



ADDENDUM

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

ADDENDUM NO.: 02

PROJECT NAME: Project Development Services

PROJECT NO.: Program-Wide

CONTRACT NO.: PS3103

DATE OF ISSUE: September 29, 2025

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Request for Proposals (RFP) Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original RFP Documents shall continue in full force and effect and shall have the same meaning in this Addendum.

ITEM NO. 1: CHANGE TO KEY DATES

None.

ITEM NO. 2: REVISIONS TO RFP

None.

ITEM NO. 3: REQUESTS FOR INFORMATION

RFI-1.

Question: Can PBC please confirm if the respondent's rates in Schedule A are to be fixed for the duration of the five-year term, or will they be subject to annual adjustment?

Response: The Respondents shall provide hourly rate ranges as part of their proposed rate sheet. The Commission reserves the right to negotiate rates and/or titles of any/all personnel throughout the contract period.

RFI-2.

Question: During the Pre-Proposal meeting, it was noted that a JV agreement is not required at the time of proposal submittal, though Schedule B suggests otherwise. Please confirm that submitting only an executed Schedule B is sufficient. For clarity, our team will execute a formal JV agreement if awarded a contract by the PBC.

Response: A formal Joint Venture (JV) agreement is not required at the time of proposal submission. An executed Schedule B will be sufficient. If awarded, the team must then execute and provide a formal JV agreement to the PBC.

RFI-3.

Question: Page 7 of the solicitation lists key project functions, including Compliance. Please clarify which types of compliance are required while performing Project Development Services under this contract, such as supplier diversity or other regulatory compliance.

Response: Compliance in the context of this contract includes but is not limited to:

M/WBE and other requirements; Adherence to PBC contract provisions and City of Chicago ordinances; Applicable regulatory compliance tied to project delivery (e.g., permitting, safety, labor requirements).

The primary emphasis is on M/WBE diversity compliance and ensuring alignment with PBC's contractual obligations.

RFI-4.

Question: The solicitation does not explicitly request resumes. Are resumes implied? If so, which roles should be included, as the RFQ references several positions, including administrative and accounting staff. Should we limit resumes to project-specific staff such as PX, PMs, Project Controls, etc.?

Response: The decision to include resumes is that of the respondent.

RFI-5.

Question: Page 8B, Submission Requirements, states that the Cover Letter is limited to five pages. Should the Table of Contents be included within this page limit?

Response: The five-page limit applies to the cover letter only. The Table of Contents is considered a separate section and does not count toward this page limit.

RFI-6.

Question: Page 14, Item 9 of the solicitation states that if the team is a Joint Venture, financial statements should be submitted for both the Joint Venture and each partner. Please confirm that a financial statement for the Joint Venture itself is not required.

Response: Financial statements must be submitted for each JV partner. A financial statement for the JV entity itself is not required at the proposal stage. If the JV is awarded, financials for the JV may then be requested.

RFI-7.

Question: Can / should the existing PBC program be included as one of the programs in the Experience and Quals - Past Performance section?

Response: Respondents may include PBC's existing Program in their response to the RFP, as part of the Experience and Qualifications – Past Performance section.

This Addendum includes the following attachments:

1. None.

END OF ADDENDUM NO. 02