

PUBLIC BUILDING COMMISSION OF CHICAGO
ADDENDUM NO. 1 to
REQUEST FOR QUALIFICATIONS
FOR
LANDSCAPE AND SITE DEVELOPMENT DESIGN SERVICES – PS1806

DATE: Friday, April 30, 2010

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, Wednesday, May 5, 2010 (pursuant to RFQ advertised April 19, 2010).

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

SECTION 1: NOTICE OF REVISIONS / CHANGES

Change No. 1: Exhibit 1 – Key Team Member Matrix is provided as an attachment.

Change No. 2: **Remove** Page 7 of 68 through Page 11 of 68 and **Replace** with the attached Revised Page 7 of 68 through Revised Page 11 of 68.

Change No. 3: **Section 4.3.D – Experience and Past Performance:** is deleted from the original RFQ of April 19, 2010, and replaced in its entirety with:

4.3.D. 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 Respondent is required to supply both firm experience and individual experience in providing specific design and construction administration services for each of the three (3) categories of expertise listed below:

1. Categories of Expertise:

- a. Campus Parks:
 - i. approximate construction cost range: \$100,000 - \$10,000,000
- b. Playgrounds:
 - i. approximate construction cost range: \$100,000 - \$1,000,000
- c. Site Development:
 - i. approximate construction cost range: \$100,000 - \$10,000,000

Include examples of specific projects for which the Respondent and Key Team Members have completed both design and construction administration services that are relevant to the three (3) categories listed above. A minimum of one example and a maximum of ten (10) must be provided for each category and all examples included must be no more than five (5) years old.

Each project citation must provide project-specific information and include the project name, location, a photograph of the project, client, 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), the design fee and the construction cost, and a brief narrative description for each project. Limit the description of each project to two (2) pages.

Change No. 4: Section 5.2, Subpart A – Experience and Past Performance: is deleted from the original RFQ of April 19, 2010, and replaced in its entirety with:

A. Experience and Past Performance

Consideration will be given to the quality, breadth and depth of experience and past performance as demonstrated by the Respondent and Key Team Members in the successful completion of both design and construction administration for projects that comply with the categories of expertise listed in Section 4.3.D. Experience and Past Performance. Client references provided in response to Section 4.3.D, Attachment D1 and Exhibit 1 will also be considered in the evaluation process.

The Public Building Commission and the City of Chicago are committed to sustainable design and construction practices as well as cost efficient, durable construction. The evaluation criteria will focus on the Respondent's inclusion of a robust Quality Control / Quality Assurance Protocol, experience with various construction materials and integrated landscape sustainable design practices, and project exhibiting sustainable landscape strategy and best practices for on-site stormwater management in their submission. Landscape and Site Development work as part of USGBC LEED certified projects will also be considered.

Change No. 5: Section 4.4 – Required Forms: is deleted from the original RFQ of April 19, 2010, and replaced in its entirety with:

SECTION 4.4 - REQUIRED FORMS:

- A. ATTACHMENT A – LEGAL ACTIONS**
- B. ATTACHMENT B – SPECIAL CONDITIONS FOR M/WBE UTILIZATION**
- C. ATTACHMENT C – INSURANCE REQUIREMENTS**
- D. ATTACHMENT D – CATEGORIES OF EXPERIENCE – FORM D1**
- E. ATTACHMENT E - FORM OF AGREEMENT**
- F. ATTACHMENT F – DISCLOSURE OF RETAINED PARTIES**
- G. ATTACHMENT G – DISCLOSURE AFFIDAVIT**
- H. EXHIBIT I (ATTACHED SEPERATELY) – KEY TEAM MEMBER MATRIX**

Change No.6: Remove ATTACHMENT D - LEVEL OF PROJECT COMPLEXITY – FORM D1 (3 Pages) and **Replace** with the attached ATTACHMENT D – CATEGORIES OF EXPERIENCE – FORM D1 and FORM D1.1 (3 Pages).

Change No.7: The title “RFQ FOR LANDSCAPE FOR DESIGN ARCHITECT AND SITE DESIGN SERVICES” is deleted from the original RFQ of April 19, 2010, and Replaced in its entirety with the title, **“RFQ FOR LANDSCAPE AND SITE DEVELOPMENT DESIGN SERVICES.”**

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 29 questions submitted for clarification of the RFQ

The PBC's response (in *italic*) follows each question or request for clarification (in **bold**) received.

QUESTIONS AND ANSWERS

Question No. 1: Exhibit 1 – Key Team Member Matrix was not attached to Request for Qualifications on website.

Answer #1: See Change No. 1.

Question No. 2: Regarding Section 4.3.D Experience and Past Performance: Shall we provide the requested experience information and Attachment D forms for ALL team members including sub-consultants, or only submit the information for the prime respondent?

Answer # 2; Include all Key Team Members.

Question No. 3: Regarding Section 4.3.F Individual – Experience and Past Performance: Shall we provide resumes and experience information for only the key staff member in each discipline, or should we also include resumes for ANY anticipated staff that might work on the project?

Answer # 3: Provide resumes for key staff members only.

Question No. 4: Having already submitted to the City for WBE status, if we are approved and certified as a WBE during your review process and after our RFQ submittal, may we submit that certification to you for consideration prior to the contract being awarded? We plan to still meet the MBE/WBE requirements regardless of our status.

Answer # 4: In order for your WBE status to be considered it must be included in your initial submittal.

Question No. 5: Page 12, Section IV Instructions for Preparing and Submitting Submissions Section 4.2 Submittal Requirements, it states things should be tabbed as such in the order given below. It then starts with Section 4.3, 4.3.A Transmittal Letter, 4.3.C Executive Summary, and so on..... Should everything be tabbed in this order exactly or can we start with a 1 tab and then move on to 2, and so on and so on?

Answer # 5: Submittal tab labeling should follow the instructions provided in section 4.2; Submittal Requirements.

Question No. 6: Page 31, Schedule C (Letter of Intent from M/WBE) – last line – states the above described services or goods are offered for the following price....On this line are we to list a percentage or reply NA since no fee has been set or no Task Order has been given?

Answer # 6: The respondent is required to submit the Schedule C 's and D listing the MBE's and WBE's they commit to using. They should put in a percentage and indicate TBD for the dollar value of the contract. The Schedule C's should include the M/WBE's current letters of certification.

Question No. 7: Page 40, Attachment D1 states we should provide one Form D1 for every level of project complexity indicated on Form D1. I'm not quite sure what this means. Are the Project Complexities the three (3) categories of expertise – Campus Parks, Playgrounds, and Site Development?

- Answer # 7:* See attached revised Attachment D- Categories of Expertise - Form D1.1.
- Question No. 8:** Are you planning on choosing a single team or prime consultant? Or will there be multiple awards?
- Answer # 8:* As indicated in Section 3.1, Intent; the PBC will be selecting the most qualified firm to perform Landscape Design Services.
- Question No. 9:** Does the PBC have a standard QA/QC Document?
- Answer # 9* The respondent should submit a QA/QC document that is representative of their QA/QC program.
- Question No. 10:** Will the subconsultants on our team be excluded from bidding on the construction portion of the task orders?
- Answer # 10 :* Yes.
- Question No. 11:** Does the D1.1 Form take the place of traditional project sheets or would you like the traditional sheets included as well?
- Answer # 11:* Traditional Project sheets otherwise referred to as Project Citations are referenced in Change No. 3.
- Question No. 12:** Can you include images of projects on the D1.1 Form?
- Answer # 12:* Yes.
- Question No. 13:** Do subconsultants have to fill out D1.1 Forms per each project?
- Answer # 13:* D1.1 Forms must be completed by the Prime consultant and their respective key team members.
- Question No. 14:** Is there a maximum to how many projects each team can list for Relevant Experience?
- Answer # 14:* See Change No. 3.
- Question No. 15:** Can you be more specific on what the Project Example Citations are?
- Answer # 15:* See Change No. 3.
- Question No. 16:** Attachment B: If we are not a joint venture, but will include MWBE subconsultants on our team, am I right that I do NOT submit Schedule B (Joint venture affidavit) OR the Status Report of M/WBE Subcontract Payments, but DO include Schedule C and Schedule D?
- Answer # 16:* Respondents not submitting as a Joint Venture are not required to complete a Schedule B. All Respondents are required to submit Schedule C and Schedule D but are not required to submit the Status Report of M/WBE Subcontract Payments.
- Question No. 17:** Can you confirm that we do not include Attachment E, Form of Agreement, at this time in the proposal?
- Answer # 17:* You do not need to include Attachment E, Form of Agreement.
- Question No. 18:** If subconsultants are not key team members, do these sub-consultants need to have D1.1 Forms and do they need to be listed in Exhibit 1?
- Answer # 18:* No.
- Question No. 19:** I understand that in the past campus parks were created as a collaboration between CPS, PBCC and CPD. We have several projects that are attached with CPS that we have designed and built playgrounds and/or outdoor classrooms. Are these considered campus parks as well?
- Answer #19:* These projects would be considered Site Development projects.

Question No.20: We are proposing additional subconsultants for our team beyond those identified in item 4.3.F. Individual – Experience and past performance (Civil Consultant, Sustainability Consultant) based upon the scopes outlined. Is it acceptable to add these subconsultants to the Key Team Members Matrix, and include their information beyond the stated “key staff”? They are surveyors, architects, and environmental consultants.

Answer #20: No.

Question No. 21: With the mention of “PBC retained” and “assigned Environmental Consultant” mentioned in Scope of Services, is it desirable or a conflict to have an environmental consultant on our team?

Answer #21: Environmental services are not being requested as part of this RFQ.

Question No. 22: Can a project be listed under multiple categories of expertise? For example, if Firm A worked on a project with Firm B, but one did the playground and another site development - can they be listed under different categories for the same project?

Answer # 22: Yes they can be listed under different categories for the same project.

Question No. 23: Can we list more than one civil engineering firm?

Answer #23: The Respondent should commit to one (1) firm for each Key Team Member.

Question No. 24: The RFQ goes from Section 3.2 and various subsections on Page 7 of 68 to Section 3.6 on page 8 of 68. Please verify that there are no Sections 3.3, 3.4, and 3.5 missing from the RFQ.

Answer #24: See Change No. 2.

Question No. 25: Would participation on the “Design Architect for Landscape and Site Design Services” team preclude a consultant or subconsultant or team member from bidding as a General Contractor or acting as a Program Manager or Construction Manager on projects that would be part of this program?

Answer #25: Yes.

Question No. 26: Do the subconsultants need to submit financial statement or just the prime consultant?

Answer #26: Prime Consultant.

Question No. 27: Do the subconsultants need to submit proof of insurance or just the prime consultant?

Answer #27: Prime Consultant.

Question No. 28: Do the subconsultants need to submit applicable licenses or just the prime consultant?

Answer #28: Prime Consultant.

Question No. 29: Do the subconsultants need to submit Attachment A or just the prime consultant?

Answer #29: Prime Consultant.

END OF ADDENDUM NO.1

Attachments: Nature of Services, Revised Page 7 of 68 through Revised Page 11 of 68 (4 pages)
Attachment D: Categories of Expertise – Form D1 and Form D1.1 (3 pages)
Exhibit 1 – Key Team Members Matrix (1 page)

PUBLIC BUILDING COMMISSION OF CHICAGO
REQUEST FOR QUALIFICATIONS
DESIGN ARCHITECT
PS1806
FOR
LANDSCAPE & SITE DEVELOPMENT DESIGN SERVICES

III. NATURE OF SERVICES

Section 3.1 - Intent

The Public Building Commission of Chicago (also known as the PBC) is soliciting qualifications from Landscape Architecture firms or teams (the "Respondents") which can demonstrate relevant private / public experience and have at least five (5) years experience in the Chicago land area performing professional Landscape Architecture and Site Development Design services. These firms shall provide Landscape Architecture and Site Development Design services for projects such as campus parks, playgrounds, and other site development work. The scope of work may also include or be limited to Survey, site preparation (Geotechnical and / or Environmental Remediation) on certain projects. The PBC will select the most qualified firm for various Chicago public facilities to engage in a Master professional services agreement to be contracted on a Task Order basis which will be assigned over the next three (3) years with one (1) option for renewal or extension at the discretion of the PBC.

Section 3.2 - Background

Program Level – The Public Building Commission of Chicago is responsible for site preparation and site development projects on behalf of the City of Chicago, Board of Education and the Chicago Park District. The services that the selected Design Architect will be responsible for providing will include but will not be limited to; Site Preparation Design, Landscape and Site Development Design, and Construction Administration Peer Review, Lessons Learned and Case Study Management, maintaining landscape guidelines and standards, possible participation in City of Chicago Landscape Committee, and possible participation in the PBC Technical Committee.

Project Level - The Public Building Commission of Chicago is responsible for the design and construction of a number of landscape and site development projects for the City of Chicago, Chicago Public Schools and the Chicago Park District. The services that the selected Landscape Design Architect will be responsible for to support these projects will include but will not be limited to; Programming, Design, Bid and Award Services, Construction Administration Service and Project Close Out Services.

3.2.1 Campus Parks

The PBC clients for the Campus Park Program are the City of Chicago, Board of Education and the Chicago Park District. The program is managed by a committee with representatives from the PBC and these agencies. The program focuses on converting existing asphalt parking lots, vacated or closed Public Rights of Way, and may include converting other hard surface areas into active and passive recreational green space for Chicago Public School students and residents of the neighborhood surrounding the sites. The design programs typically consist of demolition of existing site conditions, underground storm water drainage and detention, new walking paths, running tracks, arboretums, artificial turf playing fields and tree, shrub and turf landscaping.

3.2.2 Chicago Park District

The Chicago Park District Playgrounds and Playing Fields programs focus on the installation of new and replacement of existing playgrounds and playing fields. The typical scope of work includes demolition of existing site conditions, underground storm water drainage and detention, installation of playground equipment, installation of soft surface materials, water spray features, baseball and soccer playing fields and tree, shrub and turf landscaping. Other scope of work may include landscaping elements associated with development of new fieldhouses.

3.2.3 Chicago Public Schools

The Chicago Public Schools site and landscape design programs focus on the development of sites contiguous or adjacent to Chicago Public School properties. The typical scope of work includes demolition of existing site conditions, underground storm water drainage and detention, new walking paths, installation of playground equipment, artificial turf playing fields and tree, shrub and turf landscaping.

Section 3.3 - Scope of Services

The scope of services sought shall include the provision of all professional services related to the completion of Landscape Architecture and Site Development Design as directed by the PBC and as indicated in authorized Task Orders. A Request for Proposal for a Task Order (RFP-TO) will identify specific services to be performed by the Design Architect firm. Specific services that may be requested to be performed by the Consultant include, but are not limited to:

A. Landscape Standards and Committees:

1. Reviewing and maintaining the existing Landscape & Site Development Guidelines provided by the PBC. The Guidelines will serve as a baseline landscape design parameters. The Guidelines will be modified periodically as the development of new landscape case studies serve to validate and improve the existing Design Guidelines. Upon making changes to the Design Guidelines, the Design Architect will be responsible to maintain and update the existing Design Guidelines on a website designated by the PBC.
2. Potential attendance, communication, participation in and prepare required presentation materials to the Mayor's Parks & Open Space Committee; Plan Commission, the Zoning Committee, or the Zoning Board of Appeals (in projects requiring zoning amendments or relief,) the Bureau of Forestry and any other committees requested by the PBC.

B. Peer Review, Standards Development and Lessons Learned Documentation: On projects where other firms are appointed to serve as Architect of Record (AOR), the Design Architect will provide the following services:

1. At regular milestones in project development (specifically Schematic Design, Design Development, 60% CDs, 90% CDs and 100% CDs) the Architect of Record will issue design documents. The Design Architect will review and comment on these documents for adherence with established standards and practices.
2. Maintain a program wide "Lessons Learned" log which illustrates salient issues and resolutions reached during project development and construction by the Design Architect and various AORs. The Lessons Learned log will also document best practices and design improvements for future integration into site development and landscape designs and landscape standards.
3. Assist the Authorized Commission Representative in obtaining the User Agency review and approval of standard design elements and configurations.

C. Landscape Design and Site Development Test Fits: On projects where options for land acquisition are being explored or different program options are being investigated, the Design Architect may provide the following Services:

1. Secure available site documentation information. The Design Architect will be required to confirm site conditions on Surveys, Sidwell, Structured Base Maps and 80 Acre maps of the subject property in order to depict the property with appropriate site dimensions, public rights of way and site development characteristics.
2. Consult with the Authorized Commission Representative to determine the desired Test Fits for implementation as well as any required programmatic additions or alterations. The Design Architect shall depict these requirements for review and approval by the Authorized Commission Representative.
3. Prepare documentation as requested by the Authorized Commission Representative which depicts landscape program, square footage, area of site development, site development features and any amendments to the public right of way.
4. Assist the Authorized Commission Representative in obtaining client review and approval of landscape design test fits and site development options.

D. Demolition and Site Preparation Scope Documentation: The Design Architect shall perform the following services as requested by the Authorized Commission Representative:

1. Assist the Authorized Commission Representative in obtaining various site information data, including but not limited to surveys; geotechnical soil boring and analysis reports; soils percolation tests; electromagnetic (EM) analysis and reports; ground penetrating radar (GPR) analysis and reports; and environmental testing and reporting services.
2. Consult with the Authorized Commission Representative and coordinate with the assigned Environmental Consultant to confirm the existing conditions of the subject properties.
3. Consult with the Authorized Commission Representative and coordinate with the assigned Environmental Consultant to determine demolition and site preparation scope of work. The scope of work may include coordinating project documents with the Environmental Consultant's scope of work that may include all or part of the following: existing building abatement, demolition, site preparation including environmental site conditions, geotechnical reports, soil remediation. The Design Architect shall also coordinate new or relocation of site utilities as required of the project scope.
4. Consult with the Authorized Commission Representative and other stakeholders to determine the appropriate procurement method for the required scope(s) of work (e.g. JOC - Job Order Contracting or DBB – Design Bid Build).
5. Coordinate and compile documentation appropriate to describe fully the as-built condition of the site upon completion of the Site Preparation Scope of Work. This documentation is to include, but not limited to, the following: site grading elevations, soil conditions plan indicating area and depth of material on site and modifications to existing utilities. The scope of work for the site preparation design may include all work necessary to abate and demolish existing structures on the site as well as to prepare the site both environmentally and geotechnically in order to implement the landscape and site development scope of work. The site preparation scope of work will also require design and coordination when applicable of all required utilities for the project scope. Further, the scope of work will require the incorporation of recommendations made by the PBC retained environmental consultant and the recommendations of the geotechnical consultant.

E. Design: During the Design phases of a project, the Design Architect may provide the following services such as Engineering, landscape and Site Development, Estimating and Permit Services, as requested by the Authorized Commission Representative:

1. Consultation with the Commission, the User Agency and others, as appropriate, regarding the goals and requirements of the Project, as well as required regulatory and client reviews.
2. Analysis of the requirements of the Project, including confirmation of the conditions of the site and the survey, and consultation with the PBC to establish the design, and the functionality and financial feasibility of the Project.
3. The Design Architect shall provide the Cost Estimates for the probable cost of the project throughout the various milestone phases of a project.
4. The Design Architect is responsible during design to develop several phases of a project such as Scope Narrative Development, Construction Documents Phases and 100% Construction Documents Phase. The Deliverables (and any other work product) of each of the phases must be approved by the Authorized Commission Representative in writing before commencement of the subsequent or dependent phase. Schematic Design Phase; Design Development Phase; Construction Documents Phase; Bidding Phase; Construction Administration Phase and Close Out Phase. The Deliverables (and any other work product) of each of the phases must be approved by the Authorized Commission Representative in writing before commencement of the subsequent or dependent phase.
5. The Design Architect shall prepare documents necessary to illustrate any required amendments to the public right of way.

6. The Design Architect shall prepare and present Design options for the Project for review by the PBC and the User Agency. Preparation of conceptual drawings and design studies (including materials) based upon analysis of Project requirements. Preparation of a general description of the scope of the Project, a preliminary estimate of probable construction costs.
7. Preparation of Design Package, including but not limited to: plans, elevations, details, sections, specifications and narratives, as required, to describe the landscape & site development, civil, structural, mechanical, plumbing, and electrical aspects of the selected design. The Design Architect will be required to prepare the estimate of probable construction cost based on the design package including construction costs.
8. All phases of Design Architect's Project(s) are required to be designed in accordance with US Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED (TM)) standards. Landscape projects developed as part of vertical building projects are to achieve a minimum LEED rating of Silver, or such other level as the Commission may designate. Landscape and Site Design Projects may or may not contribute to broader efforts to achieve LEED certification. They are to incorporate sustainable design best practices with respect to sustainable site design, landscape strategies, water efficiency, and infrastructure, based on LEED guidelines, and City of Chicago and PBC best management practices
9. The Design Architect shall be responsible for achieving integrated site and landscape design, including storm water Best Management Practices (BMP's) with non-piped solutions whenever possible, integrated planting solutions, and comprehensive integrated sustainable design.
10. The Design Architect shall be responsible for developing Erosion and Sedimentation Control Civil drawings and Specification sections as they relate to project scope requirements. The implementation of these documents shall be required before the start of site prep, demolition, abatement on site if applicable to the project.
11. The Design Architect shall be responsible for developing standard LEED Specification sections including 01352 - LEED Requirements to Landscape and Site Design projects in order to track LEED criteria throughout the phases of a project.
12. The Design Architect shall be responsible for developing procedures for tracking sustainable site and landscape metrics, such as but not limited to water use reduction, increase in pervious surfaces, heat island impacts for both LEED and non LEED projects.
13. Prepare and issue hard copies of the Design Drawings, Specifications and Narratives, as required, to the Authorized Commission Representative for the Design Milestone Review.
14. The Design Architect will provide all Services required to complete the coordinated design of the assigned project or projects. The term of this Agreement will terminate when all Services required have been completed to the reasonable satisfaction of the PBC.
15. The scope of services includes the implementation of the developed landscape as well as the design of all aspects of site development. The Design Architect will provide specifications and will be required to provide a holistic review and update of these specifications pursuant to the terms of this contract. The implemented landscape and site development design will include design and specification modifications based upon a comprehensive design review ("lessons learned" effort) which will analyze the challenges and opportunities for the best practices associated with landscape and site development design on a regularized basis.
16. The Design Architect is responsible for coordinating, documenting and transmitting all design documents that may be required by the City of Chicago Department of Buildings or Building Inspector.
17. At the completion of Design Services, transmit multiple hard copies at the direction of the Authorized Commission Representative and editable electronic version of the final documents to the Authorized Commission Representative for review and transmittal to the User Agency. Prepare a written and oral report of the Design phase for presentation to the User Agency. The presentations to be made shall be directed in writing by the Authorized Commission Representative.

F. Bid Phase: During the Bid phase of a project, the Design Architect may provide the following services such as: assembling and reviewing of bid documents, attend the Commission's required Bid related meetings, respond to questions from bidders, prepare addenda, review bids and prepare an evaluation and recommendation for award relative to the project budget, as requested by the Authorized Commission Representative.

G. Construction Administration and Close-out Services: During the Construction Administration and Close-out phases of a project, the Design Architect may provide but is not limited to the following services such as Site Inspection during construction, review and approval of shop drawings, respond to requests for information (RFI) and maintain an RFI log.

1. The Design Architect is responsible for attending and participating in regularly scheduled weekly construction project meetings and meetings for approval of contractor pay requests. Provide field observation of construction to monitor the progress, quality of work and conformance to the Contract Documents, and issue clarifications for proper execution of the work required by the Contract Documents.
2. The Design Architect is responsible for conducting a comprehensive final inspection and walk through of the Project with the Authorized Commission Representative to verify that the work is compliant with the Contract Documents.
3. Upon Completion of the construction contract and completion of "punch list", the Design Architect is responsible for issuing a Certificate of Final Completion.
4. The Design Architect shall oversee the Contractor's effort, preparation and delivery of "as-built" drawings, operations and maintenance manuals, guarantees, warranties required by the Contract Documents. The Design Architect shall submit approved "as-built" documents to the Commission upon completion of the Project.
5. The Design Architect is responsible for post construction review of the Contractor's compliance of maintaining the landscape plantings as required by the Contract Documents.
6. The Design Architect shall draft and complete Project Closeout Approval form for the Project.

Section 3.4 - Term of the Agreement

The agreement is effective on the date of execution for a period of three (3) years or upon completion of executed task orders, whichever occurs later, with one (1) option for renewal or extension at the discretion of the PBC.

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ATTACHMENT D

CATEGORIES OF EXPERTISE – FORM D1

REQUEST FOR QUALIFICATIONS

DESIGN ARCHITECT

LANDSCAPE & SITE DESIGN SERVICES

PS1806

(Categories of Expertise – FORM D1 follows this page for completion by Respondent)

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ATTACHMENT D (continued)
CATEGORIES OF EXPERTISE
RELEVANT EXPERIENCE – FORM D1.1
REQUEST FOR QUALIFICATIONS
DESIGN ARCHITECT
LANDSCAPE & SITE DESIGN SERVICES
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Provide one **Form D1.1** for every level of project indicated on **Categories of Expertise – FORM D1** 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.

Identify Category of Expertise below and fill out form appropriately:

CAMPUS PARK **PLAYGROUNDS** **SITE DEVELOPMENT**

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 \$ _____

Owner/Agency: _____

Contact Person:

Address: _____

Address: _____

Email: _____

Phone Number: _____

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.

EXHIBIT 1
 KEY TEAM MEMBERS MATRIX
 REQUEST FOR QUALIFICATIONS FOR DESIGN ARCHITECT
 LANDSCAPE SITE DESIGN SERVICES
 PS1806

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 4.3.D NUMBER OF PROJECTS COMPLETED WITHIN THE LAST 5 YEARS			COMMENTS
					CAMPUS PARKS: approximate construction cost range between \$100,000 - \$10,000,000	PLAYGROUNDS: approximate construction cost range between \$100,000 - \$1,000,000	SITE DEVELOPMENT: approximate cost range between \$100,000 - \$10,000,000	
		CORPORATE EXECUTIVE						
		LANDSCAPE ARCHITECT, PROJECT MANAGER						
		CIVIL ENGINEER						
		SUSTAINABILITY (LEED) CONSULTANT						

SAMPLE FORM