

**PUBLIC BUILDING COMMISSION OF CHICAGO
ADDENDUM #1
REQUEST FOR QUALIFICATIONS FOR
PLANNING, CONCEPTUAL DESIGN AND ARCHITECT OF RECORD SERVICES
FOR CITY COLLEGES OF CHICAGO PROJECTS – PS1882**

Date: Tuesday, June 21, 2011

Please delete the following from Section IV. Instructions for Preparing and Submitting Submissions:

4.3.A. TRANSMITTAL LETTER: An individual authorized to legally bind the Respondent must sign the transmittal letter. The person who signs the transmittal letter will be considered the contact person for all matters pertaining to the Submittal unless the Respondent designates another person in writing. The letter must include the Respondent's mailing address, e-mail address, fax number and telephone number.

The Transmittal Letter must identify all firms in the project team. MBE and WBE firms included in the team must be specifically identified as such. The Respondent must indicate that it is prepared to enter into an agreement in the forms being offered. Attachment G – Form of Agreement for Architect of Record Services and Attachment H – Form of Agreement for Planning and Conceptual Design Services contains the standard Terms and Conditions of the agreement which are not subject to negotiation. Respondent must commit to meet or exceed the M/WBE goals set forth in the Agreement.

And replace with the following:

4.3.A. TRANSMITTAL LETTER: An individual authorized to legally bind the Respondent must sign the transmittal letter. The person who signs the transmittal letter will be considered the contact person for all matters pertaining to the Submittal unless the Respondent designates another person in writing. The letter must include the Respondent's mailing address, e-mail address, fax number and telephone number.

The Transmittal Letter must identify the Project Delivery Phase(s) the Respondent is interested in being considered for (i.e. Planning and Conceptual Design Services and/or Architect of Record Services), all firms in the project team by Project Delivery Phase. MBE and WBE firms included on each Project Delivery Phase team must be specifically identified as such. The Respondent must indicate that it is prepared to enter into an agreement in the forms being offered. Attachment G – Form of Agreement for Architect of Record Services and Attachment H – Form of Agreement for Planning and Conceptual Design Services contains the standard Terms and Conditions of the agreement which are not subject to negotiation. Respondent must commit to meet or exceed the M/WBE goals for each Project Delivery Phase of interest as set forth in the Agreement(s).

Please delete the following from Section IV. Instructions for Preparing and Submitting Submissions:

Mayor Rahm Emanuel, Chairman
Addendum No.1

Erin Lavin Cabonargi, Executive Director
Tuesday, June 21, 2011

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- 4.3.C. EXECUTIVE SUMMARY:** The Executive Summary must be signed by an authorized representative of the Respondent and must include:
1. A clear description of the structure of the Respondent's proposed team, an explanation of how the Respondent satisfies the evaluation criteria and a detailed statement illustrating Respondent's understanding of the Services and proposed approach to implementation.
 2. A clear description of relevant experience in the development of public and/or private Higher Education or Community College Facilities within the past five (5) years.
 3. A clear description which demonstrates a minimum of five (5) years of experience providing relevant professional services in Chicago and/or surrounding communities.
 4. Contain a commitment to provide the Services described with the team composition (specifically personnel) as specified in the qualification submission.

And replace with the following:

- 4.3.C.1. PLANNING AND CONCEPTUAL DESIGN EXECUTIVE SUMMARY:** Respondents interested in being considered for Project Delivery Phase a) Planning and Conceptual Design Services are to submit the Planning and Conceptual Design Executive Summary which must be signed by an authorized representative of the Respondent and must include:
1. A clear description of the structure of the Respondent's proposed team, an explanation of how the Respondent satisfies the evaluation criteria and a detailed statement illustrating Respondent's understanding of the Services and proposed approach to implementation.
 2. A clear description of relevant experience in the development of public and/or private Higher Education or Community College Facilities within the past five (5) years.
 3. A clear description which demonstrates a minimum of five (5) years of experience providing relevant professional services in Chicago and/or surrounding communities.
 4. Contain a commitment to provide the Services described with the team composition (specifically personnel) as specified in the qualification submission.

Respondents not wishing to be considered for Planning and Conceptual Design Services need not submit.

- 4.3.C.2. ARCHITECT OF RECORD EXECUTIVE SUMMARY:** Respondents interested in being considered for Project Delivery Phase b) Architect of Record Services are to submit the Architect of Record Executive Summary which must be signed by an authorized representative of the Respondent and must include:
1. A clear description of the structure of the Respondent's proposed team, an explanation of how the Respondent satisfies the evaluation criteria and a detailed statement illustrating Respondent's understanding of the Services and proposed approach to implementation.
 2. A clear description of relevant experience in the development of public and/or private Higher Education or Community College Facilities within the past five (5) years.

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3. A clear description which demonstrates a minimum of five (5) years of experience providing relevant professional services in Chicago and/or surrounding communities.

4. Contain a commitment to provide the Services described with the team composition (specifically personnel) as specified in the qualification submission.

Respondents not wishing to be considered for Architect of Record Services need not submit.

CLARIFICATION:

Each project citation must clearly identify the Project Delivery Phase it is a representation of.

QUESTIONS AND ANSWERS

Question #1: Do firms have the ability to submit for a specific specialization (i.e., planning, architecture or engineering?)

Answer #1: The scope of work will be delivered in two distinct phases: A) Planning and Conceptual Design Services and B) Architect of Record Services. The PBC is seeking responses from firms and/or teams that are experienced in acting as a Planner and Conceptual Designer, as well as from firms and/or teams experienced in acting as an Architect of Record providing architectural and engineering services.

Respondents may submit for either A) or B) or both A) and B).

Question #2: Please advise if Exhibit 1 – Key Team Members Matrix will be provided to us as an Excel spreadsheet instead of the PDF that was included in the RFQ package.

Answer #2: Attached as Exhibit 1.

Question # 3: Please confirm whether firms which have previously provided A/E services at Richard J. Daley College or other colleges in the City Colleges system are eligible to compete for the above-referenced contract.

Answer #3: Firms that have previously provided A/E services for the City Colleges of Chicago are encouraged to respond to this RFQ.

Question #4: Can an Architectural Firm submit as the Lead or Prime Firm, and also submit a second submission as a Joint Venture?

Answer #4: Yes.

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Question #5: After qualifications are submitted, does a letter of confirmation come from the PBC acknowledging acceptance?

Answer #5: AOR Agreements will be issued on a project-by-project basis. A Planning and Conceptual Design Services Term Agreement will be issued to each selected Respondent.

Question #6: Sec. 4.3.D. Corporate Experience, Qualifications & Past Performance. Instructions are for the "Respondent" to supply corporate experience. Does this mean the Prime only (assuming it is not a joint venture of more than one Architect), or do all Sub-consultants (Engineers, Landscape and other Specialties) also have to submit project examples in the 2 project delivery phases?

Answer #6: Only the prime Respondent is to supply corporate experience and project examples.

Question #7: May we provide financial information in a separate envelope marked "confidential"? If so, should we provide just 1 copy in 1 envelope (with the original) or a separate envelope with each hard copy. And should this confidential information also be provided in the pdf on the CD?

Answer #7: You may provide 1 hard copy of your financial information in a separate envelope entitled, "Confidential Financial Information for PS1882". You are not required to provide it in a .PDF format as well.

Question #8: Per Section 4.3.F. of the Instructions for Preparing and Submitting Submissions, are key team members allowed to fill more than one role (i.e. could the Corporate Executive also be the Programming Consultant)?

Answer #8: Yes.

Question #9: Per Section 4.3.F. of the Instructions for Preparing and Submitting Submissions, please clarify the duties of the Planning Consultant and the Programming Consultant.

Answer #9: Please see III. Nature of Services, Section 3.3 – Scope of Services, paragraphs one and two.

Question #10: Per Attachment C Insurance Requirements, would a submission be disqualified if it was noted that these insurance limits are not currently met, but would be should our firm be selected?

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- Answer #10:** Not currently meeting the insurance requirements will not result in disqualification. A letter should be submitted acknowledging that the Respondent's current program does not meet the requirement and that the Respondent is willing to increase its limits in the event of project award. Respondents are encouraged to discuss with their insurance broker the increased cost of these required limits and the length of time required to carry those increased limits in the event of award.
- Question #11:** Per Section C.1.7 of Attachment C Insurance Requirements, please confirm that 'Contractors Pollution Liability' coverage is required.
- Answer #11:** Contractors Pollution Liability would be necessary in the event that testing or remediation was included in a Task Order issued on a resulting contract. This policy would not be required if these types of invasive tasks are not assigned. The Professional Liability requirement does require the Respondent's policy provide coverage "in the rendering or failure to render professional services resulting in a pollution incident."
- Question #12:** Does PBC intend to hire a Cost Estimator separately for any of the Planning, Conceptual Design or Architect of Record projects for City Colleges, or should Respondents include Cost Estimating on their team?
- Answer #12:** The PBC often retains an independent cost estimator for projects. However, AORs are also required to provide cost estimating services when projects are assigned. The Planning and Conceptual Design firms are not required to hire a cost estimator.
- Question #13:** How many firms are you looking to retain for Phase I: Planning and Conceptual Design Services?
- Answer #13:** Project volume has not yet been fully defined and will dictate the number of firms awarded work.
- Question #14:** How many firms are you looking to retain for Phase II: Architect of Record Services?
- Answer #14:** AORs will be retained, and AOR contracts awarded, as projects are undertaken.
- Question #15:** Exhibit 1 – Key Team Members Matrix, for the number of projects completed with the last 5 years, should these numbers include both PBC work and higher education work or just higher education?
- Answer #15:** Please see IV. Instructions for Preparing and Submitting Submissions, Section 4.3.F.1. which reads, "To the extent that it exists, the Respondent is requested to supply individual experience in providing planning, programming, conceptual design, architectural and engineering services for new construction and renovation of public and/or private higher education or community college facilities within the past five (5) years...."

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Question #16: Should an environmental consultant be included in our team?

Answer #16: No.

Question #17: Do items from Section V (Anti-Collusion, Attachment G and Attachment H need to be included in the response (p.48-50, 67-68)?

Answer #17: Please see IV. Instructions for Preparing and Submitting Submissions and Exhibit 2 – Submission Checklist. Attachments G and H are for review and reference only.

Question #18: Does the Status Report of MBE/WBE (SUB Contract) Payments need to be included in the response (p. 34-35)?

Answer #18: No.

Question #19: Can an A/E firm (team) be selected for Phase A only or Phase B only? Or Both Phases? Please advise

Answer #19: Please see III. Nature of Services. Section 3.1 which reads, "...The PBC reserves the option to award both phases to an individual Respondent or to multiple Respondents. "

Question #20: Can an A/E firm respond as a PRIME but also be a team member on a separate team (non prime?)

Answer #20: Yes.

Question #21: Will the work include new building construction or expansions to existing facilities (versus interior renovations)?

Answer #21: There is the potential for all of the above.

Question #22: Will there be a need for urban design or site planning?

Answer #22: Yes.

Question #23: How do you define Lead Architect? (as listed on page 11 of the RFQ; item 4.3.F – 5c)

Answer #23: The Lead Architect is the Project Architect on the Respondent's team.

Question #24: Some of our clients require confidentiality with respect to their project's costs. Is there a way to include a project example without its overall project costs – or – is there a way to only allow access to this information by the selection/review committee?

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Answer #24: Clearly label the business confidential data as “Confidential”.

Question #25: Under what circumstances would the team need to carry the \$5 million in pollution insurance? (Page 37 C.1.4 Professional Liability) In our experience this is more appropriate for a builder or someone responsible for environmental remediation.

Answer #25: In all circumstances.

Question #26: Space utilization mapping. Do you want to know how each space in every building is utilized on the Richard J Dailey campus or for each City College campus? Does this mean you need a space inventory created, or if this already exists do you want this verified?

Answer #26: Yes. Section 3.2 states that PBC on behalf of CCC, intends to analyze the Richard J Daley Campus; amongst other potential CCC campuses....

Respondents interested in being considered for Project Delivery Phase A, must demonstrate experience, qualifications and past performance in space utilization mapping.

Question #27: Spatial programming analysis (existing and new). Is this an overall assessment of space needs by department and by room type for all academic, administrative, and support units for just the Richard J. Dailey Campus or for each City College campus?

Answer #27: Yes. Section 3.2 states that PBC on behalf of CCC, intends to analyze the Richard J Daley Campus; amongst other potential CCC campuses....

Respondents interested in being considered for Project Delivery Phase A, must demonstrate experience, qualifications and past performance in special programming analysis.

Question #28: *Exhibit 1*, references project delivery definition in **Section 3.2**; however this section of the RFQ does not address this topic. **Section 3.3** provides a definition for project delivery. Did *Exhibit 1* intend to reference **Section 3.3** instead of **Section 3.2**?

Answer #28: Yes.

Question #29: Is PBC/City Colleges soliciting full-service, multi-discipline A/E teams?

Answer #29: Yes.

Question #30: Are single discipline submittals acceptable?

Answer #30: No.

Question #31: Will this be a Task Order type contract with multiple project opportunities?

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Answer #31: Project Delivery Phase A) will be a task order type contract. Project Delivery Phase B) will be a lump sum award.

Question #32: Will resultant projects be managed by PBC or by City Colleges?

Answer #32: PBC

Question #33: What is the role of each PBC and City Colleges in the contract and how will the A/E interface with both?

Answer #33: PBC holds all Consultant contracts associated with PS1882

Question #34: Will City Colleges be involved in the selection process?

Answer #34: Yes.

Attachment: Exhibit 1 – Key Team Members Matrix in Microsoft Excel format

END OF ADDENDUM NO. 1