

ADDENDUM



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ADDENDUM NO.: 01
PROJECT NAME: RFQ for Specialty Consultants
PROJECT NO.: Program-Wide
CONTRACT NO.: PS2060-64
DATE OF ISSUE: May 6, 2015

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO CONTRACT DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Contract Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original Contract Documents shall continue in full force and effect and shall have the same meaning in this Addendum.

ITEM NO. 1: REQUESTS FOR INFORMATION (RFI)

- Questions received have been answered in the attached RFI Log. Respondents should note all questions under the "General" header are universal to all Requests for Qualifications (RFQ) for Specialty Consultants, including: Environmental Engineering Services, Environmental Services for Renovation and Demolition, Geotechnical Services, Surveyor Services, and Traffic Study Services. All other answers are germane to a specific RFQ as noted in the section header.

List of Attachments:

- Specialty Consultants RFI Log

END OF ADDENDUM NO.1

PUBLIC BUILDING COMMISSION OF CHICAGO
RFI LOG

PROJECT NAME: 2016 SPECIALTY CONSULTANTS RFQ
PROJECT NUMBER: PROGRAM-WIDE
SUBMISSION DUE DATE: May 14, 2015

REQUESTS FOR INFORMATION
GENERAL QUESTIONS (applicable to all four RFQ submissions)

Description of Q/A

Question 1	Per another meeting attendee, their understanding regarding MBE/WBE was that responders are NOT to mention specific MBE/WBE firms in the response, including org chart/flow chart. I had only noted that the paperwork for MBE/WBE firms did not need to be filled out with the response, except if the responder is a MBE/WBE firm. Please clarify.
Answer 1	No, M/WBE subcontractors do not need to be identified at this time. No Schedule C/D are required for submission at this time. Those firms that are certified M/WBE should submit City/County Certificates and place in Tab 3. If a M/WBE firm is part of the team, please make sure to include all their pertinent information and also place in Tab 3.
Question 2	The first page of the RFQ contains a blank chart for Respondent information. Please clarify whether or not this page is to be included in the submittal, and if so, where would we include it?
Answer 2	Yes. Please place in front of Tab 1.
Question 3	Please verify where the Schedule C forms should be placed in the proposal.
Answer 3	Attachment C was provided for informational purposes and is not required for submission.
Question 4	Attachment B – Disclosure Affidavit requests a Social Security Number, and the firm does not have a SSN. Please clarify the information that should be provided here.
Answer 4	Tax Identification Number (TIN).
Question 5	Attachment B – Disclosure Affidavit provides blanks on numbers 1 through 4. Please clarify the information that should be provided on these blanks.
Answer 5	Additional owners of firm (if applicable).
Question 6	Attachment B – Disclosure Affidavit requests addresses for all shareholders whose ownership percentage exceeds 7.5% of the business entity. Please verify if the requested addresses should be business or personal (home) addresses.
Answer 6	Please provide a current address where, if necessary, we can contact a shareholder regarding the firm.
Question 7	Do we need to identify specific MBE/WBE firms at this time? If yes, are MBE/WBE forms required at the time of submission?
Answer 7	Please see Answer 1 in General Questions.
Question 8	The RFQ indicates that financial statements be submitted separately and as Tab 4 in the Qualifications package. Are we to include our financial statements in both places?
Answer 8	Please submit two single-sided bound copies of Financial Statements in an envelop behind Tab 4 of the Original. In the copies (electronic and paper), behind Tab 4 insert a page stating "Financials submitted separately."
Question 9	Are there any downloadable fillable forms on the PBC website for the exhibit 1 form - key personnel as well as attachments A, B, C etc.?
Answer 9	No, but the PBC encourages firms to make their forms fillable. The pdf's are unlocked.
Question 10	Was the pre-submission conference mandatory? Can we still submit if our firm was not present?
Answer 10	The pre-submission conference was strongly encouraged but not mandatory to be eligible to submit a response to these RFQ's.

Description of Q/A

Question 11	For firms submitting on more than one RFQ (our firm is submitting on three) is it acceptable to submit just one set of financials, and forms such as the Disclosure Affidavit?
Answer 11	No. Please follow the submission requirements for each RFQ.
Question 12	Though it's not listed under Required forms, we'd like to confirm that a completed Attachment D is not required for submittal. If it is required, are scanned signatures acceptable on the Subconsultant Schedule Cs?
Answer 12	Attachment D was provided for informational purposes and is not required for submission.
Question 13	Was the April 22, 2015 Pre-Submission Conference mandatory?
Answer 13	See Answer 10 in General Questions.
Question 14	Regarding TAB 3, Compliance/Insurance, 2. Insurance: If a firm currently carries insurance with limits less than those specified in Attachment E, what constitutes "proof" the firm can attain the insurance requirements as described in Attachment E?
Answer 14	A statement from an agent, broker or underwriter indicating that the coverage is available to the firm, is sufficient. The firm should also add a statement committing to carrying the increased limits or coverage in the event they are a selected vendor.
Question 15	TAB 4, Financial Statements: The RFQ states "The Respondent shall also submit annual reports." For firms without audited financial statements, please confirm that annual profit and loss statements will adequately meet the requirements of "annual reports" specified in TAB 4, Financial Statements.
Answer 15	Please submit the most current and complete financial statements that represent your firms fiscal viability.
Question 16	How long do you anticipate this contract duration to last?
Answer 16	Please consult Attachment F of the agreement Section 6a.
Question 17	We are completing Exhibit 1 forms for proposed project managers and senior QA/QC personnel only, defining those positions as "key". Can you confirm that this is acceptable to the PBC?
Answer 17	Yes, the Respondent may also add personnel who may work directly with the PBC staff and engage in a PBC project, but adding them is not a requirement.
Question 18	Where should resumes be included? Resumes are requested in Tab 2 1D and 2B
Answer 18	Tab 2.
Question 19	Question came up at meeting regarding maximum compensation and response was that it was noted near the back of each RFQ. I noted on Page 77 of the traffic study services RFQ that compensation shall not exceed \$300,000 during the term of the agreement, but this page has "sample" watermark. Please confirm if this is correct amount, and also if this would be split between up to 5 contracts/respondents as noted on Page 17.
Answer 19	The amount noted in Attachment F- Form of the Agreement is the approximate anticipated contract value for each firm pre-qualified.
Question 20	Under Attachment C, what does the Certification statement refer to on pg. 48 of 80?
Answer 20	Attestation of true and accurate reporting.
Question 21	Attachment B – Please clarify what information should be included for lines 1-4 on pg. 39 of 80.
Answer 21	See Answer 5 in General Questions.
Question 22	For Financial Statements – Tab 4 on page 15, there is a paragraph that refers to the submittal requirements for the "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises." Should this information be included under this Tab, or should it be included in Tab 3 with the other MBE/WBE compliance requirements?
Answer 22	Misprint, Tab 3.

Description of Q/A

Question 23	If MBE/WBE participation is envisioned on each individual task order, do we need to include specific firms in our submittal or can we identify MBE/WBE partners on a project-by-project basis?
Answer 23	See Answer 1 in General Questions.
Question 24	In Section 1 Submission Checklist (page 3) it mentions a transmittal letter. Is the transmittal letter and the cover letter the same document or are they two (2) separate documents? If they are separate documents what should the transmittal document include? Where can I find this transmittal letter?
Answer 24	The transmittal letter should explain what is in the contents of package (Name of RFQ, number of responses, and firm name). The firm must create the letter.
Question 25	In the last Traffic Study Services contract, the MBE/WBE goal was achieved through MBE/WBE firms in the pool exclusively completing studies rather than having smaller roles through teaming arrangements on each individual task order. Given the size of the individual task order contracts, that seemed to make sense. Is that how you envision it again or do you envision MBE/WBE participation on each individual task order?
Answer 25	Where possible, firms are encouraged to make the aspirational goal of 25% MBE and 5% WBE participation.
Question 26	In the Submission Requirements under Tab 4 Financial Statements (page 15) there is the heading "SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES" Under this heading it encourages respondent to submit projects where they met or exceeded MBW/WBE goals. Are these project to go under Tab 4 or is this a misprint in the RFQ?
Answer 26	See Answer 22 in General Questions.

ENVIROMENTAL ENGINEERING SERVICES - PS2060

Description of Q/A

Question 1	Section 3 – Technical Competence (Page 18) states that the Exhibit 1 Form is to be completed for all proposed Project Managers. The Exhibit 1 Form itself states that the form should be completed for each proposed Key Personnel. Please clarify if the form should only be completed for Project Managers or all proposed Key Personnel.
Answer 1	PBC is requesting that Exhibit 1 be completed for each Key Personnel (project manager) that will be assigned to PBC work that also has a minimum of seven (7) successful No Further Letters issued from the IEPA Site Remediation Program in the past seven (7) years. According to Page 17 Key Personnel, under 3.A. this section also states, "The Respondent shall demonstrate only project managers with a minimum of seven (7) successful No Further Remediation Letters issued from the IEPA." The PBC also expects that the Key Personnel named on the Exhibit 1 forms being proposed for Categories A, B and C should be project managers with a minimum of ten (10) years experience working in the State of Illinois using Illinois Title 35 Ill. Adm. Code 740 and 742. This is stated on Page 17 under Firm and Personnel Experience Section 2. E.
Question 2	Is it permissible to include No Further Remediation letters (NFRs) obtained by our employees while they were with past employers? If so, we would clearly note this as such in our RFQ response. Is there a preferred way PBC would like this documented?
Answer 2	Yes, the resumes should clearly denote projects performed with a separate company.
Question 3	If a Project Manager performed the bulk of the work in concert with our Professional Engineer who reviewed all documents, etc. Can this count for both individuals or do you need to see unique NFRs for each of those individuals?
Answer 3	Yes, the Respondent shall provide information in Exhibit 1 related to the specific role each individual played in the Planning, Design and Construction Phase for the project when they worked on a site in the Illinois Environmental Protection Agency Site Remediation Program that currently has an NFR.
Question 4	May a consultant be approved for various categories of work for the PBC pursuant to Sections 4.1 and 4.2 (e.g., Category A, or Categories A and B), or must each consultant be pre-qualified to perform all Categories A, B and C?
Answer 4	It is the PBC's goal to pre-qualify Consultants with experience to perform in all Categories A, B, and C as defined in the RFP.
Question 5	1. Regarding TAB 2 - Firm and Personnel Experience, 3. Technical Competence, Exhibit 1 Form - Project Managers Experience: Is it absolutely required that project managers proposed to work on PBC projects demonstrate a minimum of seven (7) successful NFR Letter from the Illinois EPA's SRP in the last seven (7) years? 2. Can NFR Letters through the Illinois EPA's LUST program be counted? 3. Would the PBC accept project managers with ten (10) successful NFR Letters through the Illinois EPA's SRP and LUST program over the last ten (10) years, or must it be absolutely seven (7) NFR letters through the SRP in the last seven (7) years? 4. In other words, will the PBC consider project managers who don't have seven NFR Letters through the SRP in the last 7 years?
Answer 5	Answer 1: Yes Answer 2: No Answer 3:No Answer 4:No
Question 6	Regarding TAB 1 - Introductory Information, 1. Cover Letter: The RFQ states that "the Cover Letter must identify all firms in the project team composition..." Is this intended for firms proposing as Joint Ventures, or is this intended for a Prime consultant and its subcontractors? A consultant may solicit bids from subcontractors for services solicited by the PBC in response to a Task Order Request (environmental driller, analytical laboratory, etc.). Thus, the "project team" may vary from project to project for a prime consultant. Please clarify whether this requirement applies to joint ventures or prime consultants and their (potential) subcontractors.
Answer 6	This is intended for the Respondent to provide the list of the Respondent's project team inclusive of MBE/WBE companies and joint venture companies.
Question 7	In completing Exhibit 1, "Relevant Project Experience", would the PBCC accept project examples from a client who wishes to remain confidential? The following fields would then be marked as "confidential client": Project Client Project Contact "Project Location" information would need to be generic (i.e. city without address).
Answer 7	Yes. Please place in front of Tab 1.

ENVIROMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION - PS2061

Description of Q/A

Question 1	In Tab 2, please confirm the number of projects that should be submitted for Respondent's related experience. The RFQ does not specify.
Answer 1	The Respondent shall provide a minimum of 5 projects to demonstrate that the Respondent is qualified to complete the work.
Question 2	Section 3 – Technical Competence (Page 17) states that the Exhibit 1 Form is to be completed for all proposed Project Managers. The Exhibit 1 Form itself states that the form should be completed for each proposed Key Personnel. Please clarify if the form should only be completed for Project Managers or all proposed Key Personnel.
Answer 2	Please complete "Exhibit 1" for all key personnel that will be assigned to PBC work.
Question 3	Our IDPH licensed Asbestos Project Designers do not have 10 years experience. We don't fully understand how we can meet that requirement. The RFQ states we cannot use a Sub consultant—but appears to allow an exception for a MBE/WBE Subconsultant? If a firm is unable to provide an IDPH Asbestos Project Designer with 10 years of experience—will this render their submittal non-compliant?
Answer 3	Yes, if Respondent is unable to provide an IDPH Asbestos Project Designer with 10 years of experience, the submission will be rendered non-compliant. However, Respondent may elect to satisfy this requirement by selecting one of two options: 1) Respondent may elect to Joint Venture with another firm or individuals (and meet the requirements for Joint Venture Partnerships described in this RFQ) or 2) Respondent may propose to utilize a MBE/WBE individual(s) who shall remain as part of your team for the duration of the resultant contract. For either option, Respondents are to complete Exhibit 1 and submit resumes for each proposed Joint Venture Partner or MBE/WBE Team Member(s). Under the resultant contract, Firms will be responsible for notifying the PBC when a proposed MBE/WBE Team Member is being replaced. The MBE/WBE Team Member being replaced shall meet all of the requirements identified in this RFQ.
Question 4	Submission Requirements - Compliance/Insurance – Tab 3: 1b. Is there a specific format for providing this information?
Answer 4	No, firms are required to submit the information in a clear and cohesive format of their choosing.
Question 5	Evaluation Criteria – 7.2A4 – Evaluation criteria references six (6) summaries for each type of work, but this is not listed as a submission in the Submission Requirements section. Where is this information to be provided?
Answer 5	Please reference Tab 2, 3. Technical Competence, A. The respondent shall provide a minimum of two (2) examples for all key personnel.
Question 6	Evaluation Criteria – 7.3F – Evaluation criteria references three (3) examples of emergency response, but this is not listed as a submission in the Submission Requirements section. Where is this information to be provided?
Answer 6	Please include this information under Tab 2, in the "Qualification of Firm" section.
Question 7	Evaluation Criteria – 7.3G– Evaluation criteria references equipment, but this is not listed as a submission in the Submission Requirements section. Where is this information to be provided?
Answer 7	Please include this information under Tab 2, in the "Qualification of Firm" section.
Question 8	In downloading the RFQ documents from the website there is no attachment F in the appendix even though it is listed in the Table of Contents and Submission Checklist. Can you please tell me if this is an error or if it is not required to submit it?
Answer 8	Attachment F begins on page 74 of 85 of the RFQ. It is for informational purposes only. It is not required for submission.

GEOTECHNICAL SERVICES - PS2062

Description of Q/A

Question 1	The Exhibit 1 form references a key personnel matrix, but there is no reference to such a matrix listed in the submittal requirements and no form is attached. Please clarify.
Answer 1	Create a matrix with the following columns: 1. List types of foundation systems and soil types associated with each 2. Is the team member local to the Chicagoland area 3. Years at the firm 4. Years in the industry 5. Type of licenses
Question 2	The Exhibit 1 form requests a minimum of four (4) successful projects in the past five (5) years. However, page 19 of the RFQ requests seven (7) successful projects in the past seven (7) years. Please clarify the required number of projects to be provided.
Answer 2	Provide a minimum of four (4) successful projects in the past five (5) years.
Question 3	Section 3 – Technical Competence (Page 19) states that the Exhibit 1 Form is to be completed for all proposed Project Managers. The Exhibit 1 Form itself states that the form should be completed for each proposed Key Personnel. Please clarify if the form should only be completed for Project Managers or all proposed Key Personnel.
Answer 3	Should only be completed for Project Managers that will be assigned to PBC work.
Question 4	Page 18 1B – Is there a number of Firm projects in the last 2 years that should be provided? Is “Construction Material Testing” meant to state geotechnical services? Does the project have to be a municipal or education facility?
Answer 4	Provide a minimum of four (4) successful projects in the past two (2) years. Material testing should be replaced with geotechnical services. Project can be municipal or institutional.
Question 5	Page 18 1D – States “provide a table for project managers.” Is this the same as Exhibit 1 form?
Answer 5	Yes this can be the same as Exhibit 1.
Question 6	How many projects should be provided for each project manager? Exhibit 1 Form states 4, Tab 2 ID1 states 10, Tab 2 3A states 7.
Answer 6	See Answer 2 in Geotechnical Services.
Question 7	Please confirm the number of projects that should be submitted for Respondent’s related experience. The RFQ does not specify.
Answer 7	See Answer 2 in Geotechnical Services.

TRAFFIC STUDY SERVICES - PS2063

Description of Q/A

Question 1	Page 14: Tab 2, Item 2 Key Personnel & Applicable Licenses requests a matrix that shows experience in Categories listed in 1-4. What categories would the PBC like to see shown in the columns of the matrix?
Answer 1	Create a matrix with the following columns: 1. List types of traffic conditions survey (schools, municipal facilities, libraries etc.) 2. Is the team member local to the Chicagoland area 3. Years at the firm 4. Years in the industry 5. Type of licenses, if any
Question 2	Page 14: Tab 2, Item 2 Key Personnel & Applicable Licenses A.2. states "no more than four (4) resumes of key personnel" ; Tab 2, Item 2 Key Personnel & Applicable Licenses Subsection B. requests resumes of all key personnel in alphabetical order by last name. Are key personnel resumes for the entire submittal limited to 4?
Answer 2	Resumes are not limited to 4, submit as many as needed to show experience.
Question 3	Page 19: Section VII Evaluation Criteria Item G. Equipment. Does this evaluation criteria apply to Traffic Study Services RFQ? If yes, where should the information be included in the submittal?
Answer 3	No, this section should be eliminated from the RFQ.
Question 4	Page 19: Section VII Evaluation Criteria Item F. Emergency Response. Does this evaluation criteria apply to Traffic Study Services RFQ? If yes, where should the information be included in the submittal?
Answer 4	See answer 3 in Traffic Study Services.
Question 5	Under Section 7.3 Other Evaluation Considerations, are Items "F. Emergency Response" and "G. Equipment" on page 20 applicable to this Traffic Study submittal?
Answer 5	See Answer 3 in Traffic Study Services.
Question 6	On page 14 under the heading Key personnel and Applicable license, what columns would should be included in the staff matrix?
Answer 6	See answer 1 in Traffic Study Services.
Question 7	Please clarify the project experience timeframe. Pg. 13 of 80 states "within the last 5 years," pg. 17 of 80 states "within the last 2 years."
Answer 7	Provide experience for the past 2 years.
Question 8	Please clarify the statement on Pg. 14 of 80 that asks to identify key personnel experience in categories listed in 1-4, however there is no section 1-4 and the items 1 through 4 that follows this paragraph are not experience categories.
Answer 8	See Answer 1 in Traffic Study Services.
Question 9	Please confirm that Item F. Emergency Response and Item G. Equipment on pg. 19 of 80 does not apply to the Traffic Study RFQ?
Answer 9	See answer 3 in Traffic Study Services.
Question 10	Exhibit 1 – Key Personnel form provided on pg. 21 of 80 includes items that seem to relate to environmental work. For the Traffic Study RFQ, is there a separate form or are we to ignore those items?
Answer 10	Exhibit 1 Form is for Traffic Study work only.

Description of Q/A

Question 11	Under Scope of Services 4.1 Intent, it states “soliciting qualifications from environmental consulting firms”. Wanted to confirm if this is correct given scope is traffic studies/engineering, so presumably this would not specifically require an environmental firm, and respondent could be any consulting firm qualified to perform traffic studies/engineering.
Answer 11	Typo, should be revised as “soliciting qualifications from traffic study firms”.
Question 12	For Qualifications of the Firm (Item 1.B., page 15), do we need to include a client reference for each project identified?
Answer 12	Yes, include the client name for each project.
Question 13	For Technical Competence (Item 3, page 14), it states we should include Exhibit 1 – Relevant Project Experience for all project managers proposed to work on PBC projects. However, the Exhibit 1 Form itself says that we should complete a form for each proposed personnel. Can you please clarify for whom we should include the Exhibit 1 form? If we are limited to resumes of 4 key personnel, then should we complete the forms for each of these people?
Answer 13	Answer 1: PBC is requesting that Exhibit 1 be completed for each Key Personnel (project manager) that will be assigned to PBC work. Answer 2: See answer 2 in Traffic Study Services.
Question 14	Under Introductory Information – Tab 1 (page 13), please specify the differences in the organization charts requested in 3. Executive Summary, 4. Organization Chart, and 5. Project Flow Chart.
Answer 14	3. Executive Summary- Summary of Firm, 4. Organization Chart- Overall Firm, and 5. Project Flow Chart- How PBC projects will be managed by the firm.
Question 15	Can you please identify the difference between the following Evaluation Criteria: “B. Qualifications and Relevant Experience of Key Personnel” and “C. Technical Competence of the Firm”? Is the Technical Competence of the Firm based more upon the matrix itself?
Answer 15	Show technical experience.

SURVEYOR SERVICES - PS2064

Description of Q/A

Question 1	In reviewing the survey prequalification packet, on page 15 tab 2, 1a it states “managing all aspects of the traffic study work described in this rfq”? I am assuming this is a typo and should say survey?
Answer 1	Typo, should be revised as “soliciting qualifications from survey firms”.
Question 2	In 2a it states that you want a matrix and that they have experience in categories 1-4 listed and the columns that state the following: then it goes to list requirements and not services. Can you please clarify what we are to put in the columns?
Answer 2	Columns should read: <ol style="list-style-type: none">1. Experience with multi-parcel properties, planned developments and right-of-ways.2. Is the team member local to the Chicagoland area3. Years at the firm4. Years in the industry5. Type of license
Question 3	RFQ for surveyor services PS2063, it states on page 3 (section 1 submission checklist) that "the transmittal letter must be signed by an authorized officer of the firm" where can I find this transmittal letter?
Answer 3	See Answer 24 in General Questions.
Question 4	For Financial Statements – Tab 4 on page 16, there is a paragraph that refers to the submittal requirements for the “Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises.” Should this information be included under this Tab, or should it be included in Tab 3 with the other MBE/WBE compliance requirements?
Answer 4	See Answer 22 in General Questions.
Question 5	For the Exhibit 1 Form (Key Personnel) where it says “crew size” are you looking for the number of key personnel involved (ie: actual number of people who worked on the project) or just the number of crews that worked on the project?
Answer 5	Actual number of people who worked on the project.