

PUBLIC BUILDING COMMISSION OF CHICAGO

ADDENDUM NO. 1 FOR REQUEST FOR QUALIFICATIONS For ENVIRONMENTAL CONSULTING SERVICES FOR VARIOUS PROJECT SITES

DATE: Tuesday, July 8, 2009

NOTICE OF CHANGES

The following changes are hereby made in the Request for Qualification documents.

- Change 1:** Remove all references to 'Request for Qualifications / Proposals' and Replace with 'Request for Qualifications.'
- Change 2:** Submittal Checklist, Page 2 of 72 – Remove this page and Replace with the attached Revised Page 2 of 72.
- Change 3:** Table of Contents, Page 3 of 72 - Remove this page and Replace with the attached Revised Page 3 of 72.
- Change 4:** IV. Schedule of Hourly Rates, Page 12 of 72 - Remove this page and Replace with the attached Revised Page 12 of 72.
- Change 5:** V. Submittal Requirements, Page 16 of 72, Subpart 5.3.9 Schedule of Costs. DELETE 5.3.9, Schedule of Costs in its entirety.
- Change 6:** VI. Evaluation Criteria, Page 19 of 72, Subpart 6.2.3. Schedule of Hourly Rates. DELETE 6.2.3, Schedule of Hourly Rates in its entirety.
- Change 7:** Remove Attachment B-3, Category C. Environmental Design and Construction Management Oversight Services Environmental Qualification, Page 38 of 72 through Page 42 of 72, and Replace with the Attached Page 1 of 7 through Page 7 of 7.

The following language has been added to Attachment B-3,

1. Brief Description of Project;
2. Site Enrolled in IEPA SRP, and;
3. Site Received NFR Letter.

QUESTIONS & ANSWERS:

Question 1: You ask for an organizational chart in section 5.3.3.4 and then a flow chart of proposed management and personnel in 5.3.7.1. For each Category we have a different team, so in section 5.3.7.1 should we show three different organizational charts along with 5.3.3.4?

Response 1: *Under "Executive Summary", the PBC is looking for an "Organization Chart" of the Consulting firm. This would include senior management, executives, project managers, projects engineers, staff scientists, geologists, administrative assistants, CADD operators and other professionals that are employed by the Consulting firm who are being proposed as a team to work on PBC projects. Under Section 5.3.7.1, for each category provide an organizational chart of the proposed management and personnel structure.*

Question 2: In Category 5.3.6 you do not mention an exact number of projects to show but you do in the other categories. Is there a specific amount to show?

Response 2: *See Change No.7 for Revised Attachment B-3.*

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Question 3: In section 5.3.12 it is requested to put in a statement and a certificate of insurance. In section 5.4.1.4 it states an or situation. Which one should we follow?

Response 3: *Revise Section 5.3.12, Page 16 of 72 to read as follows:*

INSURANCE REQUIREMENTS

The selected Respondent must maintain the types of insurance coverage described in Attachment F – Insurance Requirements. As such, each submission must be accompanied by written evidence of the Respondent's ability to procure the insurance specified in Attachment F and must include a **Sample certificate of insurance** showing required limits. Indemnification requirements are contained in the Agreement. Indemnification obligations are independent of and unlimited in any manner by the Selected Respondent's insurance coverage. The limits will depend upon the type of activity involved and will be as prescribed by the PBC's Risk Manager. The limits set forth in Attachment F are required by the PBC's intergovernmental agreement with its User Agency client, and are not negotiable.

The PBC reserves the right to require the selected Respondent to furnish a **Sample certificate of insurance** or, if the PBC so requires, certified copies of the original policies of all insurance required by the RFQ. The receipt of any **Sample certificate of insurance** does not constitute agreement by the PBC that the insurance requirements of the RFQ have been fully met, or that the insurance policies indicated on the certificates are in compliance with all requirements of the RFQ. Failure of the PBC to request or obtain certificates or other evidence of insurance from the selected Respondent shall not be deemed to be a waiver by the PBC.

Question 4: Because you request the information to be submitted double sided, is a double sided page considered one page?

Response 4: *Yes. For all responses for the Executive Summary please limit your response to 'one side' of a 'double-sided' page.*

Question 5: Are we to submit the Schedule C's at this time signed by the subconsultants or when we receive the contract?

Response 5: *Refer to Section V. INSTRUCTIONS FOR PREPARING AND SUBMITTING SUBMISSIONS, Item 5.3.3.6 Minority and Women Owned Business Enterprises, which states:*

"The PBC affirmative action requirements are set forth with particularity in Attachment E, "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises". The Respondent is required to make a statement of understanding and commitment to comply with the aforementioned Special Conditions on assigned task orders. The attachment includes various affidavits, certifications and other reporting forms, for the Respondent's review."

Question 6: Under Category C, it states under Section 5.3.6.1 that we are to complete Attachment B-3 for each project manager (PM), listing 10 projects, 5 of which are SRP site with NFR letters. However, at the top of Attachment B-3, it states to provide a one page table for each PM showing their experience. Please clarify whether we are completing the B-3 form for the firm or for the PMs? Are we looking for 10 projects for the firm on the B-3 form (so only submitting one B-3 form) and then separately providing a one page table for each PM as well? If the intent is to provide a separate table for each PM, please clarify the information that is required on the table.

Response 6: *Fill out attachment B-3 for each project manager proposed by the consulting firm that will work on PBC projects in accordance with the directions shown in 5.3.6.1. No second chart is necessary.*

Question 7: Are project descriptions (summary of the project in paragraph format) required in addition to the data information provided in Attachments B-1, B-2, and B-3 for each of the projects in each category?

Response 7: *No. The Attachment B and resumes should be sufficient.*

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- Question 8:** Under Section 3.2.1.2(e) – would this include asbestos and lead-based paint surveys?
- Response 8:** *The PBC may utilize Section 3.2.1.2(f) to complete asbestos and lead-paint surveys on a temporary basis, however, it is PBC's intent to issue a separate RFQ to complete the industrial hygiene services in the future.*
- Question 9:** On page 15, Category C, it is mentioned that for each project we should provide nine (9) (a to i) details. However, on the Attachment B-3 forms there's no space provided for "e": brief description of the project; "h": whether the site was enrolled into SRP, and "i" whether the site received NFR. So, should we provide an additional page for each project with these additional information? Or where should we specify this info?
- Response 9:** *See Change No.7 for Revised Attachment B-3.*
- Question 10:** On page 38, it says that we should provide a "one page table for each project manager that demonstrates ten [...] projects". So, besides Attachment B-3 (10 projects) for each project manager, should we provide a page per project manager with a table showing the 10 projects? What information should we specify in this tables?
- Response 10:** *See Change No.7 for Revised Attachment B-3.*
- Question 11:** In Attachments B-1 to B-3, under PBC Project Manager, should we write project managers even though the projects were not PBC?
- Response 11:** *Yes.*
- Question 12:** Item 3.2.1.2.c on page 8 of 72 indicates the Consultant shall provide "Underground storage tank permitting, removal, sampling, and reporting services." Will the Consultant be expected to subcontract directly for the tank removal services, therefore holding the contract for this work, or will the PBC contract for the removal services to be conducted under the Consultant's direction and oversight?
- Response 12:** *The Consultant shall be responsible to subcontract directly for the tank removal services.*
- Question 13:** Item 3.2.1.3.4.e on page 9 of 72 indicates the Consultant will be responsible for "Signing of waste manifests as agent for PBC or its client." Will it be acceptable for the Consultant to have PBC pre-sign a number of manifests prior to waste removal activities for field completion by the Consultant?
- Response 13:** *Yes, however, the Consultant must make arrangements with the PBC to sign manifests at least 24 hours prior to the removal of soil from a site.*
- Question 14:** Can the due date for this RFQ be extended?
- Response 14:** *No, the PBC understands the demand that is being placed on the consultants, but cannot extend the submittal due date.*
- Question 15:** Several items are asked for repeatedly in the submission. Resumes seem to be required in 4 or 5 places. Licenses are asked for in at least two places. Should we follow the guidelines explicitly, even if we will be redundant?
- Response 15:** *Provide the resumes and licenses of proposed individuals once, but in your submittal please note where the resume and license is located if the personnel is being proposed for two or more categories. For example, if an individual is being proposed for Category B and C, submit the resume and license for B but note in the Category C submittal that the individual's resume and license is located in B.*
- Question 16:** On Page 16 of 72 of the RFQ we are to provide a QA/QC Plan, as well as references for each prior engagement. What is meant by "references for each prior engagement?"
- Response 16:** *Reference meaning prior "situation" or project for which a QA/QC plan was required.*

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List of Attachments:

Revised Page 2 of 72

Revised Page 3 of 72

Revised Page 12 of 72

Revised Attachment B-3, Page 1 of 7 through Page 7 of 7

END OF ADDENDUM NO.1

SUBMISSION CHECKLIST

Please review submission and ascertain that all applicable forms are complete and additional required documentation is attached. The submission must be signed by an authorized officer of the firm.

1. _____ Transmittal Letter
2. _____ Table of Contents
3. _____ Executive Summary
4. _____ Copy of Joint Venture Agreement (if applicable)
5. _____ Project Flow Chart
6. _____ Detailed Organization Chart
7. _____ Financial Statements
8. _____ Quality Assurance/Quality Control Plan
9. _____ Copy of each applicable license and resume
10. _____ Copy of current MBE/WBE certification letter (if applicable)
11. _____ ATTACHMENT A – General Information
12. _____ ATTACHMENT B1 – CATEGORY A – PBC & NON-PBC Experience
13. _____ ATTACHMENT B2 – CATEGORY B - PBC & NON-PBC Experience
14. _____ ATTACHMENT B3 – CATEGORY C - PBC & NON-PBC Experience
15. _____ ATTACHMENT C - Legal Actions (Attach additional information as necessary.)
16. _____ ATTACHMENT E - Insurance (Provide proof of Insurance)
17. _____ ATTACHMENT F - Disclosure of Retained Parties

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IV. BLANK DOCUMENT

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REVISED ATTACHMENT B-3

**Category C. Environmental Design and Construction Management Oversight Services
Environmental Qualification
PBC and Non-PBC Projects- Experience**

Examples of the consulting firm's environmental remediation design and construction management experience for projects located in the Illinois-Chicago Metropolitan area. The consulting firm must present their proposed project managers to be assigned for Public Building Commission environmental design and construction work. Please complete the following project summary for each proposed Project Manager that demonstrates ten (10) local environmental design and construction oversight projects, five of which were enrolled through the Illinois Environmental Protection Agency Site Remediation Program (IEPA SRP) and successfully received a No Further Remediation letter. **No more than five projects are to be PBC Projects.**

1. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

2. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

REVISED ATTACHMENT B-3 (Continued)

3. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

4. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

REVISED ATTACHMENT B-3 (Continued)

5. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

6. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

REVISED ATTACHMENT B-3 (Continued)

7. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

8. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

REVISED ATTACHMENT B-3 (Continued)

9. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

10. Project Name: _____
Project Location: _____
Brief Description of Project: _____

Role on Project: Prime Subconsultant
PBC Project Manager: _____
Non-PBC Type: Industrial Residential Commercial Other (explain): _____
Owner: _____
Owner's Current Phone Number: _____
Total Contract Value: \$ _____ Your Firm's Contract Amount \$ _____
Completed: Mo/Yr: _____
Site Enrolled in IEPA SRP: Y / N If no, please explain: _____
Site Received NFR Letter: Y / N If no, please explain: _____
MBE Goal: _____ MBE Goal Attainment: _____
WBE Goal: _____ WBE Goal Attainment: _____

REVISED ATTACHMENT B-3 (Continued)

Key Personnel – Proposed Primary Authors

Provide the names of key personnel, on-staff environmental consultants, and Project Managers currently employed by the Respondent who worked on the projects listed above and will work on future PBC projects in this statement of qualifications. Attach resumes and copies of current licenses of all individuals listed.

Name	Role	Yrs with Organization	Project

Key Personnel – Proposed Quality Control/Assurance Individual

Provide the names of key personnel currently employed by the Respondent who worked on the projects listed above in this statement of qualifications. Attach resumes and copies of current licenses of all individuals listed.

Name	Role	Yrs with Organization	Project

REVISED ATTACHMENT B-3 (Continued)

Key Personnel – Proposed Licensed Professional Engineers

Provide the names of key personnel currently employed by the Respondent who worked on the projects listed above in this statement of qualifications. Attach resumes and copies of current licenses of all individuals listed.

Name	Role	Yrs with Organization	Project