

PUBLIC BUILDING COMMISSION OF CHICAGO
ADDENDUM NO. 3 to RFQ
ARCHITECT OF RECORD SERVICES - PS1547
For
WILLIAM JONES COLLEGE PREPARATORY HIGH SCHOOL
PROJECT #05265

DATE: Tuesday, December 22, 2009

NOTICE OF CHANGES

The following changes are hereby made in the Request for Qualification for Architect of Record (AOR) Services for William Jones College Preparatory High School.

Change 1: Add to Section VII. Submittal Requirements, Section 7.2 Submittal Content, Item A. Executive Summary, Number 3. as provided below:

3. Contain an unequivocal statement to meet and/or exceed the 25% Minority Business Enterprise (MBE) and 5% Women Owned Business Enterprise (WBE) participation in the AOR's Team through equity participation and/or basic service consultant services (exclusive of reimbursable costs).

Change 2: Delete from Section VII. Submittal Requirements, Section 7.2 Submittal Content, Item C. Experience and Past Performance and replace as follows:

Note: This change is to restructure the submittal instructions associated with Item C. No additional changes have been made.

C. Experience and Past Performance.

As stewards of public funding, the PBC and the City of Chicago are committed to cost-effective, durable construction that is developed utilizing responsible and sustainable development practices. The unique character of this project and the complexity of its site require high caliber Respondents, with relevant experience at both corporate levels and in the individuals who will staff each key position. As such, the Respondent is required to supply both corporate experience and individual experience in providing specifically design and construction administration services for each of the seven (7) categories of expertise listed below:

Seven (7) Categories of Expertise:

- New high-rise construction projects with deep foundations, as defined by the Chicago Building Code
- New construction projects in a comparable location in Chicago, specifically in the area bounded by Fullerton Avenue on the north, Lake Michigan on the east, 31st Street on the south and Ashland Avenue on the west.
- New construction projects of a comparable size with construction costs equal to, or greater than \$50,000,000.
- New construction projects utilizing the Construction Manager method of project delivery.
- Educational construction projects in Chicago, particularly secondary schools servicing grades K – 12.
- Past experience in providing design and construction administration services on LEED-certified projects.
- Past performance in meeting design schedule and cost parameters.

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For project-specific information, include the project name, location, client, total contract amount, principal-in-charge, day-to-day technical project manager, your firm's primary role on the project, key staff, date completed, client reference (name, current position, phone number, e-mail address), and a brief narrative description for each project. Limit the description of each project to two (2) pages.

C. 1. Corporate – Experience and Past Performance

Include examples of specific projects for which the Respondent has completed both design and construction administration services that are relevant to the seven (7) categories listed above. A minimum of one example must be provided for each category and all examples included must be no more than 10 years old.

Each project citation must be limited to two (2) pages and must include a photograph, project name, firm's specific role in project, location, construction cost, construction budget, AOR fee, date completed, key staff name, client name and reference contact information. A brief narrative description of each project should also be included.

C.2. Individual - Experience and Past Performance

a. Exhibit 1 – Key Team Members Matrix must be completed indicating in graphic form all key team members and their relevant experience.

b. Provide current resumes for key staff that provide five or more years of employment history for each of the proposed key staff positions. Respondents shall indicate the experience and quality of past performance of team members and state their availability and responsibility to the project. Respondents shall provide evidence of the competency for team members and key technical and administrative personnel to be assigned to this project. For business and professional licenses and memberships, provide evidence that such licenses and memberships are current and in good standing. For purposes of this RFQ, key team members are defined as follows:

- 1) Corporate Executive (principal of firm, principals of partnerships or Joint Ventures)
- 2) Project Manager(s)
- 3) Structural Consultant Leading Team Member
- 4) Civil Consultant Leading Team Member
- 5) Landscape Consultant Leading Team Member
- 6) MEP/FP Consultant Leading Team Member(s)
- 7) Sustainability (LEED) Consultant Leading Team Member

Please note that key team members should be current employees of the Respondent team and should be available to attend oral presentations if the Respondent is short-listed.

Key staff resumes must be limited to two (2) pages and include name, current employer, number of years with current employer, number of years of total professional experience (5 years minimum), as well as relevant education, certifications and licensing. Resumes must also include individual project experience in the seven (7) categories of expertise listed above. Indicate "N/A" in each category that does not apply.

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QUESTIONS AND ANSWERS

Question #1.

Re Item: C.3.b Are proposers to supply resumes for only the 7 roles listed on page 17 or will additional resumes be accepted?

Answer #1:

Resumes should be supplied for all key personnel who will be assigned to the project. The key team members listed in 7.2.C.3.b is the minimum definition See response to Question #4 on Addendum #2 for additional information regarding 7.2.C.3.b.

Question #2:

Re Item: C.3.a Should proposers indicate key team members' relevant experience with a specific project or with a check mark when filling out the "Exhibit 1" matrix?

Answer #2:

Provide each key team member's total number of projects completed in each of the seven categories within the last ten years . Please mark "N/A" in all categories where there is no experience to report.

Question #3:

Re Item: B.5 "Accreditations or memberships in professional organizations and/or regulatory organizations" – Does this refer to accreditations/memberships as a firm, or accreditations/ memberships to which specific team members belong?

Answer #3:

This refers to the Respondent firm(s) and each of the firms listed as basic design service providers. There are separate requirements for the key personnel listed in 7.2.C.3.b.

Question #4:

Accreditations/ memberships are typically listed on each team members' resume (required per section 3.b). Is this sufficient or should the information be provided twice?

Answer #4: "

Listing professional accreditations and memberships on each team members' resume is acceptable.

Question #5:

Is there a fee schedule that we will need to abide by?

Answer #5:

No. PBC will negotiate Fees with the successful Respondent.

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Question #6:

For insurance purposes, what is the estimated construction cost?

Answer #6:

Information on the projected cost of construction will be provided to the successful Respondent.

Question #7:

I understand there is a minimum of 1 example to be presented for each of the 7 categories of expertise. Is there a maximum number of projects that can be submitted?

Answer #7:

No.

Question #8:

In Section 7.2 *Submittal Content*, Letter C. *Experience and Past Performance*, Number 1. *Categories of Expertise*, Letter g. *Past performance in meeting design schedule and cost parameters* – what exactly do you want to show this?

Answer #8:

Client references provided with each project profile will be contacted to determine compliance with this criterion.

Question #9:

Are we required to meet all of the MBE/WBE requirements with our 'basic service consultants' (civil, landscape, structural, MEP/FP, and LEED)? Or are we allowed to meet these requirements with what you refer to as 'reimbursable consultants'?

Answer #9:

Only short-listed Respondents will be required to submit their M/WBE Utilization Plan as outlined in Attachment C. Please refer to Attachment C, Section #4 Determining MBE/WBE Utilization

Question #10

Are we required to submit qualifications for any of our 'reimbursable consultants'?

If no, may we simply list them in our MBE/WBE Utilization Plan of our response?

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Answer #10:

Per 4.1, Respondents are not required to provide qualifications of Reimbursable consultants at this time, and if provided, they will not be evaluated. Further, they should not be included on the M/WBE Utilization Plan.

Question #11.

Is there an overall page limit to the response to the RFQ?

Answer #11:

No.

Question #12:

Where the RFQ asks for "business and professional licenses and memberships", it states to provide evidence of such licenses and memberships, and evidence that they are in good standing. What is considered acceptable evidence?

Answer #12:

Photocopies of current licenses or membership notices are acceptable.

Question #13:

Under the Experience and Past Performance section, what is the distinction between Part 1 Categories of Expertise and Part 2 Corporate – Experience and Past Performance?

Answer: #13:

Project citations of corporate experience required for 7.2.C.2 should include examples from each of the Categories of Expertise listed in 7.2.C.1.

Question #14:

May we include letters of recommendation?

Answer #14:

Per 7.2.C.1, client references should be provided for each project. Letters of recommendation will not be considered in the evaluation process.

Question #15:

May we slightly reformat the Key Staff Matrix for better readability?

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Answer #15:

Exhibit 1 may be reformatted for readability, but information should not be removed from or, added to the Matrix.

Question #16:

Under Item C1 – Experience and Past Performance – Categories of Expertise it indicates we are to provide the contract amount for the project-specific information. Is this the construction cost, architectural contract or other?

Answer #16:

Per 7.2.C.1.c, the project provided should have "construction costs, equal to, or greater than \$50,000,000."

Question #17:

Under Item C1 – Experience and Past Performance – Categories of Expertise it indicates we are to provide the date completed. Is this the construction completion or completion of architectural services?

Answer #17:

The construction completion date should be used.

Question #18:

Is there a standard form or format that you would like for our MBE/WBE Utilization plan?

Answer #18:

No. However, the Respondent is to include all information outlined in Section 7.2.F.

Question #19:

At what time will the CPS program, conceptual design sketches, budget, schedule, etc. be provided to the respondents?

Answer #19:

This information will be provided to the successful Respondent.

Question #20:

Are consultants to the prime contractor required to respond to Section 7.2, Parts D and E?

Answer #20:

No. This information is only required from the Respondent as defined in Section 3.1.

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Question #21:

How would you like Respondents to address Section 7.2, Part H in our submittals?

Answer #21:

Short-listed Respondents will be provided with reporting requirements for 7.2.H.

Question #22:

Regarding Exhibit 1, "Categories of Expertise", Should we respond as the **entire team** for AOR, AOR/Project Manager,..... experience under each category or can we modify the spreadsheet to acknowledge each **firm team members** experience with the seven categories.

Answer #22:

Section 7.2.C.3.a. provides instructions on the completion of Exhibit #1.

Section 7.2.C.3.b provides the definition of key team members to be utilized in the completion of Exhibit #1. See response to Question #4 on Addendum #2 for additional information regarding 7.2.C.3.b.

Question #23:

May we expand the chart to acknowledge each individual's experience, within the firm, so you can determine personal experience?

Answer #23:

This information should be included in the resumes of each of the key personnel, and not added to Exhibit 1.

Attachments:

- 1. Exhibit #1 in Excel format**

END OF ADDENDUM NO. 3