

**PUBLIC BUILDING COMMISSION OF CHICAGO**  
**ADDENDUM NO. 1 to**  
**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION / DEMOLITION SERVICES –**  
**PS1857**

**DATE:** Tuesday, December 14, 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, Monday, December 20, 2010 (pursuant to RFQ advertised November 29, 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:** **Remove** Submittal Requirements; Page 22 of 60 and Page 23 of 60 and **Replace** with the attached Revised Page 22 of 60 and Revised Page 23 of 60.

**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 4 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:** **Where in the response would you want Attachment C - Legal Actions included?**

*Answer #1: Attachment C- Legal Actions would follow Attachment B-2 – References.*

**Question No. 2:** **Please clarify the difference between Requirement K and Requirement O other than the Organizational chart. Might this be a duplicate requirement?**

*Answer #2: See Change No.1.*

**Question No.3:** **On the submission checklist you have for #4, a Project Flow chart. Can you please clarify what that requirement is and where it should be included in the response?**

*Answer#3: The Project Flowchart was not stated in the Submittal Requirements; therefore, the requirement to submit a Project Flowchart is not required for this Request for Qualification.*

**Question No.4:** **Submittal Requirement D - Experience of Respondent Firm's Experience, Laboratory and Regulatory Knowledge. Are you looking for a three page description of subparts 1 and 2 with the nine projects (Attachment B1) covering subpart 3? Can you please clarify this section?**

*Answer No.4: The Consultant shall provide a description of Items 1, 2 and 3, that is no longer than 3 pages in length. Additionally, the Consultant shall provide project summaries as requested in Attachment B-1. A minimum of three projects must be provided for each type of work stated in the RFQ (i.e. – asbestos, hazardous materials and lead).*

**END OF ADDENDUM NO.1**

**Attachments:** Revised Page 22 of 60 through Revised Page 23 of 60 (2 pages)

4. Asbestos sampling and analysis equipment required for collecting Phase Contrast Microscopy (PCM), Polarized Light Microscopy (PLM), and Transmission Electron Microscopy (TEM) samples and for analysis of PCM and PLM samples;
5. Lead Based Paint direct read instruments as approved by USEPA and other regulatory agencies including but not limited to XRF.

**K. ORGANIZATION**

1. Attachment A – Disclosure Affidavit  
Complete and execute Attachment A- Disclosure Affidavit and include an organization chart describing the management structure, lines of authority and communication and functions of key personnel.
2. A list of all of the Respondents' key officers and directors if the Respondent is a publicly held company.

**L. FINANCIAL STRENGTH**

The Respondent shall furnish financial statements, such as balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation against the Respondent that may have a material effect in Respondent ability to provide the Services.

**M. MBE/WBE UTILIZATION PLAN**

Respondent's MBE/WBE Participation Plan must identify all MBE and WBE firms proposed to be included on the Respondent team and the proposed role of each. A copy of each MBE and WBE firm's current Letter of Certification must be submitted with the Respondent's MBE/WBE Participation Plan and the proposed role of each participating MBE and WBE must be consistent with the Area of Specialty as indicated on its Letter of Certification.

Opportunities for MBE and WBE capacity building being proposed by the Respondent should be clearly stated and described in detail.

The Respondent shall submit completed Schedules C and D, from **Attachment E "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises"**, outlining its plan for MBE/WBE utilization, including information describing any past experience the Respondent has that would reflect an ongoing working relationship between the Respondent and the MBE/WBE firms identified in the submission.

**N. QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PLAN**

Provide a detailed Quality Control Plan (QCP), featuring a management plan that addresses both quality assurance and quality control within the Consulting company. The management plan must include a narrative describing coordination, communication, and quality control methods for the scopes of work listed in section 3.2 General Scope of Services. The management plan should include an organizational chart, lines of authority and scheduling milestones.

**O. INSURANCE REQUIREMENTS**

The selected Respondent must maintain the types of insurance coverage described in Attachment F. As such, each submission must be accompanied by written evidence of the Respondent's ability to procure the insurance specified in Attachment F and/or must include a sample certificate of insurance

showing required limits. Indemnification requirements are contained in the Agreement. Indemnification obligations are independent of and unlimited in any manner by the Selected Respondent's insurance coverage. The limits will depend upon the type of activity involved and will be as prescribed by the PBC's Risk Manager. The limits set forth in Attachment F are required by the PBC's intergovernmental agreement with its User Agency client, and are not negotiable.

The PBC reserves the right to require the selected Respondent to furnish certificates of insurance or, if the PBC so requires, certified copies of the original policies of all insurance required by the RFQ. The receipt of any sample certificate of insurance does not constitute agreement by the PBC that the insurance requirements of the RFQ have been fully met, or that the insurance policies indicated on the certificates are in compliance with all requirements of the RFQ. Failure of the PBC to request or obtain certificates or other evidence of insurance from the selected Respondent shall not be deemed to be a waiver by the PBC.

**P. ATTACHMENT D - DISCLOSURE OF RETAINED PARTIES.** Completed and executed.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**