questions 7.

**Question 9:** In e-Builder it says to name all files by the naming convention: FIRMCODE\_PSB#18-3\_ITEM#\_DOCUMENTTITLE\_MMDDYYYY. Is that required for just the additional “Required Documents” – not the Exhibit A, B, C, D, E, F, etc...? Those forms have to be named, for example: FIRMCODEWL, or FIRMCODEDS, etc., correct? Not SOI\_FIRMNAME\_PSB#18-3\_DOCUMENTTITLE\_MMDDYYYY?

**Response:** Please refer to the answer for questions 6.

**Question 10:** In the bulletin, starting on page 60, we are instructed to organize the SOI using the following basic format: Cover page, Offeror Commitment and Signature Page following the cover sheet, Executive summary, org chart, Exhibit A, Resumes, Exhibit D, Relevant Project Experience, Exhibit B, Exhibit E, Exhibit F. However, in e-Builder there are dropdowns to separately attach Exhibits A, D, E, F and the Offeror Commitment form. Do you want those uploaded individually \*and\* also attached to the SOI document itself?

**Response:** Yes

**Question 11:** We request that the Illinois Tollway allow teams to meet the prequalifications on 18-3 Item #9 (RR-18-9210) Intelligent Transportation Systems (ITS) Services Upon Request for **Special Studies (Mass Transit)** and **Special Studies (Safety)** through the subconsultant teaming partners. Allowing this modification will open the door for additional team submittals including submittals led by Disadvantage Business Enterprises.

**Response:** The Tollway will keep the prequalifications as described in the PSB.

**Question 12:** I am trying to click on this link in the SOI and it's not working. Do you have to be registered in eBuilder to watch the instructional video?

4 **Response:** A correction for this link was made in Addendum No 1. **PSB SOI Webinar video:**  
<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=35&tid=222>

**Question 13:** Under Section 2.1 conflicts of interest are discussed as it relates to the PMO, CE and TE, are there potential conflicts of interest for the Design Section Engineer, Design Corridor Manager, Construction Corridor Manager and/or the Owners Representative for the Tri-State Tollway?

**Response:** If there are potential conflicts of interest, they would need to be disclosed. It is the responsibility of the selected Prime consultant to avoid conflicts of interest.

**Question 14:** For Item #1 Key Personnel, can the person who assumes role as Project Manager and the person who assumes role as Resident Engineer be the same individual?

**Response:** Yes

**Question 15:** For item 7, does the prime need to be prequalified in Geotechnical Services (Subsurface Explorations) or can a subcontractor be prequalified in Geotechnical Services (Subsurface Explorations)?

**Response:** The prime must be prequalified in Geotechnical Services (Subsurface Explorations).

**Question 16:** We have studied the Tollway Bulletin 18-3 and do not see any language prohibiting a prime on a particular design section from being a construction subconsultant for CM services for the same section, or a subconsultant on a design section from being a prime (CM) on the same construction section. Is this correct?

**Response:** If there is a conflict of interest, it would need to be disclosed. It is the responsibility of the selected Prime consultant to avoid conflicts of interest.

**Question 17:** Will Item 10 require a geotechnical subconsultant and drilling services?

**Response:** No.

**Question 18:** Per the PSB, the Illinois Tollway Standard Terms & Conditions are to be submitted in the Disclosures file (DS) per page 63 General Instructions grid. For a teaming arrangement, disclosures for each team member are to be submitted separately using their individual FIRM name code, not the team name code per page 64. Should each team member submit individual Illinois Tollway Standard Terms and Conditions and include them with the Disclosure file (ie: two separate Terms and Conditions)?

**Response:** PSB No 18-3, Section 4.3 Guidelines for Submitting Statements of Interest (SOI), Section 4.4.1 General Instructions, Section 4.4.2 Naming and Labeling Instructions, and Section 4.4.4 Instructions for e-Builder Submittal have been revised in this Addendum No 2. Please note that documents should be submitted as separate documents in e-Builder.

**Question 19:** Section 4.3.4 states to include Section Number and Page Numbers in the Cover Sheet. Can you please clarify what this is referring to? Looking back at previous Bulletins this paragraph fell under the Table of Contents, which has now been deleted.

5 **Response:** Section number and Page Numbers are not required on the cover sheet.

**Question 20:** In e-Builder for each item, there is a required field to enter “Percentage Commitment of DBE on Project for Subs”. Is that to include only DBE firms, or does it need to include all DBE, MBE and WBE firms we are utilizing, as the goals for each item include these three types of firms? For example, we have subconsultants that are only MBE-certified and will meet part of the D/M/WBE goal for the item we are pursuing, but e-Builder’s notation to list only DBE is confusing – do we count the MBE firm’s participation in this tally or not, because they are not DBE?

**Response:** It includes all types DBE, MBE and WBE Firms.

**Questions 21:** For items #1 & #2, the PTB requires the Resident Engineer to be an “Illinois Licensed Professional Engineer” and the remaining CM opportunities on PSB 18-3 do not have this requirement. Also, on previous PSB’s this requirement was waived by addendum. If the proposed Resident Engineer has the requisite experience, engineering background, and proven track record, will that Resident Engineer be acceptable without a license?

**Response:** For items 1 and 2, the Tollway will allow a Resident Engineer to be a non-Illinois Licensed Professional Engineer.

**Question 22:** I hope this email finds you well. I was wondering if you could send me the bid document for the Intelligent Transportation System Bid?

**Response:** Please go to [https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3\\_Final\\_08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0](https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3_Final_08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0)

**Question 23:** Items 1 and 2 require the Resident Engineer be a licensed PE. The other construction management Items do not have this requirement. The PE license is a new requirement for the Resident Engineer position and is not consistent with past PSBs. This new requirement was not previously communicated or discussed with industry. Teams and preliminary organization charts were planned based on the PSB Outlook information and past Tollway practices. In addition, there will be many well-qualified Resident Engineers who will not be eligible that will limit the talent pool because of this new requirement. Item 11 appears to be more complex and larger than Item 2 and the Resident Engineer is not required to have a PE on Item 11. So, it doesn’t appear the new requirement is applied uniformly. Can the Tollway remove this requirement on Items 1 and 2? The PE requirement can be used in future PSBs and this will allow industry time to react and plan accordingly.

**Response:** Please see response to Questions 21.

**Question 24:** I would like to submit questions to the Intelligent Transportation System bid # 22042820:

The description mentions preparation of contract documents for ITS related work such as the CCTV program. How does the THA plan on procuring the camera system (state contract, RFP) and when?

I know that this RFP is for Phase I/II and III but RFP #22041931 for Intelligent Transportation Systems (ITS) Services Upon Request is for Phase II and III. What is the status of RFP #22041931?

What vendors responded to the Intelligent Transportation System (ITS) CCTV Cameras RFI #16-0132?

**Response:** These questions can be addressed at the time of negotiations.

- 6 **Question 25:** I hope this email finds you well. I was wondering if you could send me the bid document for the Intelligent Transportation System Bid?

**Response:** Please go to

[https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3\\_Final\\_08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0](https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3_Final_08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0)

**Question 26:** I hope you are doing well. I wanted to reach out to you regarding this opportunity. Is this opportunity just for a pre-qualified pool? If so, how can our company become a part of this pool of companies?

**Response:** Please got to

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

**Question 27:** If this opened to all companies, where can I find the additional requirement and information regarding the bid?

**Response:** Please go to

[https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3\\_Final\\_08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0](https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3_Final_08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0)

**Question 28:** I saw the solicitation below and we are interesting in bidding this project. How do I go about getting bid documents?

Project ID #4357405

Solicitation # 22042819

Description

This is a service / maintenance or supply contract in Downers Grove, Illinois. Contact the soliciting agency for additional information.

This project has a 10.0% D/M/WBE participation goal.

Engineering services are required to provide utility location and identification assistance services on an upon request basis for the entire Tollway system.

The Tollway will require the adjustment of utility facilities within its ROW to avoid conflicts with construction work. Utility relocation for highway construction projects requires that special problems be addressed and properly managed to avoid costly delays during the construction process.

The consultant will present a common and consistent point of coordination between the Tollway Utility Group, utility company and the project design team. The consultant will monitor information flow and review the development and content of the plans as they relate to the design of utility work. Consultant support is needed to minimize the time to construction for utility work and avoid delays during the improvement project.

The selected engineering consultant will help develop and refine procedures, use existing resources and provide support to Tollway staff to help manage the utility location and identification process. Complete requirements for the consultant will be fully defined in a Scope of Work.

Services include the utilization of ASCE 38 "Standard Guideline for Collection and Depiction of Existing Subsurface Utility Data." Responsibilities include highly efficient, nondestructive engineering incorporating civil engineering, surface geophysics, surveying and mapping, nondestructive vacuum excavation, and asset management technologies to identify and classify quality levels of existing subsurface utility data as well as map the locations of the underground utilities. The projects will involve research, field investigations, test holes, plotting design, engineering analysis and recommendations relative to impacts on existing or proposed utilities. The consultant must be able to complete the following four levels of subsurface utility engineering:

**Level A:**

Precise horizontal and vertical location of utilities obtained by the actual exposure and subsequent measurement of surface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to minimize the potential for utility damage. A precise horizontal and vertical location, as well as other utility attributes, is shown on plan documents. Accuracy is typically set to 15-mm vertical and to applicable horizontal survey and mapping accuracy as defined or expected by the project owner.

**Level B:**

Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Quality level B data should be reproducible by surface geophysics at any point of their depiction. This information is surveyed to applicable tolerances defined by the project and reduced onto plan documents.

**Level C:**

Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to quality Level D information.

**Level D:**

Information derived from existing records or oral recollections.

The consultant is also required to have the following:

Experience in researching the location of utilities, above and underground.

1. Knowledge of the equipment/techniques necessary to locate the utilities.
  - a. Surface geophysical techniques, such as, electromagnetic, magnetic, sonic, etc.
  - b. Excavation by use of test holes using vacuum excavation or comparable non-destructive equipment.
2. The ability to determine the extent the proposed roadway improvement impacts the existing utilities.
3. The ability to provide staff and equipment for simultaneous projects at multiple locations.
4. The ability to provide staff and equipment for simultaneous projects at multiple locations.

The method of contractor selection has not been determined at this time.

**Response:** Please go to

<https://www.illinoistollway.com/documents/20184/694555/01+PSB+18-3+Final+08062018/d8fc18c2-372b-487e-9f10-8013a7a6120f?version=1.0>

**End of Questions**



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## PART I: THE SCHEDULE

### 1.1 CONTACT INFORMATION

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

PSB 18-3 Hotline : (630) 241-6160

PSB 18-3 eBuilder Training:

<http://www.onlineregistrationcenter.com/registerlist.asp?m=176&p=134&group=35&tid=222>

PSB 18-3 Tech Support: [e-builder@getipass.com](mailto:e-builder@getipass.com)

### 1.2 OFFICIAL NOTICE

**EFFECTIVE IMMEDIATELY:** Professional Services Bulletin (PSB) 18-3 responses will be submitted via the Illinois Tollway's Web-based Program Management System (e-Builder). See below for additional details.

PSB 18-3 is the official notice of needed professional services for the Illinois State Toll Highway Authority ("Illinois Tollway", "Tollway"), as authorized by the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, 30 ILCS 535. 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 18-3, including all Exhibits and forms, is available on the Tollway's website at: <https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards>. 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.

#### 1.2.1 PSB 18-3 Summary

Information for the e-Builder process for PSB 18-3 can be found in the Public Folder at:

<https://app.e-builder.net/public/PublicFolderView.aspx?FolderID={dc0355ee-4323-458e-91b5-547c6655b5f5}>

You will need the following before you can submit an SOI in e-Builder:

- Webinar Training (see the e-Builder Public Folder link listed above)
- Security Key (see Section 4.4 Submittal Instructions)
- e-Builder Login ID (see Section 4.4 Submittal Instructions)
- Firm Code Name (see Section 4.4 Submittal Instructions)
- e-Builder link to PSB 18-3 SOI process: <http://www.e-builder.net>

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 18-3.02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-3.02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal due date of August 29, 2018. The subject line should read: PSB 18-3 Question. Answers will be addressed via an Addendum published on the IPB. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: [e-builder@getipass.com](mailto:e-builder@getipass.com) or e-Builder PSB SOI Hotline: (630) 241-6800, ext. 6160.

This is not an invitation for bids. Firms properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Tollway via the e-Builder PSB 18-3 SOI process located at the following: <http://www.e-builder.net>

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.

PSB SOI e-Builder submittals must be received by August 29, 2018, 4:30:00 P.M. Central Time (CT). All e-Builder PSB SOI submittals received on or before August 29, 2018 4:30:00 P.M. Central Time (CT) an e-Builder confirmation notification. Any attempted submittals after that time will be returned via an e-Builder notification and considered late. Late submittals will not be accepted by the Tollway.

### **1.3 Acceptance of Scanned Signatures**

Unless otherwise specified, the parties agree that proposals, contracts, certifications and disclosures, and other contract related documents to be entered into in connection with the resulting contract will be considered signed when the signature of a party is delivered by scanned image (e.g. .pdf or .tiff file extension name) as an attachment to the e-Builder PSB SOI process. Such scanned signature will be treated in all respects as having the same effect as an original signature.

#### 1.4.1 Item 1. I-18-4411, Tri-State Tollway, Bridge Reconstruction, Mile-Long Bridge (M.P. 21.5 ), Construction Management Services

This project has a 26.0% D/M/WBE participation goal and 2.0% VOS/SDVOSBE participation goal. Phase III engineering services are required for the construction inspection, and supervision on the Tri-State Tollway for all construction contracts associated with the Mile Long Bridge in Cook County, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Construction estimate: Over \$400,000,000.

Firms must be prequalified by IDOT in the following categories:

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

The Tollway will allow a prime consultant to meet the prequalifications for Structures (Highway: Complex) and Highways (Freeway) through a subconsultant.

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

- The person who will assume duties as Project Manager for all aspects of the work 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 roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This project is scheduled to start in 2019.

**1.4.2 Item 2. I-18-4412, Tri-State Tollway, Bridge Reconstruction, Burlington Northern Santa Fe (BNSF) Railroad Bridge (M.P. 26.6)**

This project has a 23.0% D/M/WBE participation goal and 2.0% VOS/SDVOSBE participation goal. Phase III engineering services are required for the construction inspection, and supervision on the Tri-State Tollway for all construction contracts associated with the Burlington Northern Santa Fe (BNSF) railroad bridge in Cook Counties, Illinois. The Tollway may adjust the project limits and project scope to more accurately reflect the field conditions.

The Consultant will perform on-site inspection, review layout of contract including design changes, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates and change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with Tollway specifications. The Consultant may be required to review and make comments on Pre-Final Design Plans submitted to the Tollway for constructability. The Consultant must complete and submit final measurements, calculations and final contract documents to the Tollway no later than six (6) weeks after completion of Punch List for the project.

Construction estimate: Category C.

Firms must be prequalified by IDOT in the following categories:

**Special Services (Construction Inspection)  
Structures (Railroad Bridges)  
Highways (Freeways)**

The Tollway will allow a prime consultant to meet the prequalifications for Structures (Railroad Bridges) and Highways (Freeway) through a subconsultant.

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

- The person who will assume duties as Project Manager for all aspects of the work 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 roadway design related issues (must be an Illinois Licensed Professional Engineer).
- The Resident Engineer
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Document certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.

Schedule: This project is scheduled to start in 2019.

## Exhibit A – Proposed Staff PSB 18-3

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 thru 6, 9 thru 11)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Manager (Item 8)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Project Engineer (Items 3, 9, 10)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Structural Design (Items 1, 2, 10, 11)			
Name:			
Firm:			
Category:	IL Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Roadway Design (Items 1, 2, 9 thru 11)			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

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

Materials Coordinator (Items 1 thru 6, 11)			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

Document Technician (Items 1 thru 6, 9, 11)			
Name:			
Firm:			
Category:	Documentation Certification Number- IDOT class S-14		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

## Exhibit A – Proposed Staff PSB 18-3, continued

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

<b>Materials QA Technician (Items 1 thru 6, 11)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Resident Engineer (Items 1,2, 4, 5, 6, 9, 11)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Resident/Liaison Engineer (Item 3)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>QC/QA Structure (Item 3 and 10)</b>			
Name:			
Firm:			
Category:	IL Licensed Structural Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Electrical Design (Item 3)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Mechanical Design (Items 3, 9)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Geotechnical Lead (Item 3)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer or 5 years related experience		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>QC/QA Roadway (Items 3 and 10)</b>			
Name:			
Firm:			
Category:	IL Licensed Professional Engineer		
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Project Controls Engineer (Item 9)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

<b>Equipment Coordinator/Inspector (Item 9)</b>			
Name:			
Firm:			
Category:			
License #:			
Year Registered:		State:	
Office Address:			
City:		State:	

## PART IV: REPRESENTATIONS AND INSTRUCTIONS

### 4.1 SELECTION CRITERIA

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

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

- Related experience and technical competence of the personnel and experience of the firms and/or Subconsultants proposed.
- Familiarity of the firm and any proposed subconsultants with the work described in the Item. Particular attention will be given to appropriate cost saving measures and innovative ideas that will benefit the Tollway.
- Ability to complete the work in the time required and the firm's existing workload.
- Commitment and availability of Key Personnel during the term of the contract.
- Proposed method of accomplishing the project's objectives.

Consideration will also be given to the quality and scope of DBE (Reference Section 2.5 for definition of "DBE"), VOSB/SDVOSBE and Partnering for Growth (formerly Mentor Protégé proposals).

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

### 4.2 SCHEDULE FOR CONSULTANT SELECTION

The Tollway anticipates selecting consultants based on this estimated schedule:

Task	Date Due
Publish	August 6, 2018
Complete Statements of Interest (SOIs) are due no later than 4:30:00 pm CT on this date, including all required Attachments/Exhibits as specified in this PSB.	August 29, 2018
Qualifications Review Complete	September 14, 2018
Tier 1 Scoring Due	September 23, 2018
<b>Selection Committee Meeting:</b>	October 5, 2018
Board Approval – A copy of the subcontract agreement, if required, within fifteen (15) days after execution (generally the Notice to Proceed date) of the contract if selected, or after execution of the subcontract, whichever is later, must be submitted to the State Purchasing Officer (SPO) through the Executive Manager of Engineering at: 2700 Ogden Ave., Downers Grove, IL 60515	November 29, 2018 and December 20, 2018
Notice to Proceed	TBD



The preparation of the SOI for submittal in e-Builder must be prepared by one individual, i.e., one individual's login ID. Each individual has access only to the e-Builder PSB SOI process instance that is being created by the individual. Each e-Builder PSB SOI process instance can only be seen by the individual that created it.

One SOI is required for each PSB item.

All questions related to this PSB must be submitted electronically through the e-Builder SOI Mailbox at [PSB 18-3.02 Questions and RFIs@docs.e-builder.net](mailto:PSB_18-3.02_Questions_and_RFIs@docs.e-builder.net) at least 10 days prior to the submittal date of August 29, 2018. The subject line should read: PSB 18-3 Question. Answers will be addressed via an Addendum published on the IPB. For e-Builder technical questions, please contact the e-Builder PSB SOI Helpdesk: [e-builder@getipass.com](mailto:e-builder@getipass.com). Please call if you need assistance: (630) 241-6800, ext. 6160.

This is not an invitation for bids. Firms properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Tollway via the e-Builder PSB 18-3 SOI process located at the following: <http://www.e-builder.net>

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 e-Builder submittals must be received by August 29, 2018, 4:30:00 P.M. Central Time (CT). Any submittals received after that time will be returned via an e-Builder notification and considered late. Late submittals will not be accepted by the Tollway.

**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 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.
- The Word and/or PDF documents available on the Tollway website are labeled as follows:

SOI	
State of Illinois Standard Business Terms and Conditions	Submit with Forms A or Forms B Disclosures
Board of Elections Certificate	Submit separately
Forms A or Forms B Disclosures	Submit as DS attach IL Standard Terms and Conditions.pdf
Exhibit A.doc	Submit with resume's attached
Exhibit B.doc	Submit if required
Exhibit C.doc	Submit as WL.pdf
Exhibit D.doc	Submit separately
Exhibit E. Partnering for Growth Program (DBE)	Submit separately
Exhibit E. Partnering for Growth Program (Vet)	Submit separately
Exhibit F. VOSB/SDVOSBE Utilization Plan and Letter of Intent	Submit separately
Offeror Commitment and Signature	Submit separately
Security Key Request	Submit to <a href="mailto:ebuilder@getipass.com">ebuilder@getipass.com</a>

- 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.

#### 4.4.2 Naming and Labeling Instructions

- The Tollway requires electronic submittals for the Professional Services Bulletin's Statements of Interest via the established e-Builder PSB process. 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 Consultant 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 Lisa Pierotti at (630) 241-6800, extension 3362, for an assigned 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. Please contact Lisa Pierotti at (630) 241-6800 extension 3362, for an assigned SOI Firm Name Code.
- All submittals of your firm's subject lines MUST read:  
**SOI\_FirmCode\_PSB18-3-CompanyName-Item#\_MMDDYYYY.**

#### 4.4.3 Instructions for Submitting the SOITEAM Data

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

- Vendors are required to complete the SOITEAM data section for each Item, completing all columns shown for the Prime Consultant, and for every subconsultant that is being proposed. **Do not enter "TBD" or enter a range of percentages, and do not leave blank cells.**
- For each subconsultant, the Prime's full legal firm name must be entered in the first column. The SOITEAM Data section is to be completed for each Item for which your firm is submitting an SOI.
- NOTE: If a firm is submitting as a prime and also as a Team lead for one or more teams, a separate SOI and the SOITEAM data information must be submitted for each. **DO NOT** combine SOITEAM data information for unique offers / entities.

#### 4.4.4 Instructions for e-Builder Submittal

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

- Each attachment must be labeled as indicated below:
  - 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 through 99). (Example: abc02.pdf). SOI's submitted on behalf of a Teaming Agreement should use the team's unique 2-6 character SOI Team Name Code (Example: abc\_TM02.pdf).
  - abcTC is the attachment label for the Illinois Tollway Standard Business Terms and Conditions.
  - abcBOE is the attachment label for the Illinois Board of Elections Registration document.
  - For your firm's Disclosure Forms (Forms A or Forms B) 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.
  - 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. NOTE: Firms previously assigned a JV code name may be allowed to use this designation for historical consistency, but should confirm with the Tollway.
  - abcExA is the attachment label for Exhibit A – Proposed Staff – Key Project Personnel.
  - If required, abcExB is the attachment label for Exhibit B – Location/Design Studies – Environmental Questionnaire.
  - 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).
  - abcExD is the attachment label for Exhibit D – Availability of Key Project Personnel.
  - abcExE.DBE is the attachment label for DBE Partnering for Growth Program Plan.
  - abcExE.VOSB is the attachment label for VOSB Partnering for Growth Program Plan.
  - abcExF is the attachment label Veteran Small Business Participation and Utilization Plan.
  - abcOCS is the attachment label for Offeror Commitment and Signature Form.
  - DBE.VET.Certs is the attachment label for DBE and VOSB/SDVOSB Evidence (certifications).
- Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files must then be converted to a PDF.

- Detail Descriptions of Attachments for electronic e-Builder submittal:
  - abc02, abc09 and abc24 are the Statements of Interest for the submitted Items (see Section 4.3.4 for the SOI basic format).
  - 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). The word file “Certification Disclosure Forms.doc” includes all certification forms, the Disclosure of Business Operations in Iran and the Delinquent Debt Form. If your firm is registered on the IPG, include your IPG registration number
  - abcExA – Proposed Staff – Key Project Personnel.
    - a. Include resumes for Key Project Personnel proposed for the project (Prime firm and subconsultants for those specific positions identified in the PSB item description). Resumes for each individual should not exceed two (2) pages and should include only relevant experience for the specific Item.
    - b. List the Key Project Personnel to match the required prequalification categories and any additional personnel requirements designated in the Bulletin Items. (Include firm name if work is to be completed by a subconsultant).
    - c. QC/QA personnel must be different individuals than staff preparing the documents. Construction Management Services require the names and resumes of Certified Record Documentation Reviewers and Inspectors that will be assigned to the project. Specific requirements are explained in the Phase III Items.
  - abcExD – Availability of Key Project Personnel. Firms must show the percentage of time identified Key Project Personnel will be available to work on the project described in each Item. We request a Word document saved in .pdf format to be completed with the relevant information.
  - abcWL is the Exhibit C – Current Obligations Form. One copy of the Current Obligations Form is required per Offeror / Team. The instructions shown on page one should not be included in your submittal.