



ADDENDUM NO.: 01

PROJECT NAME: Project Development Services

CONTRACT NO.: PS3005

DATE OF ISSUE: October 10, 2018

## NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO CONTRACT DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Contract Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original Contract Documents shall continue in full force and effect and shall have the same meaning in this Addendum. Issued Addenda represent responses/clarifications to various inquiries. Contractors shall be responsible for including all associated labor/material costs in its bid. Drawings/specifications corresponding to inquiry responses will be issued with the Issue for Construction Documents, upon issuance of building permit.

**ITEM NO. 1: CHANGE/CLARIFICATION TO KEY DATES**

Clarification 1 Submission Deadline is CHANGED to WEDNESDAY, OCTOBER 17, 2018 by 11:00a.m. Central Time.

**ITEM NO. 2: REVISIONS TO RFP DOCUMENT**

None.

**ITEM NO. 3: REQUESTS FOR INFORMATION**

RFI-1.

Question: The due date on the RFP cover states the due date as "Friday", October 15, 2018 while on page 3, section 2 the due date is "Monday", October 15, 2018. Which is correct?

Response: **The submission due date has been changed to Wednesday, October 17, 2018 at 11:00am Central Time.**

RFI-2.

Question: Schedule B, (page 36 of 58); Is Schedule B required if a JV team consists of all MBE or WBE partners? We assume that a written JV agreement must be submitted regardless of the JV participants, please confirm.

Response: **As stated in the RFP in Section IV Submission Requirements: For Joint Venture Partnerships, each Joint Venture Partner (Schedule B) will also be required to submit all applicable forms requested in this solicitation. Please note each Joint Venture Partner must include a copy of the entities Joint Venture Agreement. If any of the Joint Venture Partners are MBE or WBE, they must submit their City of Chicago or Cook County certification letter.**

RFI-3.

Question: Schedules A, B, and D are listed in Section V (Submission Checklist) but Schedule C is not, please advise.

Response: **Firms must submit their Schedule D. Firms may submit a Schedule C.**

RFI-4.

Question: How are we to respond to Exhibit F (Sample Form of Agreement)? The RFP references some sort of acknowledgment in Tab 7 but it's not clear on how to respond, please advise.

Response: **As stated in the RFP Section VI: You must acknowledge understanding of the PBC's standard terms and conditions as found in Exhibit F – SAMPLE Form of Agreement of this RFP. This should be part of your submittal Tab 7 or Cover Letter.**

RFI-5.

Question: If our firm has traditionally been an MBE sub, do we need complete Exhibit H or is this form for prime firms to complete?

Response: All Respondents must complete Exhibit H.

RFI-6.

Question: Is the New Contract different or is it the same as current contract with Cotter, CCC, Ardmore Roderick, Rodriguez et al?

Response: The terms of the new Contract are found in the RFP as a sample. Please refer to Exhibit F.

RFI-7.

Question: Who, at the PBC, will the selected new vendor report to?

Response: The vendor will report to the Authorized Commission Representative. The individuals assigned to projects may report to various PBC supervisors.

RFI-8.

Question: Will the selected Primes provide the described services for an agreed upon fee?

Response: Respondents must submit a Rate Sheet (Schedule A) as part of their Proposal. Respondents shall provide a range (low and high) for their hourly rate, which must include overhead and profit (fully loaded rates). Please note that the Commission reserves the right to negotiate rates and/or titles of personnel.

RFI-9.

Question: Can you share with us when the new contract will begin and is there an idea of the staff transition plan between any existing contracts and this one?

Response: The new Contracts will be tentatively awarded at the December Board meeting. The Commission will develop a transition plan as necessary based on when/if Selected Respondents are selected. Transition will commence upon contract award.

RFI-10.

Question: On Tab 1, Introductory Information, licenses are to be included. Are copies of licenses required for subconsultant firms?

Response: All Respondents are required to submit proof of licensure as required by the RFP. If a subconsultant provides any work as defined in the Scope of Services, the appropriate documentation should be provided.

RFI-11.

Question: On Tab 4, Experience and Qualifications of Key Personnel, the page limit is written to be five pages. Does the 5-page limit include resumes as well as the org chart?

Response: No. The 5-page limit does not include resumes or the Organizational Chart.

RFI-12.

Question: For the Schedule C Letter of Intent from MBE/WBE to Perform as Subconsultant, if we do not know the exact prices or dollar amounts of the contract, can the Respondent put TBD?

Response: When filling out Schedule C, the cost should be indicated as "TBD."

RFI-13.

Question: Will the PBC be interviewing Respondents?

Response: The Commission will determine if interviews are necessary. If Interviews are necessary, Firms will receive further instructions on next steps and requirements. If Interviews take place, they may be scheduled for early November.

RFI-14.

Question: If you are an MBE Prime, can you count yourself as 100%?

Response: Yes, any firm that is MBE certified by the City and/or County may be included on the Schedule D.

RFI-15.

Question: Are you looking to only hire 1 firm to provide these services?

Response: The Commission is looking to hire one (1) Firm at a minimum.

**RFI-16.**

**Question:** If you are a M/WBE Subcontractor currently working with the PBC, are you precluded from any upcoming work?

**Response:** MBE and WBE Subcontractors are not precluded from any upcoming work (responding to this RFP). However, Respondent shall indicate if it is currently performing any work or providing any services on PBC related projects. Upon submission of the Respondent's response to this RFP, Respondent may be requested to provide clarifications. PBC reserves the right to review the Respondent's information for final determination.

**RFI-17.**

**Question:** Will PBC maintain a relationship with the Design Architect and/or Architect of Record?

**Response:** Typically the PBC will have a contractual relationship with the Design Architect, Architect of Record, and/or the Engineer of Record. However, depending on the PBC's procurement delivery method, the PBC may elect not to maintain contractual relationships with Design Architects, Architects of Record, and/or the Engineers of Record.

**RFI-18.**

**Question:** Will current PDS Contracts end, or will they be replaced?

**Response:** After selection of the Respondents, if any, the Commission will determine next steps for Project Development Service providers currently under contract.

**RFI-19.**

**Question:** What will happen to the current Project Managers under the existing contracts?

**Response:** After selection of the Respondents, if any, the Commission will determine next steps for staff under the current Project Development Service contract.

**RFI-20.**

**Question:** Can you talk more about the design requirements mentioned in the RFP? What will the Respondents be required to do?

**Response:** The Selected Respondent will be required to manage all aspects of the work listed in the Scope of Services, including managing various elements of pre-planning, planning, design, construction, and any other areas deemed appropriate.

**RFI-21.**

**Question:** What will be the dollar amount for the new PDS Contracts?

**Response:** The Commission will determine contract values after selection of Selected Respondents.

**RFI-22.**

**Question:** Can a MBE/WBE firm that is acting in a sub-consultant capacity on a Project Development Services team also be a sub-consultant on an A/E team submitting LOI/Qualifications? Or, does participation on an A/E team preclude selection for Development Services?

**Response:** MBE and WBE firms planning on acting a sub-consultant capacity to a potential Respondent are not precluded from being sub-consultants on A/E teams submitting their Letters of Interest and Qualifications (LIQ). However, Respondent shall indicate if it or any of its proposed MBE/WBE Firms are currently on an A/E Firm's team which has or is planning on submitting their LIQs. Upon submission of the Respondent's response to this RFP, Respondent may be requested to provide clarifications. PBC reserves the right to review the Respondent's information for final determination.

**RFI-23.**

**Question:** Should the Schedule C be placed within the Tab 7 section, MBE & WBE/Other Criteria?

**Response:** Yes. A completed Schedule C (and any attendant schedules) should be placed in Tab 7.

RFI-24.

Question: Section VI, Page 13, Paragraph 1. b. 3) "Respondent shall provide current public sector assignments and/or committed work schedules...." We assume you are only referring to "local" contracts, in that we wouldn't need to include public sector assignments throughout the country?

Response: Respondents should submit information which demonstrates their familiarity with the local public sector. Additionally, Respondents should provide any past performance with other government agencies, and/or, private owners, as it relates to Respondent's ability to successfully administer, manage, and coordinate all aspects of the program/project requirements.

RFI-25.

Question: Exhibit G, Paragraph 1.5 Property. The language in this section states "The Consultant is responsible for all loss or damage.....at full replacement cost." It seems that there is critical language missing here that makes the Consultant responsible to the extent its actions caused damage to the property. Please clarify.

Response: The paragraph referenced is typical in all Public Building Commission of Chicago contracts.

RFI-26.

Question: Exhibit F Agreement, on Page 51, Paragraph 8. Is the "...term of this Agreement shall not exceed the sum of \$1,000,000" accurate?

Response: Exhibit F is a sample agreement designed to provide Respondents with information regarding the Commission's policies and contractual information. Any amounts are not reflective of any decisions for this specific Request for Proposal.

RFI-27.

Question: In TAB 2, this section requires the respondent provide a copy of all business licenses and certifications. Does this count towards the 15 page limit?

Response: No. The 15 page limit does not include copies of business licenses and/or certifications.

RFI-28.

Question: In the prebid, it was stated that we should include "supplies" in our fully loaded billable rate (which would be submitted on Schedule A.) Can you please clarify in greater detail what is provided by the PBC for the delivery of these services?

Response: The PBC provides a workplace, and any necessary PBC equipment, i.e. PBC software. Respondent shall provide its proposed staff with any/all supplies necessary for the work.

RFI-29.

Question: Please clarify how other expenses such as special software required, travel, postage, overnight delivery should be addressed.

Response: All rates should include fully-loaded costs. Please refer to the Rate Sheet (Schedule A) for more information.

RFI-30.

Question: Regarding Section IV Submission Requirements (p. 8-9): The requirements state that "Submissions must include the return of the entire solicitation package." Since forms from the solicitation document are included in various tabs in the submittal, how are we to submit the entire document?

Response: All submissions are to be complete - that is, include all documents (the package) requested in the RFP.

RFI-31.

Question: According to the RFP, our submission must be page-numbered sequentially from front to back. If we are submitting the entire solicitation document that already has page numbers, are we to enter in different page numbers on top of those?

Response: You are not to include the RFP - it is not a submission - you are to include your response to the RFP, which must be page-numbered sequentially from front to back for ease of reference by the PBC.

RFI-32.

Question: It states that we are to include our firm's name "on the line provide in the bottom of each page of your submission." There is no line provided in the RFP. Should we just write our name on the bottom center of each page?

Response: Please include your name in a footer on each page.

RFI-33.

Question: Please confirm how many projects is the PBC planning to undertake (or how many Projects are already undertaken) for the initial term period of 3 years?

Response: The PBC undertakes various projects for various clients. All projects undertaken by the PBC are found on our website: [www.pbcchicago.com](http://www.pbcchicago.com).

RFI-34.

Question: Please confirm what types of Projects the PBC has in the pipeline? I.E. Should the PDS consultants be prepared to provide staff with specific experience with Schools, Fire Stations, Libraries, etc?

Response: Selected Respondents should be prepared to provide staff with experience in all realms of the scope of work described in the RFP. Additionally, the PBC undertakes various projects for various clients. All projects undertaken by the PBC are found on our website: [www.pbcchicago.com](http://www.pbcchicago.com).

RFI-35.

Question: Regarding #3 on page 13 of the RFQ, please confirm that the IT Manager, Human Resource Officer, and Project Executive roles are to be used as in-house resources for the proposer and not expected to staff PBC projects?

Response: Correct. These positions are resources of the Respondent and PBC. The PBC does not typically see these services as part of "personnel." The PBC requires project managers to perform the work described in the Scope of Services of the RFP.

RFI-36.

Question: Is it PBC's intent to have PDS teams provide formal cost estimating services? What is the relationship to recently awarded Cost Estimating specialty consultant (RFP PS3008)?

Response: Selected Respondent may be requested to provide order of magnitude estimates or opinions of probable construction costs, at a minimum. Separately, PBC may also obtain detailed construction cost estimates from its awarded Construction Cost Estimating Professional Service Providers.

RFI-37.

Question: Is it PBC's intent to provide Commissioning Authority services, assigned to specific projects, or only the management of commissioning authority services?

Response: Where the Commissioning Authority (CxA) is contracted by the PBC, the selected Respondent will be required to manage the CxA and coordinate all aspects of the Project's commissioning (Cx) requirements. Where the CxA isn't contracted by the PBC, the selected Respondent will be required to coordinate all aspects of the Project's Cx requirements – management of the CxA will be performed by others. In either case, the Respondent shall ensure that all aspects of the Project's delivery requirements, including Cx, are efficiently managed and maintained.

RFI-38.

Question: May a firm who has been selected as a Cost Estimator for the PBC participate as a Prime or Subcontractor for this RFP?

Response: A firm that has been selected as a Cost Estimator for the BPC is not precluded from participating for this RFP. However, Respondent shall indicate if it is currently performing any work or providing any services on PBC related projects. Upon submission of the Respondent's response to this RFP, Respondent may be requested to provide clarifications. PBC reserves the right to review the Respondent's information for final determination.

This Addendum includes the following attached Documents:

1. NONE.

END OF ADDENDUM NO. 01