

**PUBLIC BUILDING COMMISSION OF CHICAGO
ADDENDUM NO. 3 to
REQUEST FOR QUALIFICATIONS FOR
ADDITION AND RENOVATION OF FACILITIES – PS1799**

DATE: Friday, April 2, 2010

QUESTIONS AND ANSWERS

Question #1: Attachment D: Insurance calls for \$5,000,000 of professional liability insurance. Is that per occurrence or aggregate coverage?

Answer #1: The limits as stipulated are \$5,000,000 per claim

Question #2: Did Commercial General Liability increase from \$2M to \$5M?

Answer #2: No. The Commercial General Liability limits as stipulated in Attachment D – Insurance Requirements are \$5,000,000.

Question #3: Should we submit resumes for engineers from multiple firms for each discipline?

Answer #3: Submit resumes of Key Team Members as defined in Section 7.2. E.3. Individual - Experience and Past Performance.

Question #4: For projects in the "Low" Category of Expertise as explained in 7.2.E.1.a, will the selected AOR manage the delivery of the scope?

Answer #4: The AOR may manage the delivery of the scope on any of the three (3) Categories of Expertise.

Question #5: In Section 7.2.E.1 Categories of Expertise - The types of projects listed in "Low" and "Medium" seem like they could feasibly be executed by a single discipline that is not necessarily an architect (i.e. Single Boiler Replacements, Multi-Boiler Replacements, Window Replacement). These are the type of projects that have historically been executed by the individually pre-qualified Engineers of Records (EORs) and Architect of Records (AORs) retained by CPS.

What is the PBC's intention regarding delivery of this type of work, will all work be done under an architect's contract?

Answer #5: Yes, all work is intended to be done by appropriate, qualified professionals under an AOR Professional Services Agreement.

Question #6: Does the PBC want Respondents to submit numerous teams vs. a single MEP, Civil Engineer, etc?

Answer #6: Please see Question and Answer #2 of Addendum #2.

Mayor Richard M. Daley, Chairman

Erin Lavin Cabonargi, Executive Director

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Question #7: How will the PBC evaluate the M/WBE Plan if you are receiving several engineers/consultants vs. one per discipline?

Answer #7: Each Respondent should submit a Schedule D which reflects all of the MBE and WBE's that the Respondent is submitting as part of their team. Each MBE and WBE sub-consultant should submit a current certification letter from one of the agencies that PBC accepts and a completed Schedule C. The Schedule C should match the information listed on the Respondents Schedule D.

Question #8: All MBE/WBE firms are now required to submit Schedules C and D. How are "Dollar Credits" to be determined (Schedule D 1of 2) without a specified project and/or scope?

Answer #8: Respondents are to complete Schedule D. Schedule D is to include all of the MBEs and WBEs who the Respondent is submitting as part of their team and the MBE/WBEs scope of work. Due to the unknown nature of the specified scope, the dollar credit is to be identified as "To Be Determined". Each MBE and WBE listed on Schedule D is to complete a Schedule C. Each Schedule C submitted is to match the information listed on the Respondent's Schedule D.

Question #9: How are subs to know who they will subcontract to at this point without a specified project/scope?

Answer #9: This RFQ is seeking qualifications of AOR lead teams of professionals who are experienced in providing "basic services" on an architecture project. This RFQ identifies basic services to include the following disciplines: architectural, structural engineering, civil engineering, landscape architecture, MEP/FP engineering and sustainability (LEED) consulting services.

Question #10: How many AOR Services agreements does the PBC intend to award?

Answer #10: It is the PBC's intention to award between fifteen (15) and (20) two-year term agreements to the highest qualified Respondents. Task orders would thereafter be assigned based on each firm's suitability to the particular requirements of the individual project and availability to meet project schedule requirements.

ATTACHMENTS

1. **Schedule C: Letter of Intent to Perform as a Sub-Consultant or Material Supplier – Pages 1 and 2**
2. **Schedule D: Affidavit of Prime Professional Service Provider Regarding MBE or WBE Utilization – Pages 1 and 2**

END OF ADDENDUM NO. 3

Mayor Richard M. Daley, Chairman

Erin Lavin Cabonargi, Executive Director

PUBLIC BUILDING COMMISSION OF CHICAGO

Contract No.

**SCHEDULE C - Letter of Intent from MBE/WBE
To Perform As
Subcontractor, Subconsultant, and/or Material Supplier (1 of 2)**

SCHEDULE C AND SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH PROPOSAL

Name of Project: _____

Project Number: _____

FROM:

_____ MBE _____ WBE _____
(Name of MBE or WBE)

TO:

_____ and Public Building Commission of Chicago
(Name of Professional Service Provider)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

_____ a Sole Proprietor _____ a Corporation
_____ a Partnership _____ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated _____ . In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

PUBLIC BUILDING COMMISSION OF CHICAGO
Contract No. _____

**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)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone

MBE ____ WBE ____ Non-MBE/WBE ____

PUBLIC BUILDING COMMISSION OF CHICAGO

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.

PUBLIC BUILDING COMMISSION OF CHICAGO
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)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone/FAX

MBE ___ WBE ___ Non-MBE/WBE ___