

**PUBLIC BUILDING COMMISSION OF CHICAGO
ADDENDUM #1
REQUEST FOR QUALIFICATIONS FOR
BUILDING NEEDS ASSESSMENT AND PREVENTATIVE MAINTENANCE PLAN SERVICES
FOR EXISTING FACILITIES – PS1918**

Date: Tuesday, March 6, 2012

CLARIFICATION:

Respondents are to submit one hardcopy of the original submission plus one CD.

QUESTIONS AND ANSWERS

Question #1: Where can I locate the actual Key Team Members Matrix? The one attached to the RFQ says "sample".

Answer #1: Please use the format of the sample matrix and submit with your response.

Question #2: Typically for pre-qualifications, clients want to see only the qualifications of the submitting firm. Is this the case with the current RFQ or should Respondents include a team of consultants that can address all of the evaluation categories listed in Section II-A?

Answer #2: Respondents may include a team of consultants to address all evaluation categories if the Respondent cannot address all evaluation categories on their own. However, if a Respondent opts to submit their qualifications for a sub-set of the evaluation categories, the response will be accepted for review and evaluation.

Question # 3: Section III-C-v lists three roles as Key Staff Personnel. Are these the only resumes Respondents should include and the only personnel that should be listed on the Key Team Members Matrix or is it appropriate to include additional personnel?

Answer #3: Respondent may include resumes of additional relevant personnel and include them on Exhibit 1 – Key Team Members Matrix.

Question #4: Will there be any Minority Business Enterprise/Women Business Enterprise (M/WBE) requirements should a contract be awarded to a qualified firm?

Answer #4: The Public Building Commission (PBC) will establish project-specific MBE and WBE goals prior to inviting project proposals. At this time PBC expect to require some MBE/WBE participation on every project.

Question #5: Is the March 6 pre-submittal conference correct along with the qualifications submittal due date of March 8, 2012?

Answer #5: Yes.

Mayor Rahm Emanuel, Chairman
Addendum No.1

Erin Lavin Cabonargi, Executive Director
Tuesday, March 6, 2012

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PRE-SUBMITTAL MEETING QUESTIONS AND ANSWERS:

1	Question	Can a firm submit if it only has one area of expertise?
	Answer	Yes. It also may be ideal to team with another firm with additional areas of expertise.
2	Question	How does this Forest Preserve District of Cook County (FPDCC) work outlined in the RFQ relate to the FPDCC Capital Plan issued recently?
	Answer	Several of the projects the PBC team will be initiating are in the FPDCC Capital Plan.
3	Question	How quickly will the PBC publish the sign-in sheet from this meeting?
	Answer	A copy of the sign-in sheet from this meeting should be available on PBC's website by early afternoon today.
4	Question	Do the teams have to be Architect-led?
	Answer	No.
5	Question	How long will the pool of pre-qualified vendors be valid?
	Answer	There is no pre-determined duration at this time; PBC anticipates it will be valid for multiple years, or PBC may do as we have done in other pools, where we allow new firms to submit yearly.
6	Question	Would it be possible to extend the RFQ deadline to Monday, March 12, 2012?
	Answer	No.
7	Question	If a firm wishes to submit a large sample document, such as a preventative maintenance plan, should it be submitted electronically instead of hard copy?
	Answer	PBC would prefer excerpts or key summary/sample pages from larger documents, in hard copy.
8	Question	What will the selection criteria be for RFPs once issued?
	Answer	Selection criteria will be tailored to the specific scope of work of that particular project.
9	Question	Are firms limited to only submit previous work examples that were within the City of Chicago?
	Answer	No. Submit both local and national examples, if desired.
10	Question	Should Exhibit A only be filled out for the three Key Personnel listed?
	Answer	These three titles (Assessment Project Manager, Building Assessor, and Estimator) are sample Key Personnel; should your firm have alternate titles/Key Personnel, please include those as well.
11	Question	Will these questions and answers be published on PBC's website?
	Answer	Yes.
12	Question	Should green technology, such as green roofs, be taken into consideration?
	Answer	Yes.
13	Question	Can example work be submitted if was completed more than five years ago?
	Answer	PBC is looking for examples of recent work completed within the last five years; however older work can still be submitted as long as it is relevant.

END OF ADDENDUM NO. 1