



# ADDENDUM

ADDENDUM NO.: 01  
PROJECT NAME: RFQ for 2016 Prequalification of General Contractors for Various Projects  
PROJECT NO.: Program-Wide  
DATE OF ISSUE: April 6, 2016

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## 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)

- The following questions have been received and answered below.

- 1. When will project specific Issue for Bid documents be issued after the Prequalified firms have been awarded?**  
There is no specific timeline for issuance of bids. However, bidding opportunities could be available as soon as the day after the Board of Commissioners approves the recommended prequalified General Contractors. As bidding opportunities become available, the PBC will post ads in a newspaper of widespread distribution and issue notifications via its online notification service, PBC Alerts, so the bidding community can be made aware of the opportunity.
- 2. When are responses due to become prequalified by the Public Building Commission (PBC)?**  
Responses are due April 13, 2016 by 4:00pm to the attention of Patricia Montenegro, Contract Officer at 50 W. Washington, Room 200, Chicago, IL 60602 (further instructions can be found on page 5 of 43 of the Request for Qualifications document).
- 3. If you are not certified as a MBE or WBE as a General Contractor (GC) but your subcontractors are, how does that impact your chance of being Pre-Qualified?**  
Firms do not have to be MBE or WBE certified to become prequalified under this solicitation. All GC firms may submit and be prequalified under this RFQ. However, if you are a certified MBE or WBE firm, please ensure to include a copy of your firm's certification letter from the City of Chicago or Cook County with Form D – Licensing and General Information of the RFQ. It is important to note, when the PBC issues a project for bid, there are MBE and WBE requirements. More information can be found on page 6 of 43 of the RFQ regarding current MBE and WBE requirements.
- 4. Should Joint Ventures (JV) be submitted in response to this Request for Qualifications (RFQ) or can they be submitted at a later date?**  
Firms may submit to this solicitation by themselves or as partners in a JV. If firms would prefer to JV after bid issuance, a prequalified firm may submit the request, in writing to the Contract Officer, to include a JV partner. The PBC reserves the right to approve such requests prior to the bid's due date.
- 5. Does the PBC issue addendum via the PBC Alert notification?**  
Traditionally, the PBC does not issue addendums via PBC Alerts. It is always the responsibility of the respondent or bidder to check the PBC's website for addenda and updates through and including the solicitation deadline.
- 6. Why is Patricia Montenegro the only person that should be contacted in regard to this solicitation?**  
The PBC designates a Contract Officer at the outset of a solicitation responsible for ensuring all communication remains consistent and efficient. Patricia Montenegro is the Contract Officer for this solicitation; she will ensure responsibilities relating to this procurement process are completed in conformity with all applicable procurement rules.

**7. If you have previously been pre-qualified on a PBC project solicitation, do you still have to submit to this solicitation?**

Yes, you still have to submit to this solicitation. In order to be pre-qualified under this solicitation, all firms must submit their response in accordance with the RFQ requirements.

**8. What is the term of the prequalification?**

The prequalification term will last through November 30, 2020.

**9. Does the prequalification include multiple delivery methods, including Design-Bid-Build, Design Build, and CM at Risk?**

This prequalification will only be used for traditional, low bid general contracting (design-bid-build). If the PBC requires design/build or Construction Manager at-Risk services, a separate procurement process will be applied.

**10. Does this solicitation include prequalification of environmental contractors?**

No, this solicitation is for General Contractors only. However, if awarded a contract, the GC may be required to manage environmental and other subcontractors.

**11. Does this solicitation include prequalification of demolition contractors?**

This solicitation is for General Contractors only. If the demolition contractor holds a GC license, they are eligible and encouraged to submit.

**12. Does this solicitation include technology consultants or contractors?**

This solicitation is for General Contractors only. If technology consultants or contractor holds a GC license, they are eligible and encouraged to submit if they can demonstrate GC services. Please see page 9 of 43 of the RFQ for further information.

**13. Does the PBC recognize Veteran-Owned Companies?**

The PBC does not currently have veteran-owned business goals. However, firms are welcomed to utilize their experience in attaining veteran business goals as a comparable example to making MBE and WBE goals.

**14. Will PBC have project funding?**

At the point the PBC issues a project for bid, the PBC has budgetary authority from the User Agency to award a contract (in alignment with the project's estimate).

**15. Will the PBC publish a quarterly forecast of upcoming projects?**

The PBC is unable to issue quarterly forecasts. However, the PBC regularly updates its website with upcoming opportunities.

**16. If you are unable to provide a response to this prequalification by the deadline, will a Contractor be able to be added to the pre-qualified pool during the term of the prequalification?**

There is no plan to re-open this pool after the submission deadline of April 13, 2016 at 4pm. Firms are encouraged to dedicate the necessary resources to putting together a thorough and timely response to this solicitation.

**17. Does this solicitation include prequalification of subcontractors or trade contractors?**

No, this solicitation is for General Contractors only. However, if firms hold trade licensing in addition to GC licenses, they are encouraged to include copies of their trade licenses in their submission.

**18. If you are pre-qualified as either a D or E class as part of this solicitation but your licensing capacity changes in the future, can you change your PBC pre-qualification class category?**

Yes. If your license and firm capacity changes during the prequalification period, your firm may submit a request to change your firm's classification by submitting additional information demonstrating your firm's current licensing, firm experience personnel experience, and financial capacity.

**19. Does the General Contractor have to be signatory to a union to be pre-qualified or be awarded a future project?**

Not necessarily. The PBC delivers projects on behalf of the City of Chicago, sister agencies, and other government entities. If the agency for which the PBC is delivering a project is signatory to a Project Labor Agreement (PLA), then all work performed on the project must be performed by firms who are signatory to the appropriate union. If a GC is not signatory to a union, the

GC can still be prequalified and awarded a project. However, the GC may not be allowed to self-perform if the project in question is being delivered on behalf of a client who is signatory to a PLA.

**20. Do the tabs have to be labeled on the response?**

Yes, each tab should have the corresponding number on the tab (example: Tab 1, Tab 2, Tab 3, or 1, 2, 3 etc.).

**21. Can you mark financial information as confidential?**

Respondent may designate financial portions of the Submission as confidential. The portions that contain proprietary data must be marked confidential as well. Please see page 6 of 43 of the RFQ for further information.

**22. Should confidential information be redacted in the PDF copy of the submission?**

No.

**23. What if my union is not issuing letters of good standing? I have been told that companies should contact the union directly and receive confirmation via the phone.**

Prior to the submission deadline, please send Patricia Montenegro an email indicating your inability to secure a letter from your union. Please include your firm's name, union local, and contact information for that union. The PBC will work directly with your firm to address that deficiency.

**24. How should a respondent prepare a response if they are a "start-up," e.g. has not had experience on their own or as their own company but worked for another GC for a number of years.**

Firms must demonstrate the experience of their firm and their personnel. Firms should look to experience working for other companies and the experience of their staff to demonstrate adequate experience.

**25. Will prequalified GC's be able to provide additional project experience during the term of the prequalification to allow PBC to see breadth of experience for future work?**

Yes. At the point the GC has gained enough experience to warrant a GC class change, your firm may submit a request to change your firm's classification by submitting additional information demonstrating your firm's current licensing, firm experience personnel experience, and financial capacity. The PBC has the right to approve or deny the request to change classifications for pre-qualified GCs.

**26. Will the PBC require updated financial information each year after the Pre-Qualified pool is awarded?**

The PBC may request updated information prior to contract award.

**27. Where are the required forms available for download, including samples of prequalification documents?**

On the PBC's website, [http://pbcchicago.com/content/working/opening\\_display.asp?BID\\_ID=476](http://pbcchicago.com/content/working/opening_display.asp?BID_ID=476).

**28. Does the PBC recognize State of Illinois / CMS Certification?**

The PBC only recognizes MBE/WBE Certification from the City of Chicago or Cook County. However, if a firm has CMS Certification they can submit a copy of that document for reference only.

**29. If you have MBE/WBE Certification in a particular area (e.g. Plumbing), is it acceptable to provide that Certification only for the submission?**

Please provide a copy of your MBE/WBE Certification, if applicable.

**30. My business license is in another city or state. Can I provide it?**

Yes.

**31. Is there an office or site visit after the submissions have been provided?**

No. However, the PBC reserves the right to request additional information prior to contract award.

**32. Can UPS/FedEx/USPS be used for delivering the submission to the PBC?**

Yes. However, please be advised the PBC is located in the Richard J. Daley Center, which is the third largest courthouse in the country. Mail is delivered to a central location, scanned, and then processed for distribution. If you mail anything, please

ensure it is mailed with plenty of time to spare so that your submission is received by our office prior to the 4pm deadline on April 13, 2016. The PBC will not be responsible for tracking lost mail.

- 33. How does the PBC determine when it will issue a project for bid to tap into the prequalified pool?**  
Based on the project's scope, schedule, and complexity, the PBC will determine when to issue a project for bid. However, the PBC will issue all bidding opportunity notifications via PBC Alerts.
- 34. On Page 15 of the RFQ (Submission Checklist), there are areas that have been grayed out for General Contractor Classifications D and E. Does that mean Contractors D and E do not have to submit?**  
With regards to the Table of Contents, the PBC's preference is that all contractors provide a Table of Contents with their submission; however, Contractors D and E are not required to submit a Table of Contents. With regards to Safety, Contractors D and E must complete FORM H Safety and must include a summary demonstrating how your firm handles precautionary Safety Measures on project work sites. With regards to Quality Assurance and Quality Control, Contractors D and E must include a summary demonstrating Quality Assurance and Quality Control processes it undertakes in the performance of a project.
- 35. I used to work for a PBC consultant, would my assistance in the preparation of this document pose a problem?**  
No. In order to be prequalified under this solicitation, all firms must submit their response in accordance with the RFQ submission requirements.
- 36. GCs must have a copy of their General Contractors license by the Submission deadline on Wednesday, April 13<sup>th</sup> as per the RFQ. After attending your workshops we intend to submit for our license today. City of Chicago General Contractor License branch asks for 14 days to process and 10 days to mail the license. Will PBC extend the deadline for RFQ submission for 3 additional weeks, to account for processing your new potential GCs?**  
Firms should have the requisite licensing at the time of submission. The submission deadline is April 13, 2016 at 4pm. Any changes to the submission deadline, will be issued via an addendum which can be found on the PBC's website.
- 37. We are a newer GC company that has single project and aggregate bonding capacity to qualify as a Class C, D, and E General Contractor. However, as a newer company we have yet to complete 5 projects. Will the PBC be less stringent on Class C, D and E contractors for this requirement since we are competing on much smaller projects? In the event that 5 projects remains the requirement, will the PBC allow for the project experience of Key Management personnel from predecessor companies?**  
All class of firms must submit at least 5 projects completed within the last 3 years. Firms must demonstrate the experience of their firm and their personnel. Firms should look to experience working for other companies and the experience of their staff to demonstrate adequate experience. Ensure the projects used clearly explain the project and the personnel's role in the project.
- 38. Regarding Safety, will PBC accept a letter (from insurance company) in lieu of the National Council of Compensation Insurance (NCCI) rating worksheet?**  
No; however, your firm may include a letter from your insurance company as additional support information.
- 39. I'm writing to request additional information about Form E - Disclosure Affidavit of your Prequalification application. The application asks that we complete a Form E for the respondent and the owners. If submitted, what information will be available to the public about the respondent and its owners?**  
All answers provided on Form E-Disclosure Affidavit may be made public. Please review the PBC's website – all GC contracts, in its entirety, are posted and subject to the Freedom of Information Act (FOIA).
- 40. Is the surety bond required and what is the amount needed, \$2 million?**  
No, surety bonds are not required for this submission. Please see page 8 of 43 of the RFQ for further information.
- 41. I do not have my GC license but have applied for it. May I attach my GC license application with the Prequalification?**  
Firms should have the requisite licensing at the time of submission.

42. **On the builders risk insurance we would typically provide it on a project by project basis. Is that what the PBC would require or is it something different? Can the Railroad Protective Liability insurance be provided for projects that need it?**

Please provide a copy of your firm's current coverages. Each project bid by the PBC will have project-specific insurance requirements. Your firm does not need to purchase additional coverages for the purpose of submitting to this RFQ. Please see page 8 of 43 of the RFQ for further information.

43. **We hold a Class A General Contracting license, but our project experience is not of the size described in the RFQ. Will we be ranked against other firms in our class only? Can we apply at a lower tier more in keeping with our relevant experience? Are you aiming for a maximum number of GCs per category (i.e. are you cutting otherwise qualified firms whose overall scores aren't as high as others in their category?)**

Based on a Firm's experience, the PBC will prequalify firms within the Class that most appropriately reflects that firm's experience. The PBC does not have a minimum or maximum number of GCs it is looking to prequalify per Class.

END OF ADDENDUM NO.1