

PUBLIC BUILDING COMMISSION OF CHICAGO

November 18, 2009

Addendum No. 1

To

REQUEST FOR QUALIFICATION (“RFQ”)

for

COMMISSIONING AUTHORITY SERVICES

PS1719

For which Proposals are scheduled to be received no later than 2:00 p.m., Central Standard Time on Friday, November 20, 2009, at the Public Building Commission of Chicago (“PBC”).

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

- I. Notice of Revisions and Changes;**
- II. Answers to 5 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 November 6, 2009.

November 18, 2009

ADDENDUM NO. 1

FOR

**REQUEST FOR QUALIFICATION (RFQ) FOR
COMMISSIONING AUTHORITY SERVICES**

PS1719

For which proposals are due in the Public Building Commission, Room 200, Daley Center, 50 W. Washington Street, Chicago, Illinois 60602, at 2:00 p.m., Central Standard Time, Friday, November 20, 2009 (pursuant to RFQ advertised November 6, 2009).

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

SECTION I: NOTICE OF REVISIONS/CHANGES

1. **Section 4.5 “Term of the Contract”**, is deleted from the original RFQ of November 6, 2009, and replaced in its entirety with:

4.5. Term of the Contract

The agreement resulting from this RFQ will be effective on the date of execution for a period of three (3) years with two, one (1) year extensions options for the same Terms & Conditions, or upon completion of the last executed task orders, whichever occurs later.

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 5 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. Will there be a certain number of firms that will be pre-qualified for the above referenced RFQ?

A: All submitters will be reviewed with intent to prequalify as many as are deemed qualified, based on their submittals of qualifications.

2. Is there any exclusionary information that may apply to this solicitation? Typical exclusions such as:

- i. Professional Engineering License in the State of Illinois**
- ii. Registered to do business in the State**
- iii. Local Office**

A: Professional licenses and business license in state of IL are required.

B. Local office is a plus, but is not a requirement and will not weigh against the Respondent. However, services must be provided in a timely manner and with required frequency to meet project requirements, which includes increased presence towards the end of each project.

- Respondent must provide their plan to properly staff each projects; if utilizing out-of-area personnel, you may be asked to elaborate on the plan. It must be clear on how PBC is properly represented on each project as required*
- Services must be provided at industry standard / reasonable rates.*
- No travel or per diem expenses will be entertained, ie: to bring in and put up staff located outside of the Chicago metro area.*

3. Is the PBC looking for LEED commissioning projects or is the PBC looking for approval for LEED building already constructed?

A. No. PBC is looking for experienced commissioning authorities to provide design and construction phase commissioning services during pre-design, design and construction post occupancy projects. Commissioning services to be performed in line with ASHRAE and/or PECL guidelines, will need to meet LEED requirements; however, services beyond basic LEED requirements will be required. Refer to Section 4.2.1.A, 4.2.2.A & B in the RFQ for more information.

4. 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.*

5. Will the new list will replace the old PBC list of Pre-qualified Specialty Consultants?

A. *The resulting list of selected qualified vendors will replace the current list on the website, due to the new task order engagement process detailed in Section 4.3.*