

**PUBLIC BUILDING COMMISSION OF CHICAGO**

**ADDENDUM NO. 1**

**FOR  
REQUEST FOR QUALIFICATIONS  
For  
TRAFFIC STUDY SERVICES – PS1557  
FOR  
VARIOUS PROJECT SITES**

**DATE:** Monday, July 20 2009

**NOTICE OF CHANGES**

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

- Change 1:** Remove all references to 'Agreement / Proposal' and Replace with 'Agreement.'
- Change 2:** I. Submission Checklist, Page 2 of 56 – Remove this page and Replace with the attached Revised Page 2 of 56.
- Change 3:** Table of Contents, Page 3 of 56 – Remove this page and Replace with the attached Revised Page 3 of 56.
- Change 4:** V. Blank Document, Add this page to follow Page 10 of 56.
- Change 5:** VI. Instructions For Preparing And Submitting Submissions, Page 12 of 56 and Page 13 of 56 Remove these pages and Replace with the attached Revised Page 12 of 56 and 13 of 56.
- Change 6:** Attachment B- Relevant Experience (Continued), Page 24 of 56 – Remove this page and Replce with the attached Page 24 of 56.

**QUESTIONS & ANSWERS:**

**Question 1:** You ask for an organizational chart and then a flow chart of proposed management and personnel. What is the difference between the organizational chart requested in 3.3.4 and the project flow chart requested in 3.5?

**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.

**Question 2:** On page 13 under section 3.5.4, you request us to "Provide no more than four (4) resumes of key personnel." Contradicting this, in section 4.2.1 on page 14, we are to attach resumes of Key Personnel with Relevant Experience. There are five slots in each category: Licensed Professional Engineer and Proposed Quality Control/Quality Assurance for a total of 10 resumes.

**Response 2:** See Revised Page 13 of 56 under section 3.6.2 and Page 24 of 56 under Key Personnel.

**Question 3:** Our firm Certificate of Insurance (COI) currently meets all insurance requirements listed on your RFQ. Do you need a COI that specifically lists PBC as the Certificate Holder for this project?

**Response 3:** See Revised Page 13 of 56 Section 3.10 Insurance which reads as follows:

**INSURANCE REQUIREMENTS**

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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:** There is no Article V so are we to submit hourly rates or not?

*Response 4:* Correct, refer to Change 4 above.

**Question 5:** If the prime firm submitting on the RFQ is a certified MBE firm, does the Prime firm need to complete the Schedule C – Letter of Intent from MBE to Perform? Are Attachment D, Schedules C and D required at RFQ submittal time or statement of commitment to meet/exceed the percentage requirements?

*Response 5:* Refer to page 14 of 56 section 4.1.2 and Attachment A Article II page 20 of 56. See Revised Page 12 of 56 under section 3.3.6 which states:

“The PBC affirmative action requirements are set forth with particularity in Attachment D, “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:** Is Attachment B supposed to be submitted for relevant experience under section 3.4 or at the end?

*Response 6:* After completing Attachment B and submitting all required information, you can have it in section 3.4 or near the end as Attachment B under required forms of your submittal.

**Question 7:** Section 3.4 requests projects completed within the last 5 years where as Section 7.2 A (page 15) requests experience from last 2 years. Please confirm which is correct.

*Response 7:* Projects completed within the last two years.

**Question 8:** Several items are asked for repeatedly in the submission. Resumes seem to be required in a couple of places. Licenses are asked for in at least two places. Should we follow the guidelines explicitly, even if we will be redundant?

*Response 8:* Provide the resumes and licenses of proposed individuals once, but in your submittal please note where the resume and license is located.

**Question 9:** Will PBC be awarding only one task order contract here or do they anticipate awarding multiple contracts to qualified teams?

*Response 9:* Refer to section 7.1 [page 15 of 56 of the RFQ.

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**Question 10:** Page 53 of 56 Section 8 references error and we would need to have it referenced as negligent error?

*Response 10:* Please refer to Page 12 of 56 section 3.1 which states:  
"Attachment G – Form of Agreement contains the standard Terms and Conditions of the agreement which are not subject to negotiation."

**List of Attachments:**

Revised Page 2 of 56  
Revised Page 3 of 56  
Revised Page 12 of 56  
Revised Page 13 of 56  
Revised Page 24 of 56

**END OF ADDENDUM NO.1**