

PUBLIC BUILDING COMMISSION OF CHICAGO

October 9, 2009

Addendum No. 1

To

REQUEST FOR QUALIFICATION (“RFQ”)

for

**DIVERSITY PROGRAM COMPLIANCE AND MONITORING SERVICES FOR MICHAEL
REESE HOSPITAL COMPLEX**

PS1691

For which Proposals are scheduled to be received no later than 12:00 p.m., Central Standard Time on Thursday, October 15, 2009, at the Public Building Commission of Chicago (“PBC”).

<p>Respondent must acknowledge receipt of this Addendum No. 1 in its Proposal</p>
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This document contains:

- I. Notice of Revisions and Changes;**
- II. Answers to 3 questions submitted for clarification of the RFQ;**

The information contained in this Addendum No.1 is incorporated by reference into the original Request for Qualifications (RFQ) issued on September 29, 2009.

October 9, 2009

ADDENDUM NO. 1

FOR

REQUEST FOR QUALIFICATION (RFQ) FOR
DIVERSITY PROGRAM COMPLIANCE AND MONITORING SERVICES FOR MICHAEL
REESE HOSPITAL COMPLEX

PS1691

For which proposals are due in the Public Building Commission, Room 200, Daley Center, 50 W. Washington Street, Chicago, Illinois 60602, at 12:00 p.m., Central Standard Time, Thursday, October 15, 2009 (pursuant to RFQ advertised September 29, 2009).

RESPONDENT SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER LETTER SUBMITTED WITH YOUR PROPOSAL.

SECTION I: NOTICE OF REVISIONS/CHANGES

1. **Section 4.3.1 “Attend Meetings”**, is deleted from the original RFQ of September 29, 2009, and replaced in its entirety with:

Consultant shall attend, on a monthly basis, two (2) designated PBC Project Manager’s meetings as scheduled by the PBC.

- 4.3.1.1 Consultant, through observation and actively listening to discussions at the aforementioned PBC Project Manager’s meetings, shall provide quality assurance and confirm the participation of the M/WBE firms listed in each of the five prime **Contractors’** (“Demolition and Abatement Contractors and the Target Market Service Providers”) approved M/WBE Utilization Plans. Attending these weekly meetings are the Contractors, PBC staff and, on alternating weeks, the successful Consultant.
- 4.3.1.2 Consultant shall participate in at least 5 of the aforementioned PBC Project Manager’s meetings. Consultant’s participation in these meetings shall include issuance of a Project Milestone Status Report (“**Report**”) to each of the five prime contractors. The Report shall be inclusive of all five prime contractors and be conducted at approximately 25%, 50%, 75% 90% of project and at close out completion (hereby referred to as “**Milestone**”).
- 4.3.1.3 As each Milestone is met, Consultant will notify the Project Manager and ensure the Consultants placement on the Project Manager’s meeting agenda. At each Milestone meeting, the Consultant shall discuss the M/WBE’s participation in the project as described in PBC approved M/WBE Utilization Plans, confirm the Demolition and Abatement Contractors and Target Market Service Providers’ efforts in meeting and/or exceeding the EEO, community area hiring and community area new hire commitment as

documented by the Workforce Project/Community Hiring Plan Form. The Consultant shall discuss compliance issues and help develop action plans for deficiencies, if any.

All other provisions and requirements remain as originally set forth in the RFQ except as modified and incorporated as a result of this Addendum.

SECTION II: Answers to 3 questions submitted for clarification of the RFQ

The following questions and requests for clarification were submitted in accordance with Section 2.3 (“Questions”) of the RFQ. The PBC’s response (in *italic*) follows each question or request for clarification (in **bold**) received.

QUESTIONS & ANSWERS

- 1. Section 4.4.1, Term of the Contract states the following, “The Contract is effective on the date of execution until December 31, 2010 with no options to renew with a not to exceed budget of \$40,000.00 for the entire duration.” Confirm that the amount (not to be exceeded) of \$40,000.00 is for 5 projects, with 5 meetings per projects, plus the 2 site visits per month for each project and PBC-PM meetings (per month) and requested written reports.**

A: A minimum of five meetings are directly related to the Milestone (25%, 50%, 75%, 90% and close-out) Status Report Meetings. All MRH projects closes out for all contractors on site at the same time. Therefore, they would all be hitting each milestone at the same time. The successful Consultant should be able to have a milestone review with all of the contractors on site on the same day. The review would simply confirm the LCP Tracker and B2G Now reports and to identify any deficiencies/shortfalls that may exist. Furthermore, the successful Consultant would attend two site meetings a month.

- 2. Pursuant to the aforementioned RFQ, are you accepting WBE certification from vendors?**

A: Yes, WBE vendor whose business is outside of the City of Chicago may respond to the RFQ. However, in order to be counted for WBE credit, their certification must be from one of the following certifying agencies: City of Chicago, Cook County, Metropolitan Reclamation District, Central Management Services of the State of Illinois, Chicago Minority Business Development Council and Women’s Business Development Center.

- 3. We are interested in the above referenced RFQ and wanted to make sure we registered with you in the event any addendums are issued.**

A: *No document holder registry exists. All Respondents are responsible for obtaining the RFQ materials and checking the web site for any clarification(s) and/or addenda. Failure to obtain clarification(s) and/or addenda from the web site (www.pbcchicago.com) shall not relieve you from being bound by any additional terms and conditions in the clarification(s) and/or addenda, or from considering additional information contained therein in preparing your bid or proposal. Any harm to you resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.*