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PROFESSIONAL SERVICES BULLETIN 26-3

Addendum No. 4

Addendum No. 4 does not change the due date or time.

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

Due Date: October 21, 2026

Successful Firm(s) will be notified.

Overall results will be posted on the Illinois Chief Procurement Officer's eProcurement System at: https://www.bidbuy.illinois.gov/

Professional Services Bulletin

No. 26-3 Addendum No. 4 October 8, 2026

ILLINOIS TOLLWAY website: www.illinoistollway.com

Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

ADDENDUM No. 4

PROFESSIONAL SERVICES BULLETIN No. 26-3

REVISION DATE: October 8, 2026

Addendum No. 4 does not change the due date or time that Statements of Interest are due. Statements of Interest are due via the Trimble Unity Construct process: https://app.e-builder.net/ to the Illinois State Toll Highway Authority by 4:30:00 PM Central Time, October 21, 2026.

The following revision is being made via Addendum No.4 to Professional Services Bulletin (PSB) No. 26-3. The bulletin is being reissued in its entirety with change noted and shall supersede all prior versions. If you downloaded the bulletin prior to the noted Addendum/Revision Date, you should incorporate the revisions or download and use a new copy of the bulletin.

The revision being made through this addendum includes the following:

- **Contract specific selection criteria and weighting are included in Section 3.1**
- **Contract specific Statement of Interest (SOI) Formatting Instructions are included in Section 3.3.2.3**
- **Exhibit A – Key Personnel Instructions have been updated and are included in Section 3.4.4**
- **Page limits, where indicated, will be strictly enforced.**

Section 1.4.1.6.2.2 Recommended Biographical Narrative Format has been added.

QUESTIONS: The Tollway has received the following questions pertaining to PSB 26-3 via the SOI Mailbox. The Tollway offers the following responses:

Question 1: Will the oral presentations be open to the public/industry? If so, will there be a closed/executive session to discuss confidential portions of our SOI?

Answer: No. Oral presentations will not be open to the public.

Question 2: Will the PMO manage any Job Order Contracting (JOC) work?

Answer: See Section 1.5.1 Item 1: I-26-2900, PMO Contract—Program Management Office and Technical Administrative Services. It is not anticipated that the selected consultant will directly oversee or manage the Job Order Contracting (JOC) work. Coordination with the JOC PMO consultant may be required, however it is not expected to be on a frequent basis.

Question 3: Please define the “Workforce Equity, Development and Compliance” category of the Selection Criteria listed in Section 3.1 of the bulletin.

Answer: See revisions to 3.1 SELECTION CRITERIA.

Question 4: Section 3.3 states that any Prime Consultant or subconsultant must be prequalified by IDOT in the category of work they are performing. Item 1 includes deliverables such as training materials, the Knowledge Repository Index, document control support, and communications and outreach coordination.

Does a subconsultant performing only non-engineering services of this type require an IDOT prequalification category, and if so, which category applies?

Answer: Refer to section 1.4.1.6.1 of the item description regarding prequalification(s).

Question 5: For the required one-page Organizational Chart, would the Illinois Tollway allow proposers to utilize an 11"×17" page format in lieu of a standard 8.5"×11" page?

Answer: Yes. See revisions to Sections 3.3.2.3.

Question 6: Page 6 of the PSB states that Foundational Contracts prohibit the PMO, CE, and TE consultants from performing new services for the Illinois Tollway during the term of the respective contract, including any extensions. Please clarify whether this restriction applies only to the Prime Consultant or also to Subconsultants included on the PMO team. Similar language appears in the tentative PSB Look-Ahead Schedule.

Answer: The restriction only applies to the Prime firm. Conflicts of interest should be addressed in Section 1: Executive Summary of the Statement of Interest as described in Part 3.3.2.3. During the term of the Foundational contract, the Prime must indicate how any actual or potential conflict of interest will be managed via their Consultant Quality Program (CQP) submittal. The CQP must be updated during the course of the contract should any new conflicts, or potential conflicts, arise.

Question 7: Sections 1.4.1.1 and 2.1 say the selected Consultant may not perform new services for the Tollway while the PMO contract is in effect. For a Team submittal under Section 2.8:

(a) Does this apply to the Team Lead only, to every Team member, or also to subconsultants?

(b) May work continue under Tollway contracts awarded before the PMO award, including new task orders under those contracts?

Answer: a) The restriction applies to every Team member, not subconsultants.

b) Yes. See answer to question 6.

Question 8: Section 3.1 gives Workforce Equity, Development and Compliance 20 of the 100 points, but Section 3.3.2.3 provides no SOI section or pages for it.

(a) Will the Tollway add a Section 6: Workforce Equity, Development and Compliance (suggested limit: 2 pages), in addition to the page limits for Sections 1–5?

(b) If not, is this criterion scored only on the SOITEAM data, Exhibits E, F and H, and certification letters, or also on narrative in Sections 1–5? If narrative counts, which section should it go in?

Answer: No, an additional section will not be added. See revisions to 3.1 SELECTION CRITERIA. All submitted Statement of Interest documents and data are considered during the PSB selection process.

Question 9: For the 28% D/M/WBE goal, does work self-performed by a Team Lead that is a certified M/WBE count toward the goal? If so, is the credit based on the one D/M/WBE category the Team Lead selects under Section 2.8?

Answer: Yes. See Section 2.5

Question 10: The Exhibit H Letter of Intent asks for a percentage and a dollar amount. This is a

qualifications-based selection with no published contract value.

(a) May a Letter of Intent show the percentage only, matching the SOITEAM data, and leave the dollar amount blank?

(b) Does the same answer apply to the Exhibit F Letter of Intent?

Answer: Yes

Question 11: In reference to form 07 DBE_VOSB Partnering for Growth Exhibit E, III. Statement of Commitment: If the proposed mentor is part of a Joint Venture team, should the mentor firm's representative sign the Mentor portion of the form, or should the Prime Consultant entity submitting the SOI execute the signature on behalf of the team?

Answer: Exhibit E should be signed by the designated Team member Mentor representative serving in that capacity.

Question 12: Exhibit H Section 6.2.3 says that when a DBE is a joint venture participant, the joint venture agreement must be submitted with the DBE Utilization Plan. PSB Section 2.8 says the Teaming Agreement is due within 10 business days after contract negotiations conclude. For a Team submittal, must the Teaming Agreement be submitted with the SOI, or only after negotiations?

Answer: See Section 2.8. “A Teaming Agreement, signed by all members, MUST be submitted within ten (10) business days after contract negotiations have concluded and prior to award of the contract by the Illinois Tollway Board of Directors.”

Question 13: Section 3.3.2.3 sets page limits for each SOI section. Please confirm:

(a) Do a cover, cover letter, table of contents or section dividers count toward the limits?

(b) Does the Conflict of Interest Statement count toward the one-page limit for Section 1?

(c) Are appendices allowed outside the limits?

(d) Is there a minimum font size or margin?

Answer: a) Yes. See Section 3.3.2.3
b) No
c) No. See Section 3.3.2.3
d) No. See Section 3.3.2.3

Question 14: Section 1.4.1.6.2 lists six Key Personnel roles and says they may be employees of any firm within the team. Please confirm:

(a) May one person be proposed for more than one role?

(b) For roles that require an Illinois Licensed Professional Engineer, must the license be held by the SOI due date or by Notice to Proceed?

Answer: a) Yes
b) Key Personnel proposed are required to hold specified licenses at the time of SOI submittal.

Question 15: SOI Section 4 asks for three to five projects within the past 10 years. Please confirm:

(a) Are ongoing projects eligible?

(b) Is the 10-year window measured from project completion or from any work within the period?

Answer: a) Yes
b) Project work within the 10-year period is acceptable.

Question 16: Section 1.4.1.6.1 says the staffing narrative must not include staffing quantities or level of effort. Exhibit D asks for the percentage of time each Key Personnel member is available. Should Exhibit D still show those percentages?

Answer: Exhibit D should demonstrate percentages of time for Key Personnel.

Question 17: Section 1.4.1.6.3, item 5 covers support and maintenance of the Central Engineering Payment System (CEPS).
(a) Does the Tollway expect software development resources (for example .NET/Blazor, SQL Server, Azure), or process oversight and user support only?
(b) Is the WBPM Administrative Consultant referenced in Section 1.4.1.5.2 procured under a separate contract?

Answer: a) The selected firm should have technical expertise as described to update, as necessary, and support the maintenance and management of the system.
b) Yes

Question 18: Are Key Personnel expected to work full-time at the Central Administration building?

Answer: Key Personnel as listed in the Item Description are not restricted to being located at the Central Administration building. See Section 1.4.1.6.2.1

Question 19: Will the Tollway revise the PSB Look-Ahead Schedule so that PSB 26-3 selection is known prior to the PSB 26-4 SOI publish date?

Answer: No, the Tollway does not intend to make any further changes to the schedule.

Question 20: Can the Tollway publish the PSB 26-3 selection committee members?

Answer: The selection committee members will be published with the selection results.

Question 21: Will all short-listed firms present on the same day?

Answer: The intent is to schedule all presentations on the same day subject to schedule and availability. Final scheduling will be determined after Statements of Interest are due.

Question 22: Can the Tollway commit to not having interviews on Monday, November 30, 2026 – the day after the Thanksgiving Holiday weekend?

Answer: The Tollway does not plan to hold interviews on November 30, 2026.

Question 23: Can the Organization Chart be 11” x 17”?

Answer: See response to Question 5.

Question 24: For a Team submission under PSB 26-3, please confirm whether the restriction on performing other new services for the Illinois Tollway applies only to the Team Lead / Prime Consultant upon selection, or whether the restriction also applies to non-lead Team members and subconsultants.

Answer: The restriction applies to Team Lead/Prime and non-Lead Team members, not subconsultants.

UNIQUE TO THIS PSB

An optional Virtual or In-Person Pre-Proposal Meeting will be held on Thursday, September 24, 2026, at 2:30 PM (CT) at the following location:

Illinois Tollway Central Administration Building

Room 119

2700 Ogden Avenue

Downers Grove, IL 60515

Register here: PSB 26-3 Pre-proposal Registration

- **Contract specific selection criteria and weighting are included in Section 3.1**
- **Contract specific Statement of Interest (SOI) Formatting Instructions are included in Section 3.3.2.3**
- **Exhibit A – Key Personnel Instructions have been updated and are included in Section 3.4.4**
- **Limited Biographical Narratives for non-Key Personnel will be allowed.**
- **Page limits, where indicated, will be strictly enforced.**

e-Builder is now Trimble Unity Construct. If you are currently registered in e-Builder, your user ID will be active in Trimble Unity Construct.

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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 26-3 Coordinator: csstaff@getipass.com

PSB 26-3 Tech Support: support@wbpmsupport.zendesk.com

PSB 26-3 Trimble Unity Construct Training: PSB 26-3 SOI Submission Training Registration

1.2 26-3 OFFICIAL NOTICE

This Professional Services Bulletin 26-3 (PSB 26-3**)** is the official notice of needed professional services for the Illinois State Toll Highway Authority ("Illinois Tollway", "Tollway"), as authorized by the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, (30 ILCS 535/1, *et seq.*). This PSB contains information pertaining to the advertisement for Statements of Interest ("SOI") and is part of the Chief Procurement Officer eProcurement System for the Illinois State Toll Highway Authority. PSB **26-3**, including all Exhibits and forms, is available on the Illinois Tollway's website at: https://www.illinoistollway.com/doing-business/construction-engineering/bids-bulletins-awards. Additional information is also posted on the Illinois Chief Procurement Officer's eProcurement System at: https://www.bidbuy.illinois.gov/. For instructions on accessing the Illinois Tollway website, PSB, and Exhibits please refer to the Table of Contents. Instructions on receiving procurement opportunities are included in the "Illinois eProcurement BidBuy Notice" section of this PSB.

1.2.1 PSB 26-3 SUMMARY

Information for the Trimble Unity Construct process for PSB **26-3** can be found in the Public Folder at:
https://app.e-builder.net/public/publicLanding.aspx?QS=8b550cb238ba4d768a53aa87d3c9cdcd

You will need the following before you can submit an SOI in Trimble Unity Construct:

- Trimble Unity Construct resources, including PSB SOI user manual, FAQ file, and videos (see Public Folder link above)
- Webinar Training (see Section 3.7 Useful Links for training webinar registration link)
- Trimble Unity Construct Login ID (see Section 3.4 Submittal Instructions)
- Firm Code Name (see Section 3.4 Submittal Instructions)

An optional virtual or in-person Pre-Proposal meeting will be held on September 24, 2026, at 2:30 p.m. (CT) at the Tollway's Central Administration Building, Room 119 , 2700 Ogden Avenue, Downers Grove, IL 60515 or via Microsoft Teams.

Register here: PSB 26-3 Pre-proposal Registration

All questions related to this PSB must be submitted electronically through the Trimble Unity Construct SOI Mailbox at **PSB_26-3_Questions_and_RFIs@docs.e-builder.net** no later than **Friday, October 9, 2026 at 4:30:00 pm** (**CT**). The subject line should read: PSB 26-3 Question. Answers will be addressed via an Addendum published on the Tollway website and the Illinois

eProcurement site, BidBuy. For Trimble Unity Construct technical questions, please contact the Trimble Unity Construct PSB Tech Support: support@wbpmsupport.zendesk.com.

This is not an invitation for bids. Consultants properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Illinois Tollway via the Trimble Unity Construct PSB **26-3** SOI process.

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

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 Trimble Unity Construct PSB SOI process. Such scanned signature will be treated in all respects as having the same effect as an original signature.

1.4 PROFESSIONAL SERVICES BULLETIN NO. 26-3 ITEM INDEX

No.	Project No. / County	Description	Page No.
1	I-26-2900	PMO Contract – Program Management Office and Technical/Administrative Services	A1-A9

1.5 PSB ITEM DETAILS

1.5.1 Item 1: I-26-2900, PMO Contract – Program Management Office and Technical/Administrative Services

This contract provides Program Management Office ("PMO") services on an as-needed basis as directed by the Chief Engineering Officer. Services are associated with the entire Illinois Tollway ("Tollway") system and its capital programs. The Consultant selected under this item will support the Tollway in managing, monitoring, and coordinating current and future capital program work and initiatives, including remaining activities associated with *Move Illinois*, the Tollway's 16-year, $15 billion program ("Move Illinois"); *Bridging the Future*, the Tollway's 7-year, $2 billion program ("Bridging the Future"); *Driving Connections*, the Tollway's 15-year, $26.5 billion program ("Driving Connections" and any subsequent capital programs and initiatives.

This project includes a 28% D/M/WBE participation goal and 3% VOSB/SDVOSB participation goal.

1.4.1.1 Contract Term

This contract will have an initial term of five (5) years with option(s) to renew up to an additional five (5) years at the Tollway's sole discretion. The Tollway may renew the contract for any or all of the option periods specified, may exercise any of the renewal options early, and may exercise more than one option at a time based on continuing need and favorable market conditions, when in the best interest of the Tollway. In no event will the total term of the contract, including the initial term, any renewal terms, and any extensions, exceed ten (10) years.

The selected Consultant will be prohibited from performing new services for the Tollway during the pendency of the PMO contract. See Section 2.1 for more information.

1.4.1.2 Contract Provisions

Pursuant to the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, (30 ILCS 535/1, et. Seq.), selection of professional consultants by the Tollway is based on professional qualifications, related experience, and the expertise of key personnel to be assigned to the project, rather than on competitive bidding.

1.4.1.3 Oral Presentations

At the Tollway's discretion, firms submitting Statements of Interest ("SOIs") may be required to provide oral presentations. Presentations, if requested, will allow the Tollway to evaluate the capability of firms and solicit additional information. The oral presentations will serve to inform the Tollway as to the technical competence and proposed approach to providing the necessary services as detailed herein. The Tollway will notify firms of the schedule, order, and requirements for any such presentations. **Oral presentations are currently scheduled for the week of November 30, 2026, subject to change as required.**

1.4.1.4 Schedule

The services are scheduled to start in **2027**.

The selected consultant will be notified and scheduled to attend a scope briefing at the Tollway Central Administration office in Downers Grove, IL.

1.4.1.5 Scope of Consultant Services

The Consultant shall provide comprehensive Program Management Office ("PMO") and Technical/Administrative Services to support the delivery of the Tollway's capital programs, including Move Illinois, Bridging the Future, Driving Connections and any subsequent capital programs and initiatives. The Consultant will function as an extension of Tollway staff as necessary for capital program delivery, ensuring consistency, compliance, and efficiency across all program phases.

The Consultant will be required to coordinate with Tollway staff and external consultants, including the Traffic Engineering Consultant and the Consulting Engineer ("CE").

To help all firms fully understand the range of services required, the Tollway is providing a general overview of PMO contract work to clarify the scope of work and assist firms as they prepare Statements of Interest. The services generally include program oversight, program controls, technical support, administrative assistance, outreach and engagement activities, and other additional departmental support as needed. The selected consultant will also be responsible for regularly reviewing procedures and policies throughout the duration of the contract to ensure continuous improvement, ongoing progress and overall effectiveness thereof.

The summary below outlines the types of services and responsibilities expected. Actual assignments may vary based on the Tollway's evolving needs. The Tollway may also modify or expand assignments during the contract period.

Accordingly, services may include, but are not limited to, the following:

1.4.1.5.1 Program Management Services

- Program Governance and Strategic Alignment:
  - Establish and maintain a Governance Plan that defines decision-making protocols, escalation procedures, and alignment with Tollway strategic objectives.
  - Advise Tollway Leadership including the Executive Director and Chief Engineering Officer on matters including, but not limited to, strategy, risks, priorities, industry trends, new technologies and innovations, and other aspects of program delivery.
- Overall Program Management:
  - Manage implementation of Move Illinois, Bridging the Future, Driving Connections and any subsequent capital programs and initiatives.
  - Procurement Support:
    - Support Tollway development of project scope, schedule and budget and identify individual contracts required for program implementation.
    - Assist and support all activities related to award of contracts and preparing necessary materials including contract item summaries, presentations, reports and other information as necessary.
  - Coordination with the Tollway's CE:
    - Coordinate closely with the CE to ensure program-wide consistency.
    - Perform technical reviews, assist with document management, coordinate program schedules, facilitate issue resolution, and participate in recurring coordination meetings.
    - Provide recommendations to improve efficiency and quality of deliverables. Such recommendations shall be based on, among other items, a continuous review of construction issues and impacts as well as nationwide trends.
    - Cost estimating for future state-of-good-repair improvements in coordination with Tollway CE.
  - Risk & Resiliency Management:
    - Maintain a living risk register and conduct resiliency analyses to proactively manage program risks.
    - Proactively and continuously evaluate the risk register and present recommendations or alternatives to the Tollway to navigate program risks and mitigate impacts to capital program budget and schedule.
  - Serve as a central coordination entity, ensuring consistent application of standards, processes, policies, and priorities across all capital programs.

- Program Reporting: Provide regular reports documenting and monitoring overall program accomplishments as well as accomplishments achieved specifically by the Consultant in support of program goals.
- Contract Claims Administration: Assist the Tollway in evaluating and resolving construction claims.
- Errors and Omissions Review: Assist the Tollway in evaluating potential errors and omissions associated with design and construction management services provided through other contracts.
- Stakeholder Engagement: Support coordination with other governmental agencies, industry organizations and utility companies as necessary for capital program delivery.

- Comprehensive Program Controls:
  - Provide program controls services that include master program scheduling and master program budgeting, including cash flows and schedules as needed.
  - Perform cost estimating for Tollway programs and projects. This includes preparing independent cost estimates, reviewing cost estimates prepared by others for projects during various preconstruction phases (e.g. Master Plan, Design, etc.), performing construction contract bid reviews and providing independent cost estimates and reviewing cost estimates for extra work and changes associated with individual construction contracts during the construction phase.
  - Provide scheduling services for Tollway programs and projects. Such work shall include creating independent schedules and reviewing schedules prepared by others for projects during various preconstruction phases (e.g. Master Plan, Design, etc.) as well as final schedules for individual construction contracts prior to advertisement for bid. During construction, the work includes developing and reviewing schedules, in native format, for individual construction contracts prepared by Contractors or Construction Managers.
  - Change Management:
    - Develop and implement a structured change management process to track, evaluate, and document scope, schedule, and budget changes across all capital program elements.
    - Coordinate with Tollway Executive Leadership to assess capital program impacts and ensure transparent decision-making.
    - Manage and report on changes to scope, schedule and budget and identify and recommend methods and strategies for mitigating impacts to budget and schedule during all phases of project and program delivery.
  - Provide services for forecasting, monitoring and reporting on overall schedule and expenditures as necessary for capital program delivery. Such reporting shall include proactive identification and explanation of variances (forecasted vs. actual) as necessary for reporting within the Tollway.
  - Review existing systems for cost and schedule controls, recommending and implementing improvements as appropriate.
- Design and Construction Management:
  - Supplement Tollway staff to provide project management services for overseeing and managing professional services and construction contracts.
  - Monitor scope, schedule, and budget adherence for professional services and construction contracts.
- Land Acquisition:
  - Supplement Tollway staff to provide project management services for overseeing and managing professional services contracts related to land acquisition. The project management services include monitoring scope, schedule and budget for such contracts.
  - Support condemnation, appraisal and negotiation as necessary for project implementation.
  - Update the Tollway's right-of-way database as necessary.

- Intergovernmental Agreements: Support development of Intergovernmental Agreements ("IGAs") and process and track associated reimbursements and payments.
- Staff Supplementation: Supplement Tollway staff in other Tollway departments as needed to support ongoing capital program activities.
- Program Development: Support ongoing budget development and planning for future capital programs.

1.4.1.5.2 Technical/Administrative Services

- Diversity Program Support:
  - Responsible for the development, implementation, management, reporting and monitoring of the Tollway's Diversity Program which includes the Disadvantaged Business Enterprise ("DBE"), the Equal Employment Opportunity ("EEO") Program, Small Business Initiative ("SBI"), Construction Works ("CW"), Veteran participation program, and the Technical Assistance ("TA") Program as well as any future programs and initiatives related to diversity, equity and inclusion.
  - Diversity management may also include assisting with creation of policies, procedures as well as oversight of a comprehensive communication and outreach program.
- Fiber optic and utility coordination: Provide administration and coordination services for the maintenance, management and relocation and repair of the Tollway's fiber optic system in addition to coordinating the permitting, installation and relocation of other utilities located on the Tollway's property.
- Intelligent Transportation System ("ITS") Deployment: Assist with the implementation of all ITS projects and initiatives, encompassing planning, design, installation, and integration within the Tollway's comprehensive ITS network utilized for maintenance and operations.
- Administrative Assistance: Support internal daily administrative tasks, including reviewing correspondence as well as transmitting and tracking Tollway documentation.
- Technology Coordination Support: Responsibilities include facilitating communication of program requirements, coordinating with Tollway personnel and other consultants on engineering-related processes, and supplementing staff as needed to maintain seamless delivery of capital projects where technology systems intersect with capital program activities.
- Business Systems Coordination:
  - Management of and coordination with the Tollway's electronic toll collection ("ETC") contractor, and providing technical assistance with the installation, monitoring and troubleshooting of the ETC systems in support of improvements associated with ongoing capital programs.
  - The Consultant is expected to monitor and report on emerging industry trends in technology, including those pertinent to tolling, and recommend innovative solutions that support the Tollway's objectives and enhance capital program implementation.
- Web-Based Program Management Oversight.
  - Oversee the Tollway's web-based program management ("WBPM") system at the program level, providing strategic guidance to ensure that forms, workflows, and documentation practices are aligned with program objectives and delivery requirements.
  - Collaborate with the WBPM administrative consultant to maintain consistency with established protocols, documents, workflows, and reporting standards.
- Document Control Management: Lead the management of information (electronic and hard copies) into and out of the Engineering Department.
  - Develop and implement innovative document control strategies, overseeing information archiving, and providing staff to support Tollway administrative work.
  - Ensure consistency, efficiency, and full compliance with applicable state records retention requirements.
  - Identify opportunities for continuous improvement across systems and workflows to ensure program-wide transparency and accountability.

- Communications and outreach coordination and facilitation:
  - Provide services and information necessary for all external communication associated with capital program delivery.
  - Develop and implement an external communications outreach plan to distribute project and program information as well as gather feedback from a broad range of stakeholders. Responsibilities may encompass preparing presentations, managing designated projects or corridor outreach initiatives, creating materials for stakeholder dissemination, and facilitating planning and design charrettes for capital program projects.
  - Deliver communications support related to Tollway capital program activities, including but not limited to assisting with the preparation of construction press releases and alerts, project maps, industry event materials, and other relevant information.
- Data Analytics and Reporting Support: Assist in compiling, analyzing, and presenting program performance metrics and project data to support the Engineering Department leadership in informed decision-making, accurate reporting, and adherence to transparency requirements.
- Training & Knowledge Transfer: Provide comprehensive training for Tollway personnel and uphold detailed written records to facilitate technical continuity and consistency across all project staff, thereby documenting and preserving institutional knowledge.
- Innovation and Organizational Development:
  - Support the Tollway in identifying and implementing innovative practices, technologies, and tools that enhance program delivery across Tollway departments.
  - Assist in assessing organizational capabilities, recommending staffing models, and supporting continuous improvement initiatives.

1.4.1.5.4 Miscellaneous Services

The Consultant may be responsible for rent and other costs associated with furnishing off-site facilities as required and in conjunction with providing PMO services. D/M/WBE and VOSB/SDVOSB participation will be based on the contract value excluding these costs.

1.4.1.5.5 Key Deliverables

The Consultant shall be responsible for producing and maintaining the following deliverables throughout the contract term:

- Contract Management:
  - Governance Plan, outlining decision-making protocols, escalation procedures, and alignment with Tollway strategic objectives.
  - Annual Work Plan (“AWP”), detailing planned activities, staffing, and resource allocation.
- Capital Program Management
  - Master Program Schedule with critical path tracking and integration of all capital program elements.
  - Risk Register and Resiliency Reports, updated regularly to reflect emerging risks and mitigation strategies.
  - Change Management Log and Impact Assessments, documenting all approved changes to scope, schedule, or budget.
  - Key Performance Indicator (“KPI”) dashboards and executive scorecards to monitor program health and progress by tracking program metrics including, but not limited to, the following:
    - Overall expenditures and awards by corridor and phase
    - Quarterly financial performance
    - Forecasted capital improvement expenditure on a yearly basis and as needed
    - Contractor and consultant payment processing times
    - Diverse and small business contract metrics (e.g. number of awards, participation percentages, etc.)

    - Industry outreach (e.g. number of events, number of attendees, utilization of agency technical assistance program, etc.)
- Procurement Quality Assurance Checklists and Review Matrices.
- Training Materials to support onboarding, knowledge transfer, and institutional continuity.
- Program Closeout Handbook and Lessons Learned Reports.
- Document Control Logs and Data Audit Reports.
- Innovation Tracking Log, documenting new tools, technologies, or process improvements proposed or implemented.
- Knowledge Repository Index, cataloging key reference materials, templates, and best practices developed during the contract term.
- Transition and Continuity Plan, outlining staff responsibilities, processes, and documentation, to retain institutional program information, preserve continuity, and maintain the progression of any active capital programs.

1.4.1.6 Guidelines for Preparing Statements of Interests:

In addition to Section 3.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI) REFERENCE SECTION of this PSB, all Statements of Interest shall include the following.

1.4.1.6.1 Staffing Management Approach

Firms shall provide a high-level narrative describing their approach to staffing. The narrative should explain how the firm will assign, integrate, and adjust personnel to support program level objectives and evolving program needs. The description should address how the firm will maintain continuity, provide access to specialized expertise, and ensure staff capabilities remain aligned with the Tollway's requirements throughout the duration of the contract. The narrative shall not include staffing quantities, labor hour estimates, resource loading, or other level of effort information.

Firms must be prequalified by IDOT in the following categories:

Special Services (Project Controls)

The Tollway will allow a Prime consultant to meet the prequalification(s) listed above through subconsultants.

1.4.1.6.2 Key Personnel

Firms shall identify and provide relevant information for the Key Personnel roles listed below and on Exhibit A. These individuals may be employees of any firm within the project team.

Only these roles are considered Key Personnel for this solicitation. Firms may discuss other important project staff within their Statement of Interest.

Key Personnel shall include:

- ***PMO Program Manager:*** *The PMO Program Manager is responsible for overseeing delivery of the Tollway's capital programs and providing overarching advisory services to the Tollway, particularly at the Chief and Executive levels. The individual must be proactive and is expected to possess leadership skills necessary for large-scale capital programs while providing strategic oversight, risk identification and mitigation, and stakeholder and industry coordination services. Relevant professional licensure or certifications (e.g., Illinois Licensed Professional Engineer, PMP) are encouraged but not required.*

- ***PMO Program Engineer:*** *The PMO Program Engineer will be responsible for the day-to-day oversight of the implementation of the Tollway's capital program(s). This individual is expected to have full knowledge of capital program projects including scope, schedule and budget and will work directly with other Tollway departments in support of program needs and interface with Tollway leadership. Must be an Illinois Licensed Professional Engineer.*

- ***PMO Program Controls Manager:*** *The PMO Program Controls Manager is responsible for monitoring and reporting on program budget, actual and forecasted expenditures, and maintaining master program schedules to ensure timely capital program delivery. Duties will include, but not be limited to, developing annual program cashflows, preparing quarterly variance analyses, establishing and adjusting individual contract budgets, and providing project estimate and contract bid reviews.*

- ***PMO Design Manager:*** *The PMO Design Manager is responsible for overseeing all design contracts and must have the necessary qualifications to perform related tasks. These responsibilities include developing contract delivery schedules, leading project status meetings to monitor design scope, schedule, and budget, ensuring all designs meet Tollway standards and requirements and identifying and ensuring that the issues that affect design schedule and budget are resolved timely. Must be an Illinois Licensed Professional Engineer.*

- ***PMO Construction Manager:*** *The PMO Construction Manager is responsible for overseeing construction and construction management contracts and must have the necessary qualifications to perform related tasks. These responsibilities include managing and administering the construction dispute resolution process, leading project status meetings to monitor scope, schedule, and budget, ensuring compliance with Tollway field processes and procedures and identifying and ensuring that issues that affect construction schedule and budget are resolved timely. Relevant professional licensure or certifications (e.g., Illinois Licensed Professional Engineer) are encouraged but not required.*

- ***PMO Contract Administration Manager:*** *The PMO Contract Administration Manager is responsible for program-level monitoring and reporting of contract activities, including, but not limited to, processing durations, contract data accuracy, payment request and invoice timelines, document control coordination, and contract closeout progress. Additional responsibilities include maintaining and improving templates and forms, identifying and recommending innovative process improvements, and implementing approved enhancements.*

For more details on the role and responsibilities of Tollway Design Section Engineers and Construction Managers, please see the Illinois Tollway Design Section Engineer's Manual and the Construction Manager's Manual found on the Illinois Tollway website at: https://www.illinoistollway.com/doing-business/construction-engineering/manuals-processes-guidelines#Manuals.

1.4.1.6.2.1 Recommended Key Personnel Resume Format

The following general guidelines are intended to assist firms in preparing clear, concise resumes for proposed Key Personnel. Resumes should focus exclusively on the experience, responsibilities, and accomplishments of the proposed individual.

To minimize duplication with Exhibit A, resumes should not repeat information already required in Exhibit A, except for basic identification.

Individual Identification
Resumes should include only the following basic information:

- Name
- Key Personnel role (exact title as listed as key Personnel in the Item Description)
- Anticipated work location (City and State)
- Firm

Individual Experience Summary
Resumes should include a brief narrative highlighting the individual's unique qualifications, areas of expertise, or specialized strengths relevant to the responsibilities of the Key Personnel role.

Relevant Project Work (Last 10 Years)
For each project listed, resumes should include only the following individual-specific elements:

- Project name and owner
- The individual's years of involvement
- The individual's specific role
- Responsibilities performed by the individual
- Individual accomplishments, such as:
  - Resolved construction or schedule issues
  - Developed or maintained program-level controls
  - Led design coordination
  - Supported budget adherence
  - Implemented efficiencies

Deliverables and Outcomes
Resumes should describe what the individual personally delivered, for example:

- Reports produced
- Schedules managed
- Program controls developed
- Issues resolved
- Stakeholder coordination performed
- Risk identification or mitigation performed
- Improvements recommended or implemented

Availability Summary
Resumes should include a brief statement describing the individual's anticipated availability for the project.

1.4.1.6.2.2 Recommended Biographical Narrative Format

The following general guidelines are intended to assist firms in preparing concise biographical narratives for individuals whom the submitter considers uniquely qualified for this contract. This section is optional and provides firms an opportunity to highlight exceptional expertise, specialized certifications, or highly relevant project histories that differentiate these personnel.

Individual Identification

Biographical narratives must begin with a bold header containing only the following basic identification information:

- Name
- Firm
- Proposed Role on this project

Content Focus

- Specialized Expertise/Unique Qualifications
- Demonstrated Success

1.4.1.6.3 Method for Providing PMO Services

The Consultant shall propose their method for providing PMO services; however, in general, the Tollway is interested in the Consultant's approach to address the following:

1. Program Controls: Scheduling, budgeting, forecasting and cost estimating for Move Illinois, Bridging the Future, Driving Connections and subsequent capital programs with emphasis on proactive identification of trends, impacts, etc. that would affect delivery of the capital programs. With respect to cost estimating, specifically addressing the consultant's process for producing accurate cost estimates, including the specific methods used to develop the cost estimates.

2. Design Management: Monitoring design contract work including schedule, scope, and budget for projects included in Move Illinois, Bridging the Future, Driving Connections and subsequent capital programs with emphasis on identification of specific risks that would impact completion.

3. Construction Management: Monitoring construction and construction management contract work with respect to schedule, scope, and budget for Move Illinois, Bridging the Future, Driving Connections and subsequent capital programs with emphasis on identification of specific risks that would impact completion.

4. Document Controls: Management of Tollway documents from both internal and external sources, related to Move Illinois, Bridging the Future, Driving Connections and subsequent capital programs ensuring security, completeness and ease of reference.

5. Technical Expertise: Process oversight, support, maintenance, and management of the Tollway's web-based construction payment system, Central Engineering Payment System ("CEPS"), a Blazor application with an SQL 2022 database hosted within the Tollway's Azure cloud environment.

6. Financial Cost Savings: Initiating measures to implement and identify areas of cost savings for the Tollway. Respondents should include examples of cost savings measures and innovations.

7. Supplemental Staffing: This includes incorporating the Consultant's team among various Tollway Departments, including but not limited to the Communications and Diversity departments, with the ability to scale level of staffing as required to support the demands of any active or future capital programs.

Other

This project will be managed through the Tollway's web-based project management system. The Consultant will be required to participate in these procedures.

PART II: CONTRACT CLAUSES AND REQUIREMENTS

2.1 CONSULTANT /SUBCONSULTANT CONFLICTS OF INTEREST WITHIN TOLLWAY PROJECTS

Professional engineering services performed under contracts with the Illinois Tollway shall be performed in accordance with the highest standards of professional behavior and highest principles of ethical conduct. Such services must be provided with honesty, impartiality, fairness and equity and must be dedicated to the protection of public health, safety and welfare.

Prime Consultants submitting a Statement of Interest (SOI) shall disclose any known or potential conflicts of interest the Prime Consultants may have.

The selected Prime Consultant shall be required to submit a Consultant Quality Program ("CQP") to the Illinois Tollway, which shall be subject to approval by the Illinois Tollway. As part of the CQP, Prime Consultants shall identify any known or potential conflicts of interest, including any known or potential conflicts of interest identified by any of their Subconsultants. The CQP also shall outline the plan for monitoring known conflicts and identifying potential conflicts through the duration of the contract, as well as describe, in detail, procedures relative to ethical screens and other procedures for mitigating conflicts. If additional conflicts of interest or potential conflicts of interest are identified during the administration of the contract, the Prime Consultant will be required to submit an updated CQP.

Periodically, the Illinois Tollway solicits Professional Services for foundational contracts, which include the Program Management Office ("PMO"), Consulting Engineer ("CE"), and Traffic Engineer ("TE") contracts. The overarching engineering services provided pursuant to foundational contracts involve all or the majority of all other Illinois Tollway Professional Services contracts, and the foregoing provisions of this Section 2.1 are fully applicable to the PMO, CE and TE contracts.

Foundational contracts prohibit the PMO, CE and TE from performing new services for the Illinois Tollway during the pendency of the respective PMO, CE, or TE contract (including extensions). "New services" as used herein include, but are not limited to, work or services awarded to a person or entity not affiliated with the PMO, CE, or TE that, subsequent to the award of the PMO, CE, or TE contract, is acquired, becomes controlled by or otherwise becomes affiliated with the PMO, CE, or TE. The PMO, CE, and TE are required to notify the Illinois Tollway, in advance, of any such acquisition, assumption of control or affiliation.

Notwithstanding the provisions of the CQP or any other provisions of this Section 2.1, the Illinois Tollway reserves the right to assess and require appropriate corrective action, as determined by the Illinois Tollway, relative to any conflict or potential conflict issues involving a professional firm, professional individual, PMO, CE, or TE. Relative to conflicts and potential conflicts, Prime Consultants must be responsive to the Illinois Tollway so that appropriate steps can be taken to mitigate any such circumstances.

Consistent with the foregoing, professional firms should conduct their operations using common sense and professional judgment. Professional firms should not place their firms in inappropriate situations or create any unfair advantage for their firms.

This notice is not intended to address any potential conflicts of interest ruled upon by the Chief Procurement Officer and/or the Procurement Policy Board under the Illinois Procurement Code (30 ILCS 500/1, et seq.). Violations of this Section may result in termination of contracts for cause or the Illinois Tollway declining to award work, projects or contracts.

2.2 INSPECTOR GENERAL

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

2.3 FINANCIAL INFORMATION

2.3.1 DIRECT LABOR MULTIPLIER

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

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

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

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

2.3.2 OTHER CONTRACTING METHODS

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

2.3.3 ESTIMATED CONSTRUCTION COST OF PROJECTS

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

CATEGORY	ESTIMATED CONSTRUCTION COSTS
A	$0M - $ 25M
B	$ 25M - $ 50M
C	$ 50M - $ 75M
D	$ 75M - $ 100M
E	$ 100M - $150M
F	$150M-$200M
G	>$200M

2.3.4 ALLOWABLE DIRECT COSTS

The Allowable Direct Cost and Allowable Direct Cost –Construction Inspection lists are available on the Illinois Tollway's website at:
https://www.illinoistollway.com/doing-business/construction-engineering/forms

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

2.4 ILLINOIS TOLLWAY'S CONTRACT PAYMENT POLICY

The Illinois Tollway will not issue payments under contracts for costs incurred during the preceding calendar year if any invoice for that work is received after February 28 of the subsequent fiscal year. This policy enables the Illinois Tollway to close its financial books both on time and accurately. To meet the requirements of Generally Accepted Accounting Principles and those of the Illinois Auditor General and external auditors, the Illinois Tollway must account for all of its expenditures for a given calendar year before the end of the subsequent February. This policy includes payment of any "re-bill" issues that may arise. The Illinois Tollway is unable to make any payments for work in a given calendar year if it has not been properly invoiced to the Illinois Tollway by February 28th of the following year.

2.5 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The Illinois Tollway hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged, minority, women-owned business and Small Business Administration (SBA) 8(a) enterprises are encouraged to submit a SOI response to this invitation and/or to participate in the advertised Disadvantaged Business Enterprise ("DBE") goal of the work to be performed under the contract as a Subconsultant. The Tollway's contracts are not USDOT-assisted projects. Accordingly, the Tollway's DBE Program standards and requirements are distinct from the federal USDOT DBE Program.

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

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

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

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

participation/utilization information in the SOITEAM may result in the SOI being deemed non-responsive.

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

- IDOT's web site: https://webapps1.dot.illinois.gov/UCP/ExternalSearch
- City of Chicago's web site: https://chicago.mwdbe.com/
- County of Cook, Illinois' web site: https://cookcounty.diversitycompliance.com/
- Small Business Administration's SBA 8(a) web site: https://dsbs.sba.gov/

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

Examples of good faith efforts and the contact log are available in the List of Documents, Exhibit F, Section 7.10 of the State of Illinois Veteran Small Business Participation and Utilization Plan and in Exhibit H, Section 6.5 of the Tollway DBE Participation, Utilization Plan and Letter of Intent for Professional Services.

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

All required DBE/VOSB documentation must be completed to the fullest extent possible and submitted with the SOI, including the signed DBE/VOSB Letters of Intent ("LOI") and SOITEAM. The SOITEAM data will take precedence.

NOTE: the percentage inserted in the SOITEAM will take precedence over any other percentage inserted in the LOI data in the event of a discrepancy.

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

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

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

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

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

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

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

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

- Certification does not mean that a firm is in any way prequalified to provide the products and/or services the firm claims it can provide. "Certification" means that the certifying agency has determined, on the basis of information provided and the representations therein, that a business is a bona fide DBE. The certifying agency does not, as a result of any listing, make any representation concerning the ability of any listed firm to perform work in the specialty listed;
- The Illinois Tollway does not, through its use of, and referral to, certification lists, make any representation concerning the ability of any listed firm to perform work in the specialty listed.
- The Illinois Tollway, in awarding a contract, has discretion in determining whether a DBE firm's listed work categories are eligible to be counted toward the fulfillment of DBE contract goals; and
- It is the responsibility of all vendors to:
    a) Conduct their own investigation to determine the capability and capacity of the DBE firm(s) to satisfactorily perform the proposed work; and
    b) Ensure the DBE firm(s) is currently certified. A DBE is considered to have current certification if the firm is listed in the directory database of the pertinent certifying agency.

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

For more details about DBE utilization/participation, good faith efforts and related documentation requirements, refer to Exhibit H.

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

The Partnering for Growth Program and Documents have been updated to include the Reverse DBE_VOSB P4G Exhibit E and the standard DBE_VOSB P4G Exhibit E.

The Partnering for Growth Program applies to both Disadvantaged Business Enterprise ("DBE") and Veteran-Owned Small Business ("VOSB") firms. Separate Exhibit E's – Partnering for Growth Program and Reverse Partnering for Growth forms are available for use for either a DBE or VOSB. Vendors may have multiple Partnering for Growth agreements in either of the DBE and/or VOSB categories and may have partnerships with both. More information on the Partner for Growth Program can be found at https://www.illinoistollway.com/doing-business/diversity-development/programs/partnering-for-growth

2.7 STATE OF ILLINOIS VETERAN SMALL BUSINESS PARTICIPATION AND UTILIZATION PLAN

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

https://supplierdiversitymanagementportal.illinois.gov/home.aspx

2.8 TEAMING AGREEMENT

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

Team SOIs shall comply with the same requirements set forth for individual SOIs, including, but not limited to, the submittal (under the Team's SOI code name) of the SOI, SOITEAM data, Exhibits, and Disclosures. A Team SOI represents a unique submittal and shall not be combined with an individual SOI from the Team Lead or submittals from other, unique teams.

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

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

Team SOI submittal overview:

- Designate a single point of contact who shall serve as the Team's primary contact with the Illinois Tollway.
- Indicate the Team member responsible for each prequalification category.
- The Team Lead shall submit outstanding work obligations, and Vendor Disclosures (formerly Forms A) or IPG Active Registration Vendor Disclosures (formerly Forms B) (as applicable) for each of the Team members.
- Identify the Team member responsible for invoicing.
- For Exhibit A, plus other required documents specified in the PSB, combine the information for all participating Team members.

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

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

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

- Company A
- Company B
- Company C
- Team Firm Name Code as provided by the Illinois Tollway is: ABC_TM

Team members naming parameters are:

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

ADDITIONAL TEAMING INFORMATION FOR SELECTED FIRMS

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

Each Team member shall procure and maintain separate insurance policies that meet the Illinois Tollway's insurance requirements. The Illinois Tollway's standard insurance requirements are set forth in the Vendor Agreement boilerplates (See Illinois Tollway website: https://www.illinoistollway.com/doing-business/construction-engineering/forms under Doing Business> Construction and Engineering: Vendor Resources under Vendor Forms). Each Team member will procure and maintain policies that meet the Prime Consultant's required level of coverage and shall indemnify the Team and the Illinois Tollway against claims arising from their performance under the Team, as well as agreeing to remain jointly and severally liable upon termination of the Project and/or the Team. In the event of the termination of the Team, the insurance and indemnification rights of the Team must be assignable to the Illinois Tollway as a matter of law. Proof of compliance with these requirements must be submitted to the Illinois Tollway prior to issuance of the Illinois Tollway's Notice to Proceed.

2.9 MANUALS, PROCESSES AND GUIDELINES

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

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

2.10 PHASE II: DESIGN ENGINEERING SERVICES

The scope of work will generally include certain Phase II engineering services to be provided during construction. Such services may include, but not be limited to, shop drawing review, value

engineering proposal review, attending construction phase meetings and responding to requests for information related to design. The scope of such services will be determined after the Consultant is selected as appropriate.

The following applies to all Phase III Engineering service items.

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

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

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

2.12 CONSTRUCTION AND QUALITY ASSURANCE CONSULTANTS

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

The Field Inspectors assigned to any project under this PSB for on-site Quality Assurance for earthwork quality control and for monitoring the on-site asphalt construction work must be prequalified by having passed the IDOT Nuclear Density training course. The Field Inspectors assigned to the on-site quality control of concrete placement shall be prequalified by having passed the IDOT/ACI Portland Cement Concrete Level I training course. Personnel performing soils field tests shall have completed IDOT class S-33, Soils Field Testing and Inspection.

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

2.13 QUALITY ASSURANCE PREQUALIFICATION CATEGORY

The prequalification requirements for Quality Assurance Testing are required and will follow the guidelines set by IDOT in the Prequalification information "Description and Minimum Requirements for Prequalification" SPECIAL SERVICES - Quality Assurance Testing.

The information about the Quality Assurance Testing prequalification can be located on IDOT's website at:
https://public.powerdms.com/IDOT/documents/3242864?utm.com

2.14 CLARIFICATION OF QUALITY CONTROL/QUALITY ASSURANCE REQUIREMENTS

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

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

Complete **Exhibit A** as follows:

- List the required key personnel to match prequalification categories and any additional personnel requirements designated in the project solicitation. Include firm name if work is to be completed by a Subconsultant; and

- QC/QA personnel must be different individuals than those preparing the design documents.

2.15 CONSULTANT CONTRACT FORMS

Standard forms exhibits and associated instructions to be used by Construction Management (CM) and Design Section Engineering (DSE) Consultants in preparing proposals and agreements with the Illinois Tollway are located on the Illinois Tollway website. Contracts will be awarded based on the standard Agreement templates. Selected Consultants should be prepared to execute the appropriate Agreement template. Any exceptions shall be noted in the Consultant's SOI.
https://www.illinoistollway.com/doing-business/construction-engineering/forms

2.16 SELF-PERFORMANCE

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

PART III: REPRESENTATIONS AND INSTRUCTIONS

3.1 SELECTION CRITERIA

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

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

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

- Demonstrated understanding of an inclusive and substantive DBE/VOSB utilization plan; and
- Contract Compliance will evaluate submitted forms and documents, including but not limited to the SOI, LOI, and DBE/VOSB certification(s) for completeness, accuracy and verification that all requirements of the PSB have been met.

Criteria Category	Weight
Program Controls & Financial Stewardship (cost/schedule/risk management, automation, reporting, KPIs)	25
Innovation & Technology Integration (proven + proposed)	10
Relevant Experience & Past Performance (similar scale, complexity, Illinois Tollway familiarity)	25
Key Personnel & Organizational Depth	20
Diversity, Participation, and Compliance (DBE/VOSB/P4G participation, utilization plan quality, verification of current certifications)	20
Total	100

Statements of Interest will be evaluated based on the qualifications, methodologies, and capabilities demonstrated in submissions. Prior experience with the Tollway may be included as part of a Statement of Interest; however, such experience will be evaluated in the same manner as comparable experience.

Consideration will also be given to the quality and scope of utilization plan which demonstrates an understanding of an inclusive and substantive DBE and VOSB U-Plan (Reference Section 2.5 and 2.7 for definition of “DBE” and “VOSB”), VOSB and Partnering for Growth, formerly Mentor Protégé, proposals (Reference Section 2.6).

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

3.2 SCHEDULE FOR VENDOR SELECTION

The Illinois Tollway anticipates selecting Vendors based on the estimated schedule below: Representatives from the Illinois Tollway will contact selected firms to schedule introductory meetings.

TASK	DATE DUE
Publish	September 4, 2026
Pre-proposal meeting 2:30 p.m. Central Time	September 24, 2026
Last Day for Questions no later than 4:30:00 pm Central Time	October 9, 2026
Complete SOIs are due no later than 4:30:00 pm Central Time on this date, including all required Attachments/Exhibits as specified in this PSB.	October 21, 2026
Oral Presentation(s)	Week of November 30, 2026
Selection Committee Meeting:	December, 2026
Estimated Board Approval (earliest)	February, 2027
Estimated Notice to Proceed (earliest)	April, 2027

3.3 GUIDELINES FOR SUBMITTING STATEMENTS OF INTEREST (SOI)

The firm acting as the Prime Consultant 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 Prime Consultant or Subconsultant must be prequalified by IDOT in the category of work they are performing or as stated in the item description, unless the Subconsultant is being mentored in the Partnering for Growth Program.
SEE NOTICE BELOW.

3.3.1 REQUIRED FORMAT FOR SUBMITTING STATEMENTS OF INTEREST

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

- Exhibit A: Proposed Staff
  - Submit as a separate pdf document.
  - Should only include resumes of the item specific Key personnel (limit 2 pages per resume)
  - May include additional biographical narratives (limit 1/2-page narrative each and 2 pages total)
- Exhibit C: Instructions for Completing Exhibit C and Current Obligations form
  - Submit as a separate pdf document.
- Exhibit D: Availability of Key Project Personnel

- Submit as a separate pdf document.
- Exhibit E-DBE/VOSB: Partnering for Growth Program
  - If proposing a mentor-protégé arrangement with a DBE or VOSB firm, submit this Exhibit.
  - Submit as a separate pdf document.
- Exhibit E- Reverse DBE/VOSB: Partnering for Growth Program
  - If proposing a mentor-protégé arrangement with a DBE or VOSB firm where the subconsultant is mentoring, submit this Exhibit.
  - Submit as a separate pdf document.
- Exhibit F: Veteran Small Business Participation and Utilization Plan
  - If the item includes a Veteran Goal, submit this Exhibit.
  - Submit as a separate pdf document.
- Exhibit H: DBE Participation and Utilization Plan
  - If the item includes a DBE Goal, submit this Exhibit.
  - Submit as a separate pdf document.
- Illinois Tollway Standard Business Terms and Conditions
  - Required - Submit as a separate pdf document.
- SOITEAM Data
  - Required, see Section 3.4.3 Instructions for Submitting the SOITEAM Data

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

3.3.2.3 EACH SOI SHOULD BE SUBMITTED USING THE FOLLOWING BASIC FORMAT:
Only pages within the stated page limits for each SOI section or attachment will be reviewed. Any pages exceeding these limits will be redacted and will not be considered. Pages submitted in any size other than standard 8.5"×11" will be counted as two (2) pages for the purposes of page-limit compliance, except for the Organizational Chart, which may be submitted as a single 11″×17″ page and will be counted as one (1) page. There are no margin restrictions. However, readability should be considered by submitting firms. Both portrait and landscape formats are allowed. Embedded links, other than PDF Bookmarking, will be disabled and will not be considered.

Section 1: Executive Summary (limit 1 page)
- Include legal firm name, address, contact info.
- Brief overview, firm name, project understanding, unique qualifications
- Conflict of Interest Statement (known or none)

Section 2: Program Controls & Financial Stewardship (limit 3 pages)
- High level vision
- Cost and schedule control approach
- Risk and resiliency management plan
- Role-specific Key Performance Indicators (KPIs) and monitoring/reporting cadence
- Implementation Plan to achieve program goals (e.g. savings, adherence, accuracy, avoidances, gains)
- Transition and Continuity Plan

Section 3: Innovation and Technology Integration (limit 1 page)
- Examples of past innovations with measurable impact
- Description of current tools and systems supporting program controls
- Governance practices
- Future-ready concepts or capabilities (high-level approach and knowledge transfer)

Section 4: Relevant Experience and Past Performance (limit 2 pages each project)
- Minimum of 3 projects and maximum of 5 projects of equal or greater complexity within past 10 years including project name, client, location, contract value, completion date, scope, measurable outcomes, and key personnel involved.

Section 5: Organizational Depth and Key Personnel (limit 4 pages total)
- Organizational Chart inclusive of subconsultant firms, identification of key personnel (only as defined in the item description), and any firm's DBE/VOSB designations. (limit 1 page; may be submitted as one 11″×17″ sheet and will be counted as one page)
- Staffing Management Approach inclusive of high-level staffing approach.(limit 3 pages)

NOTICE

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

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

IDOT provides a listing of prequalified consulting firms on the website:
https://idot.illinois.gov/procurement/prequalification-and-registration/consultant/prequalification.html?utm.com

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

3.4 SUBMITTAL INSTRUCTIONS

All submittals for this PSB will be received through the Illinois Tollway's Trimble Unity Construct PSB SOI process at: https://app.e-builder.net/ Contact support@wbpmsupport.zendesk.com for training and login information.

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

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

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

This is not an invitation for bids. Firms properly prequalified for the projects listed herein may indicate their desire to be considered for selection by submitting an SOI to the Illinois Tollway via the Trimble Unity Construct PSB 26-3 SOI process.

The Illinois Tollway follows the Qualifications Based Selection (QBS) process mandated by Illinois statute (30 ILCS 535/1 et seq.)**:** Architectural, Engineering, and Land Surveying Qualifications Based Selection Act for selecting qualified Vendors under this PSB.

SOI Trimble Unity Construct submittals must be received by the due date and time as noted in this solicitation. Any submittals received after that time will be considered late and the user will receive a Trimble Unity Construct notification stating that the PSB SOI date and time has expired. Late submittals will not be accepted by the Illinois Tollway. NOTE: You must set the Time Zone field on your Trimble Unity Construct account

profile page to "(UTC-06:00) Central Time (US & Canada)" so that you can submit your SOIs up until the submittal deadline.

Please carefully read the instructions below BEFORE submitting your SOIs.

3.4.1 GENERAL INSTRUCTIONS

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

3.4.2 NAMING AND LABELING INSTRUCTIONS

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

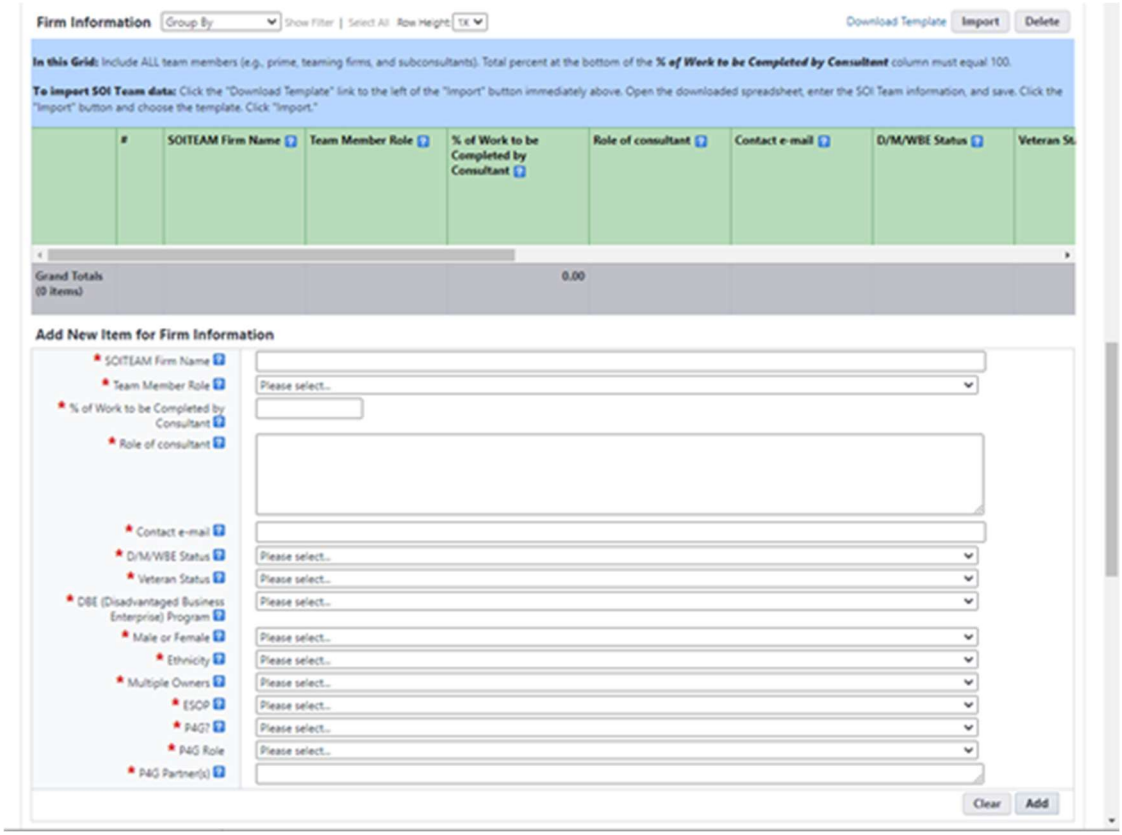
3.4.3 INSTRUCTIONS FOR SUBMITTING THE SOITEAM DATA

The SOITEAM information is now input into the "SOITEAM data" section in Trimble Unity Construct. The following still apply to your submittal. Failure to provide the required information in the SOITEAM may result in the SOI being deemed non-responsive.

- 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.*** Totals must equal 100%.

TEAM submittals:

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



3.4.4 INSTRUCTIONS FOR Trimble Unity Construct SUBMITTAL

It is important that your Trimble Unity Construct submittal be prepared according to the following instructions:

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

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

FORM	FILE NAMING CONVENTION - EXAMPLE –	DIRECTIONS
SOI – Statement of Interest See Section 3.3.2.3. For each Item submittal, use firm's 2-6-character SOI Firm Name Code (this example = ABC immediately followed by underscore SOI plus a 2-digit Item Number (i.e., SOI01 through SOI 99). See Section 3.3.2.3 SOI format Instructions.	ABC_SOI01.pdf	Submit as a separate document on Trimble Unity Construct
Teaming Submittal **SOI** use the team's unique 2-6-character SOI Team Name Code.	ABCXYZ_SOI01_TM.	Submit as a separate document on

	pdf	Trimble Unity Construct
Illinois Tollway Standard Business Terms and Conditions **Illinois Tollway Standard Business Terms and Conditions.**	ABC_TC.pdf ABC_TC_TM.pdf DEF_TC_TM.pdf GHI_TC_TM.pdf	Submit as a separate document on Trimble Unity Construct Submit as a separate document on Trimble Unity Construct for **each Team member**
Illinois Board of Elections Registration document **Teaming Agreement** **Illinois Board of Elections Registration document**	ABC_BOE.pdf ABC_BOE_TM.pdf DEF_BOE_TM.pdf GHI_iBOE_TM.pdf	Submit as a separate document on Trimble Unity Construct Submit as a separate document on Trimble Unity Construct for **each Team member**
Vendor Disclosure (formerly Forms A) or IPG Active Registered Vendor Disclosure (formerly Forms B) (Disclosures) – are required. To submit use your 2-6-character SOI Firm Name Code followed by DS. **Teaming Agreement** **Vendor Disclosures (formerly Forms A) or IPG Active Registration Vendor Disclosures (formerly Forms B) (Disclosures) – are required.** Use the unique 2-6-character SOI Firm Name Code for EACH individual Team firm name followed by _DS_TM	ABC_DS.pdf ABC_DS_TM.pdf DEF_DS_TM.pdf GHI_DS_TM.pdf	Submit as a separate document on Trimble Unity Construct Submit as a separate document on Trimble Unity Construct for **each Team member**
<u>Exhibit A</u> –Project Personnel. a. List the Key Project Personnel that correspond to the required prequalification categories and any additional personnel requirements specified in the Bulletin Item. Instructions are included in the Exhibit A form. See Section 1.4.1.6.2.1 Recommended Key Personnel Resume Format. See Section 1.4.1.6.2.2 Recommended Biographical Narrative Format Any pages exceeding the page limits for Key Personnel or Biographical Narratives will not be reviewed or considered. Additional resumes for non-Key Personnel will not be considered.	ABC_ExA.pdf	Submit as a separate document on Trimble Unity Construct
<u>Exhibit C</u> - Current Obligations, use your 2-6-character SOI Firm Name Code, followed by _WL. One copy of the Current Obligations Form is required to be completed by the Prime Consultant. **Teaming Agreement**	ABCWL.pdf ABCXYZ_WL_TM.pdf	Submit as a separate document on Trimble Unity Construct Submit as a separate document on

Exhibit C - use the unique 2-6-character SOI Team Name Code followed by _WL_TM		Trimble Unity Construct. The document should include one form for each Team member.
Exhibit D – 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.	ABC_ExD.pdf	Submit as a separate document on Trimble Unity Construct
Exhibit E – DBE/VOSB: Partnering for Growth Program - If proposing a mentor-protégé arrangement with a DBE or VOSB firm attach the required Exhibit E.	ABC_ExE_P4G.pdf	Submit as a separate document on Trimble Unity Construct
Exhibit E – Reverse DBE/VOSB: Partnering for Growth Program - If proposing a mentor-protégé arrangement with the **subconsultant mentoring** attach the required Exhibit E.	ABC_ExE_RevP4G.pdf	Submit as a separate document on Trimble Unity Construct
Exhibit F - Veteran Small Business Participation, Utilization Plan and Letter of Intent	ABC_ExF.pdf	Submit as a separate document on Trimble Unity Construct
Exhibit H - DBE Participation, Utilization Plan and Letter of Intent	ABC_ExH_DBE.pdf	Submit as a separate document on Trimble Unity Construct
Firm's Commitment and Signature Form.	ABC_FCS.pdf	Submit as a separate document on Trimble Unity Construct
DBE and VOSB Evidence (current certification letters)	DBE_VOSB_Certs.pdf	Submit as a separate document on Trimble Unity Construct

- Complete the Word or Excel documents and then convert them to Adobe.pdf for the submittal.
- Do not send zipped files. They will be rejected and cause the firm's submittal to be disqualified.
- Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The files must then be converted to a PDF.
- The time zone in your Trimble Unity Construct profile must be set to "(UTC-06:00) Central Time (US & Canada)." The Time Zone field can be found on the Setup tab under Personal Information>My Profile. See the latest version of the SOI User Manual for instructions, available at the Trimble Unity Construct PSB SOI user manual, FAQ file, and training videos link in Section 3.7 Useful Links.

3.4.5 COMMON MISTAKES

The following is a list of common mistakes found when submitting a Professional Services SOI. This list is not intended to be exhaustive and firms should make every attempt to avoid these common mistakes in their submittals. **Responsive firms will be evaluated based on the information submitted by the due date and time.**

- General
  - Failure of minimum 40% self-performance by the Prime Consultant
  - Inconsistent percentages throughout SOI submittals
  - Incorrect PSB #
  - Incorrect Contract #
  - Changing anonymous Trimble Unity Construct PSB account profile entries
  - Submitting too close to the deadline
  - Failure to save attached document in the correct item folder for that submission.

- Failure to provide the required DBE/VOSB participation/utilization information in the SOITEAM may result in the SOI being deemed non-responsive.

- SOITEAM Data
  - Leaving blank spaces
  - Percentage does not equal 100% – this percentage should include the Prime Consultant and Subconsultants
  - Failure to include all Firms from the SOI (Prime Consultant, Team, Subconsultants etc.)

- Exhibits
  - Failure to submit Exhibit E when proposing P4G plan in the SOITEAM data
  - Unnecessarily submitting Exhibit E when not proposing P4G in SOITEAM data
  - Failure to submit correct version of Vendor Disclosures (formerly Forms A) or IPG Active Registration Vendor Disclosures (formerly Forms B)
  - Failure to list all required Key Personnel on Exhibit A
  - Change of the title of Key Personnel on Exhibit A
  - Failure to list % on Terms and Conditions FEIN page
  - Percentages different than SOITEAM Grid Data

- Teams
  - Failure to include all Team members on Exhibit C (Workload)
  - Failure to include Terms and Conditions for all Team members
  - Failure to include Vendor Disclosures (formerly Forms A) or IPG Active Registration Vendor Disclosures (formerly Forms B) for all Team members

3.5 DISCLOSURES AND CERTIFICATIONS

3.5.1 INSTRUCTIONS FOR SUBMITTING DISCLOSURES

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

IPG Active Registration Vendor Disclosures (formerly Forms B) shall be returned by Firm(s) that have a current, approved IPG registration.

Vendor Disclosures (formerly Forms A) Section

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

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

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

IPG Active Registration Vendor Disclosures (formerly Forms B) Section

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

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

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

3.5.2 INSTRUCTIONS FOR SUBMITTING ILLINOIS TOLLWAY STANDARD BUSINESS TERMS AND CONDITIONS

Submit the Illinois Tollway Standard Business Terms and Conditions. This document is also available on the Illinois Tollway website and submit as a separate document on Trimble Unity Construct. Team leads must submit Illinois Tollway Standard Business Terms and Conditions for themselves and team members.

3.6 PROTEST PROCEDURE

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

Chief Procurement Office for General Services
Attn: Protest Review Office

Email: cpogs.pro@illinois.gov

3.7 USEFUL LINKS

The Illinois Tollway website- https://www.illinoistollway.com/

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

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

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

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

Trimble Unity Construct website- https://app.e-builder.net/

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

Trimble Unity Construct PSB SOI training webinar dates and registration information- https://calendly.com/tollwaywbpm-getipass/psb-sois?back=1&month=2026-04

Bid Buy - https://www.bidbuy.illinois.gov/bso/view/login/login.xhtml

Chief Procurement Office/Illinois Procurement Gateway (IPG) – Vendor Registration -https://ipg.illinois.gov/

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

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

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

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

Illinois Department of Transportation Manual of Test Procedures for Materials https://public.powerdms.com/IDOT/documents/2732503

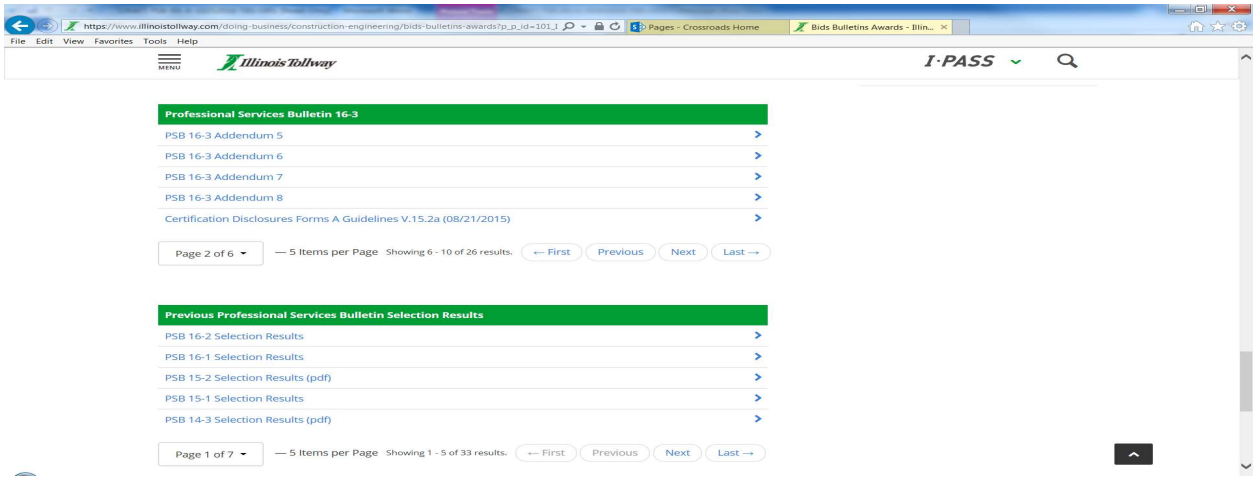
3.8 ILLINOIS ePROCUREMENT BidBuy NOTICE

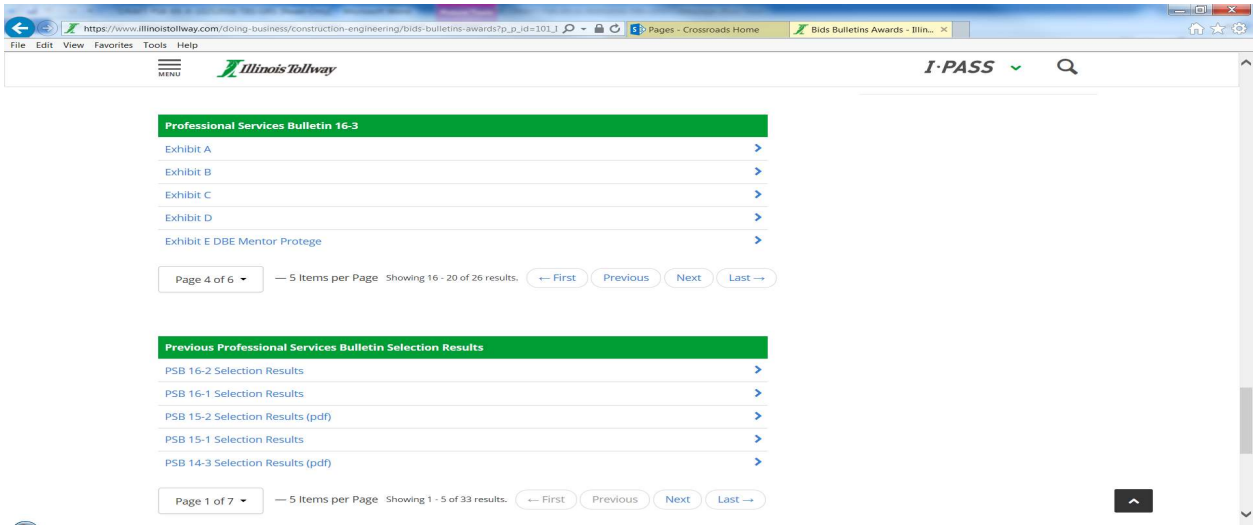
To register in the Illinois eProcurement System, please follow these instructions:

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

3.9 INFORMATION ON ACCESSING ILLINOIS TOLLWAY WEBSITE

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





3.10 FUTURE PROFESSIONAL SERVICES BULLETIN NOTIFICATIONS

To receive notification from the Illinois Tollway that a Professional Services Bulletin has been posted, or to Unsubscribe, please email Catrice Hardwick-Giles chardwick@getipass.com or call 630-241-6800 extension 4653.

Include the following information:

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

Name of firm _____

E-mail address _____

Contact person (corresponding with e-mail) _____

3.11 RESERVED

3.12 PSB 26-3 EXCHANGES WITH FIRMS AFTER SOI SUBMISSION

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

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

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

- Late submissions, including omission of the required documents as stated in the PSB:
    - SOI
    - Disclosures (DS)- Vendor Disclosures (formerly Forms A) or IPG Active Registration Vendor Disclosures (formerly Forms B)
- Omission of State of Illinois requirements
- Inability to meet eligibility requirements as stated in 44 Ill. Admin. Code 625.70, Confirmation of Eligibility.