

**PUBLIC BUILDING COMMISSION OF CHICAGO
ADDENDUM NO. 2 to
REQUEST FOR QUALIFICATIONS FOR
ADDITION AND RENOVATION OF FACILITIES – PS1799**

DATE: Thursday, March 25, 2010

CLARIFICATIONS

Clarification #1: Section 7.4 MBE/WBE Utilization Plan.

Delete from first paragraph:

"Respondent's must identify their MBE/WBE Participation Plan (M/WBE Plan) outlining all MBE and WBE firms proposed to be included on the Respondent team and the proposed role of each."

Insert as first sentence in second paragraph:

"Respondent's must identify their MBE/WBE Participation Plan (M/WBE Plan) outlining all MBE and WBE firms proposed to be included on the Respondent team and the proposed role of each. The following schedules and documents constitute the Respondent's M/WBE Plan and must be submitted with the response:

Schedule C: Letter of Intent to Perform as a Sub-Consultant or Material Supplier

Schedule D: Affidavit of Prime Professional Service Provider Regarding MBE or WBE Utilization

QUESTIONS AND ANSWERS

Question #1: Under Section II. Request for Qualifications says to include relevant and recent experience within the past **five** years while Section 7.2.E.2 asks for examples within the last **ten** years – is the project experience limited to the last five years or ten years?

Answer #1: Project experience is to be limited to the last *five (5) years.*

Question #2: With the 'low', 'medium', and 'high' categories of expertise stated in the RFQ, is it PBC's intent that architects of record include more than one consultant design engineer for a discipline if needed to fulfill project size requirements?

Answer #2: No, it is the PBC's intent to review an AOR *team* per Section 7.2.C.

Question #3: Our firm is structured so each project is assigned an executive for each of three disciplines: Management, Design & Technical. Should we include names/resumes for each of these disciplines in the "Corporate Executive" category listed in the RFQ?

Answer #3: There is no "maximum" number of resumes allowed.

Question #4: Is there a limit to the number of projects we can submit under 7.2 Experience and Past Performance?

Answer #4: No, there is no limit to quantity of experience, although the desired relevant project experience is within the last five (5) years.

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Question #5: Section 7.2.E.1 says to limit the description of each project to two pages – can we include project photographs within the two pages?

Answer #5: Yes. The two page limit is for text and photos. The Form E1.1 is not included in the two page limit.

Question #6: The "Categories of Expertise" and instructions in 7.2.E.1 serve as instructions for the 2 page project examples requested in 7.2.E.2. Corporate – Experience & Past Performance, is that correct?

Answer #6: That is correct.

Question #7: Do I understand correctly that Respondent must provide one FORM E1.1 for each of the three project categories: "Low" Single Discipline Additions and Renovations; "Medium " Multidiscipline Additions and Renovations; and "High" Multidiscipline/Multi-phase Additions and Renovations?

Answer #7: That is correct.

Question #8: Respondent is also required to submit Corporate Experience and Past Performance that is relevant to three categories of work. Are we also required to use FORM E1.1 for this section/part, and is this redundant with the preceding part?

Answer #8: Form E1.1 should be included for each example of work in each category of expertise.

Question #9: How do the requirements of these two parts differ?

Answer #9: They do not differ, but both are both descriptive subsets of 7.2.E Experience and Past Performance, outlining how to categorize previous work experience.

Question #10: Are the project experience documents called for in the *7.2.E. Experience & Past Performance* section **in addition to** the Forms E.1.1?

Answer #10: Project experience documents are submitted as supplemental to those projects described in Forms E1.1.

Question #11: What level of project detail is required for the relevant projects on the resumes in the 3 categories? A list of projects in each category or the same project-specific information as 7.2.E.1 last paragraph on pg. 15 of 69 – which seems like a lot of information for each project if we are limited to 2 pages per team member.

Answer #11: The last paragraph of 7.2.E.1 describes what is requested for submittal of project experience. This level of detail would not be necessary for resumes of individuals.

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Question #12: Please clarify instructions for Attachment E1 and E1.1 (Level of Project Complexity). In the "Requirements" (bottom of pg. 17 of 69) it says for 7.7 *Level of Project Complexity – FORM E1*: "Provide one form E1.1 for every level of project complexity indicated on Level of Project Complexity – Form E1". However, Attachment E, Form E1 is basically a blank page that says "Form E1 follows this page for completion by Respondent". So, is there a Form E1, and if so what information should be included (e.g. a list of relevant projects in the 3 categories, to be backed up by a corresponding E.1.1 Form for each)? Or, is it sufficient to provide the completed E1.1 Forms to satisfy this section?

Answer #12: **There is only one Form; it is labeled Form E1.1. All references to Form E1 and E1.1 are referencing the same form, Form E1.1.**

Question #13: Section 7.7 Level of Project Complexity - Form E1. We are asking all of our sub-consultants to complete this form for each level of complexity - is this accurate? Do the subs need to fill these out or just the AOR?

Answer #13: **One Form E1.1 should be filled out per project. Only the Respondent is required to complete Form(s) E1.1. See Definitions for meaning of "Respondent."**

Question #14: Can we include more than 1 consultant per discipline to allow us flexibility in responding to specific project requirements?

Answer #14: **Yes, that is acceptable.**

Question #15: Section 7.7 Level of Project Complexity: Attachment E, Relevant Experience Form E1.1: Please clarify if:
We are to complete a copy of this form for each of our projects that have been completed in the past 5 years or are we to complete this form for select projects that demonstrate our ability to meeting a variety of project complexities and as identified in 7.2. E.1 Categories of Expertise?

Answer #15: **One Form E1.1 should be filled out for each project you would like considered as relevant experience for the proscribed category. Any / all work submitted should have been completed within the last five (5) years.**

Question #16: Does the PBC expect LEED Consulting to be provided by an outside consultant to our firm? Or can this be provided by our in-house LEED Accredited Designers?

Answer #16: **LEED Consulting Services can be provided by either an outside or in-house LEED Accredited Professional.**

Question #17: Should the AOR include an environmental services consultant on our team for the submittal?

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- Answer #17:** No. See Section 4.1 Intent or 7.2.D. Organization for basic service team members.
- Question #18: Is the AOR required to include a cost estimator on our team?
- Answer #18:** No. See Section 4.1 Intent or 7.2.D. Organization for basic service team members.
- Question #19: On page 48 of 69, Performance Standard, it makes reference of the Commission Design Architect. Please clarify that the AOR and Design Architect are one in the same.
- Answer #19:** Under Section II. Request for Qualifications, General Information, it is noted that at a future date, the PBC may select a Design Architect for Renovations from the pool of AORs resulting from this RFQ.
- Question #20: Attachment E, Relevant Experience Form E1.1: Are consultants required to complete this form?
- Answer #20:** No. Only the Respondent is required to complete Form(s) E1.1. See Definitions for meaning of "Respondent."
- Questions #21: Pages 15 and 16 list all the detailed information that should be included for each project we submit under Section 7.2. E. Experience and Past Performance. Not all of this information is requested on Attachment E – Form E1.1. Do we still need to include this information (principal-in-charge, day-to-day technical project manager, AOR fee, etc.) on Form E1.1?
- Answer #21:** Yes, either in the body of Form E1.1 or on project information sheets.
- Question #22: On Form E1.1, does "Dollar Value" refer to the construction cost or the total fee for the project?
- Answer #22:** Construction cost.
- Question #23: Does "Self Performed" refer to our company's fee?
- Answer #23:** Yes.
- Question #24: Section 7.2.E.2 Corporate-Experience. Does this information also need to be submitted for the structural, civil, MEP/FP, landscape and LEED consultants?
- Answer #24:** Selections will be made on the basis of the Respondent's experience. See Definitions for meaning of "Respondent."
- Question #25: Please confirm that in addition to Exhibit 1 and individual resumes for key personnel, that consultants should be providing corporate experience.
- Answer #25:** Only the Respondent is required to provide evidence of corporate experience. See Definitions for meaning of "Respondent."

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Question #26: On the Key Team Member Matrix (as given in Exhibit 1 sample), for projects in the 3 categories of experience for each Key Team Member, are we to list specific projects within the 3 categories, or check the column for each category that applies to each Key Team individual?

Answer #26: Respondent is to include the *number of projects* completed by each Key Personnel in each of the 3 Categories of Expertise within the last *five* years.

Question #27: Should we provide resumes and information on the Key Team Members Matrix ONLY for the personnel performing the roles defined in 1 – 7? Typically firms would have multiple staff members assigned to a project, but you are not requiring names/resumes for those individuals at this time, is that correct?

Answer #27: Resumes are required for Key Team Members.

Question #28: Can the Financial Statement documentation you request be provided in a separate, sealed envelope, not to be opened until potential contract negotiation?

Answer #28: No. Section 6.2 Evaluation Criteria delineates the categories that each Respondent is reviewed against to determine each firm's qualifications. Item C. Financial Strength is one of the published categories.

Question #29: On page 50 of 69, Term, Will there be just one project awarded to an AOR for this contract?

Answer #29: The PBC is soliciting responses to this Request for Qualification (RFQ) to perform AOR Services on potential addition, renovation or addition-renovation work on educational *projects* developed through the PBC. The PBC will assign work to Respondents who have been selected to participate in the pre-qualified pool of AORs for Addition and Renovation of Facilities – PS1799.

Question #30: The RFQ states that we should submit an original and 6 copies. Is the CD considered one of those 6 copies?

Answer #30: The CD is not counted as one of the 6 copies.

Question #31: Pages 14-16 of the "Submittal Requirements" are labeled A-E (under Section 7.2). On page 17, the remaining requirements are listed as Section 7.3, 7.4, etc. Should we use that numbering or continue with Sections F, G, H, etc.?

Answer #31: Section 7: SUBMITTAL REQUIREMENTS remaining numbering system is corrected to read:

- 7.2. F. Financial Strength**
- 7.2. G. M/WBE Utilization Plan**
- 7.2. H. Quality Assurance/Quality Control (QA/QC) Plan**
- 7.2. I. Insurance Requirements**
- 7.2. J. Level of Project Complexity – FORM E1**

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Question #32: For the resumes you state that "Respondents shall indicate the experience and quality of past performance of team members". Presumably "experience" would be covered by relevant project examples. What are you looking for to demonstrate "quality of past performance"?

Answer #32: The PBC will conduct reference checks. A revised FORM E1.1 is attached to this Addendum 2 which includes a line for Owner/Agency Contact Person e-mail address and telephone number.

Question #33: Instructions on Form E1.1 say to "indicate what type of procurement was used". However, there is not a specific space for that on Form E1.1. Where should that information be provided?

Answer #33: A revised FORM E1.1 is attached to this Addendum 2 which includes a line to indicate the type of procurement used.

Question #34: Are Attachments A (References), B (Legal Actions), G (Disclosure of Retained Parties) and H (Disclosure Affidavit) required for the *Prime only*?

Answer #34: Attachments A, B, G and H are required to be submitted by the Respondent only. If the Respondent is a Joint Venture, Attachments A, B, G and H are to be submitted by both Joint Venture partners.

Question #35: In section VII item 7.6 *Insurance Requirements* it is implied that the \$5 Million coverage (each for Professional Liability and Commercial Liability) does not have to be in place in order to be pre-qualified, but we must show proof that we can obtain the required insurance if a project is awarded. Is this assessment correct?

Answer #35: Yes.

Question #36: Due to dollar amount of projects, may Professional Liability Insurance be reduced from \$5,000,000 to \$2,000,000?

Answer #36: It is a requirement of Chicago Public Schools that Professional Liability Insurance be maintained on all projects at \$5,000,000.

Question #37: Do the financial statements need to be included in the original submittal and all 6 copies of the submittal or is this to be included once in the original submittal only?

Answer #37: Respondent is required to submit one hard copy of the financial statements. If the Respondent is a Joint Venture, financial statements are to be submitted by both Joint Venture partners.

Question #38: Can we use CPS as a reference?

Answer #38: Yes.

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Question #39: Section 4.2 Item 3; refers to 4 phases but only delineates 2 (CA and closeout), please confirm that only 2 phases are to be considered.

Answer #39: The reference to 4 phases is a typographical error and should read: (2).

Question #40: May we recreate the forms electronically, or are they available in Word format?

Answer #40: You may recreate RELEVANT EXPERIENCE – FORM E.1.1 and/or EXHIBIT #1 (“Forms”) but substance of Forms cannot be changed or forms will not be considered. Submit an e-mail request to Rosalinda “Rusty” Castillo at rusty.castillo@cityofchicago.org to receive either FORM E.1.1 in a workable Word format or Exhibit 1 in a workable Excel file.

ATTACHMENTS:

1. Revised EXHIBIT 1
2. Revised RELEVANT EXPERIENCE – FORM E1.1
3. Schedule C: Letter of Intent to Perform as a Sub-Consultant or Material Supplier
4. Schedule D: Affidavit of Prime Professional Service Provider Regarding MBE or WBE Utilization

END OF ADDENDUM NO. 2

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REVISED EXHIBIT 1
 KEY TEAM MEMBERS MATRIX
 REQUEST FOR QUALIFICATIONS FOR ARCHITECT OF RECORD SERVICES
 FOR ADDITION AND RENOVATION OF FACILITIES
 PS1799

KEY PERSONNEL NAME/FIRM	ROLE IN TEAM (PRIME OR SUBCONSULTANT)	REQUIRED KEY PERSONNEL	NUMBER OF YEARS WITH FIRM	NUMBER OF TOTAL YEARS OF PROFESSIONAL EXPERIENCE	CATEGORIES OF EXPERTISE AS DEFINED IN SECTION 7.2 NUMBER OF PROJECTS COMPLETED WITHIN THE LAST 5 YEARS			COMMENTS
		AOR			Low Single Discipline Additions and Renovations: approximate construction cost range between \$0 - \$500,000	Medium Multi Discipline Additions and Renovations: approximate construction cost range between \$3,000,000 - \$12,000,000	High Multi Discipline Additions and Renovations: approximate construction cost range between \$3,000,000 - \$12,000,000	
		AOR/PROJECT MANAGER						
		CIVIL ENGINEER						
		LANDSCAPE CONSULTANT						
		STRUCTURAL ENGINEERING						
		ME/P/E ENGINEERING						
		SUSTAINABILITY (LEED) CONSULTANT						

SAMPLE FORM

REVISED ATTACHMENT E

RELEVANT EXPERIENCE – FORM E1.1

REQUEST FOR QUALIFICATIONS
FOR ARCHITECT OF RECORD SERVICES FOR
ADDITION AND RENOVATION OF FACILITIES
PS1799

Provide one Form E1.1 for every level of project complexity indicated on Level of Project Complexity – FORM E1 and indicate what type of procurement was used: professional services agreement; contract; or other form. Make copies of this form as necessary.

Include all these projects in terms of dollars to the Respondent that were completed in the last five (5) years. Experience may not be considered if the project is not completed as of the date that this form is submitted.

Indicate whether the Respondent or a team member participated in this project: Respondent or Respondent team member: _____

Indicate (check one) the status of the Respondent for the above participant in this project:

Prime Joint Venture Partner Subconsultant Subcontractor Supplier

Project Title: _____ Dollar Value \$ _____

Location: _____ Self-performed \$ _____

_____ Type of Procurement: _____

Owner/Agency: _____ Contact Person: _____

Address: _____ Address: _____

E-mail: _____ Telephone: _____

Other contacts (specify name, organization, address, and phone number)

Describe the project scope and type of work that was self-performed by the Respondent. Identify key personnel of the Respondent that were involved in the project.

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**SCHEDULE C - Letter of Intent from MBE/WBE
To Perform As
Subcontractor, Subconsultant, and/or Material Supplier (2 of 2)**

PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

SUB-SUBCONTRACTING LEVELS

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The undersigned will enter into a formal agreement for the above work with the General Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

By:

Name of MBE/WBE Firm (Print)

Date

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Date

Phone

Signature

Name (Print)

Signature

Name (Print)

MBE ____ WBE ____ Non-MBE/WBE ____

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Contract No. _____

**SCHEDULE D - Affidavit of Professional Service Provider Regarding MBE/WBE
Participation
(1 of 2)**

Name of Project: _____

STATE OF ILLINOIS }
 } SS
COUNTY OF COOK }

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

Title
and duly authorized representative of

Name of Professional Service Provider
whose address is

in the City of _____, State of _____
and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		%	%

The Professional Service Provider may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

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Contract No.

**SCHEDULE D - Affidavit of Professional Service Provider Regarding MBE/WBE Participation
(2 of 2)**

SUB-SUBCONTRACTING LEVELS

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above.

If more than 10% of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Professional Service Provider of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

By:

Name of Professional Service Provider (Print)

Date

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Date

Phone/FAX

Signature

Name (Print)

Signature

Name (Print)

MBE ____ WBE ____ Non-MBE/WBE ____