



DATE: March 12, 2019

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 1
PROJECT NAME: Architectural, Engineering, & Environmental Consulting Services Capital Improvement Projects
JJC PROJECT NO.: R18019

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this document. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Statement of Qualifications Deadline Extension:

The deadline for statements of interest has been extended through March 15, 2019.

Questions Submitted:

1. What content should be included in the Letter of Interest due on March 8?
The letter of interest that was due March 8th only required the interested company to submit a letter with their intent to submit the required qualifications for the QBS
2. On the first page, it says that a completed CDB Standard Form 255 should be included in the submittal. Could you please clarify which section this should be included in? It is not explicitly stated in any of the sections outlined for inclusion in the submittal.
Fill-out all sections other than the areas asking for sub-contracted information. Those areas are to be left blank as companies should be submitting for only the services they self-perform and not sub-contracted services.
3. Should section 7, Prices Responses, just include our proposed pricing? Or should there be other items included?
Submit your hourly rates for all positions employed within your company.
4. Is the Proposed Pricing to be submitted in a separate package?
No, submit your hourly rates for all positions employed within your company.
5. For vendor's fees, do you want us to only include hourly fees in the submittal? Does this mean that you would not like submittals to include sub-consultants? This is something we need clarification on, as we plan on using sub-consultants to meet the 20% BEP goal.
This QBS is not for the purpose of submission of complete A/E teams. All CDB qualified architectural, engineering and environmental consulting disciplines should submit. If a firm is full service providing complete architectural, mechanical, electrical, plumbing, structural, site/civil, landscape design, etc., they should submit their information as long as these services are self-performed in house. Do not submit services that must be subbed out to other consultants.

Include hourly fees for all positions employed within your company only. Do not submit sub-consultants. BEP companies should submit qualifications separately. It will not be a requirement to meet the 20% BEP goal to submit. JJC encourages BEP companies to submit.

6. In the **Proposed Pricing** section, are you simply looking for an hourly rate table, or are you asking for something beyond that?
Submit your hourly rates for all positions employed within your company.
7. What is the Bidder's Certification Statement?
The bidder's certification statement is on page 11 of the QBS document. It is a document confirming that your company is not barred from doing public work in the state of Illinois.
8. For Evaluation Item #7, do you only want resumes from the prime firm or from both the prime and consultants?
Project team should list members of your organization that would be involved with JJC projects. The QBS is clear that no sub-consultants should be submitted as part of your team, only services that your company self-performs in-house.
9. Page 9, Item IV.4 - It states that we should not submit for services that must be subbed out to other consultants. However, there's also a BEP goal of 20%. If the prime firm is not a BEP firm, and can't include subconsultants on their team, can you clarify how the prime firm can meet that goal?
Do not submit sub-consultants. BEP companies should submit to this QBS separately. It will not be a requirement to meet the 20% BEP goal to submit. JJC encourages BEP companies to submit. Listing a sub-consultant will not qualify as meeting the criteria. For example, JJC will not hire an architectural firm to sub-out an MEP only project. JJC would hire an MEP firm directly if the project does not require an architect.
10. Page 7, Format for Response – Should we include the CDB255 form as part of Item 4 (Profile of the Vendor), or should it be in its own section?
Profile of the Vendor should be a separate response from CDB255 Form..
11. Page 8, Item 6, Responses to Addendum – Please clarify what the responder should provide in this section.
Please complete and sign the acknowledgement page for any addenda issued for this QBS
12. Page 8, Item 7 (& Page 10, Proposed Pricing) – Will an hourly rate schedule suffice as a pricing response, given that the nature of the tasks will vary?
Submit your hourly rates for all positions employed within your company.
13. Page 8, Item 8, Invoicing Procedure – For item b., please clarify what the responder should provide as documentation.
Submit your hourly rates for all positions employed within your company. Invoicing procedure should be an explanation of your company invoicing increments during a project. CIP project fees will be negotiated on an individual project basis as they come up. Hourly rates will be for JJC records and assist in determining costs for scope changes.
14. The QBS for Architectural, Engineering & Environmental Consulting services asks, in number 4b, for "independently audited financial statements". Can you specify which documents you are in need of and from which years? Also, if we are not able to submit independently audited statements aside from in-house Profit & Loss and Balance sheets (or tax returns), is there something else we can provide to meet the criteria of this QBS?
Independently audited financial statement are required. Please submit your firms two most recent annual financial statements.

15. Page 7, Item 4a: can the term “two-year clients” be clarified and/or explained ?
Provide a list of clients for the past two years, and projects that your company has performed for them.
16. Page 7, Item 4b: can the term “audited financial statements” be clarified and/or explained? For which fiscal year or years ?
This requirement refers to your firm’s financial statements, which have been audited and certified by an independent auditor. Please submit your firms two most recent annual financial statements.
17. Page 8, Item 8b: if this is a QBS, do we need to include our “vendor fees”?
No need to include vendor fees. Invoicing procedure should be an explanation of your company invoicing increments during a project
18. Page 9, Item 4: as there is a 20% MBE/WBE goal for this project, we plan to include 1 or 2 sub-consultants on our team that meet that goal, yet this item says to not submit for any services that must be “subbed”. Kindly clarify.
Do not submit sub-consultants. BEP companies should submit qualifications separately. It will not be a requirement to meet the 20% BEP goal to submit. JJC encourages BEP companies to submit.
19. Page 10, Proposed Pricing: can this requirement be deleted since this is a QBS?
No, submit your hourly rates for all positions employed within your company. CIP project fees will be negotiated on an individual project basis as they come up. Hourly rates will be for JJC records and assist in determining costs for scope changes.
20. The evaluation criteria, page 8, includes “a completed CDB 255 form, experience with higher education facilities, and project team and resumes”. The format for response, page 7, does not list those items in the outline. Kindly indicate what section of the response outline we should include those items so we may order our response conveniently for the board.
Please provide a company profile binder that includes all required documents as well as lists all pertinent information outlined on page 8, item V. Please provide any information in this binder that applies to the 10 line items listed in that section that you feel will assist JJC in the selection process. Item #10 for 20% BEP participation is not a requirement to submit for this QBS. This item should be left blank/not submitted if sub-consultants would be required to meet the criteria.
21. When the document states “provide a list of the vendor’s top ten current and prior two-year clients,” does it mean two year higher education institutes?
It does not have to be limited to two-year higher education institutes. JJC understand that firms do work in a variety of industries. However, experience with higher education projects is partly considered when evaluating firms.
22. Are we allowed to submit if we can only self-perform architectural, MEP and interiors? If not, Is Joliet Junior College’s only looking for firms that can provide architecture, MEP, structural, civil and landscape services in-house? How are firm’s supposed to meet the 20% BEP goal if no services are to be subbed out?
You should submit on all services that your company self-performs in house with its’ own forces. Your company will not meet the 20% BEP goal if it must sub-out. However, the 20% BEP participation is not a requirement for submission, but is an encouragement by JJC. BEP participation is a consideration when evaluating firms. JJC understands that there will be firms submitting for this QBS that do not meet this criteria.
23. on page 9, IV.4 mentions that “All CDB qualified architectural, engineering and environmental disciplines should submit.” Currently the CDB does not prequalify Landscape Architects. Does this preclude us (Landscape Architects) from submitting our qualifications?
Landscape architects may submit without being CDB qualified. However, if CDB qualified architectural or engineering firms have a landscape architect on staff this would eliminate a non-

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CDB qualified landscape architect. JJC would only consider a non-CDB qualified landscape architect if none were submitted as part of in-house services provided by a CDB qualified architectural or engineering firm.

24. At the beginning of the RFQ, it states that the proposer will need to submit a copy of their current CDB Form 255 and a copy of their CDB Pre-qualification Letter. In Section IV – Format for Response, the CDB Form 255 and the CDB Pre-qualification Letter are not listed. Please confirm if these items need to be submitted and where in the format you would like us to include these documents.
Please provide a company profile binder that includes all required documents as well as lists all pertinent information outlined on page 8, item V. Please provide any information in this binder that applies to the 10 line items listed in that section that you feel will assist JJC in the selection process. Item #10 for 20% BEP participation is not a requirement to submit for this QBS. This item should be left blank/not submitted if sub-consultants would be required to meet the criteria.
25. Under Overview, Section IV – Format for Response, Item 4.a, please clarify if “current and prior two-year clients” is referring to current and prior two-year college clients.
It does not have to be limited to two-year college clients. JJC understands that firms do work in a variety of industries. However, experience with higher education projects is partly considered when evaluating firms.
26. Under Overview, Section IV – Format for Response, Item 7 – Prices responses, please clarify the format for pricing that you would like to see. Since the scope of work is not yet defined, are you looking for an hourly rate schedule?
Submit your hourly rates for all positions employed within your company. CIP project fees will be negotiated on an individual project basis as they come up. Hourly rates will be for JJC records and assist in determining costs for scope changes.
27. Under Overview, Section IV – Format for Response, Item 8.b – please clarify the difference between the “vendor’s fees” in this section and the information requested in Section 7 – Prices Responses
Disregard vendor fees, it is not applicable. Vendor fees such as printing services would be at a direct reimbursement costs (if applicable).
28. Under Scope of Work, Section IV – Scope of Services, Item 4, it states that “This QBS is not for the purpose of submission of complete A/E teams.”. Please clarify if pure architectural firms should submit only their architectural qualifications and not include any engineering services that would normally be subcontracted to their consultants.
Only submit what your firm performs in-house without the need to sub-out to consultants. It is the intent to hire architectural, site/civil, MEP and environmental firms on separate contracts. It is possible that firms will be submitting for complete A/E services that are fully performed in house. It is not JJC’s intent to hire an architect to sub-out for an MEP only project. It may be possible that JJC hires an architect and MEP firm separately for a given project. Those two firms would then be required to coordinate and work together.
29. Should we assume that the information contained in the BEP section regarding certification of prime vendors or subcontractors applies to minority owned, women owned and/or persons with disabilities firms only and they need to be certified by CMS??
CMS certification is preferred, but the college encourages all minority owned, women owned and/or persons with disabilities firms to submit regardless of certification agency.
30. The solicitation contains a 20% goal, which we will strive to meet, but will we be required to provide an explanation of our good faith efforts to meet the specific goals on the smaller task order projects of \$5K to \$25?
BEP goal is not a requirement to submit. It is encouraged for BEP firms to submit qualifications separately and not as consultants. Do not submit for this goal if it requires that your firm sub-out services.

31. Page 10 – “Proposed Pricing” states that we should furnish a list of proposed prices, etc. Does this apply since this is a QBS selection? Page 5/7
Submit your hourly rates for all positions employed within your company. CIP project fees will be negotiated on an individual project basis as they come up. Hourly rates will be for JJC records and assist in determining costs for scope changes.
32. On page 1 of the RFQ PDF, it states that “The letter of interest should be emailed to the attention of Janice Reedus, Director of Business & Auxiliary Services at purchasing@jjc.edu or faxed to 815-280-6631 on or before March 8, 2019.” Is it intended that this ‘letter of interest’ just reflects our intent to submit a qualifications package by March 20?
Yes
33. On page 10 of the RFQ PDF under “9. Proposed Contract,” it references submitting a draft contract. Does JJC have a contract they prefer to use that we should just markup (if needed), or should we use our own standard agreement?
JJC has a standard professional services agreement that we would use with the selected firms. No need to submit a contract.
34. For the “Proposed Contract”, would a blank proposal with MEP/FP and Architecture as the scope of work be sufficient for this section?
JJC has a standard professional services agreement that we would use with the selected firms. No need to submit a contract. Fees will be negotiated on a per project basis, or JJC may elect to obtain competitive proposals from multiple firms selected from the QBS.
35. For “Bidder’s Certification Statement”, would we just submit all of the firm’s certifications? Or what exactly would you like us to provide in this section?
The bidder’s certification statement is on page 11 of the QBS document. It is a document confirming that your company is not barred from doing public work in the state of Illinois.
36. The QBS is asking for the CDB 255 form. Is that complete with the Certifications & Disclosures and Forms A or B? If we are approved by the Illinois Procurement Gateway (IPG) can we just submit the Form B in lieu Form A?
Yes, IPG registration allows a firm to submit the shorter forms B.
37. Are all the information in Sections II “Instructions to Vendors” and III “General Terms and Conditions” expected to be addressed in the submittal or are they just guidelines and part of a future contract(s)?
Submission should address item IV Format for Response starting on page 7. Coordinate your response with this addendum. Documents should be in binder format.
38. All the information that you are requesting at this point is what is on cover page of the QBS and within page 8 & 9 “Format for Response”?
Yes, coordinate your response with this addendum
39. Is spiral binding good for the submission?
That will be fine.
40. In Section IV, paragraph 5 states “Clearly describe scope of services to be provided based upon the information in the scope section. Respond to each item listed”. If we do not provide the listed service should we reply NA?
Answer to item #5 should be N/A to any service your company does not provide. JJC is aware that most companies will not be providing all services needed and will select multiple companies as part of this QBS.
41. I assume you will award to multiple firms? Once you have a list of qualified firms, how are projects advertised and awarded? Do all qualified firms have the ability to bid on all projects, or does JJC select firms to bid on projects? How does that work?

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The intent will be to select multiple firms for JJC to work with over the next five years for capital improvement projects. We will chose from the firms selected to either provide a competitive proposal, or we may select one of the firms based on area of expertise and negotiate pricing. No one firm will perform all the work. Between architectural, engineering, site/civil, environmental services, we could potentially select 6-8 firms that will be listed as part of our QBS. We will not know this until we review submissions.

42. Can you please confirm the information requested should be provided in a CDB Standard Form 255? Page 2 of the RFQ states that proposals must be submitted on the forms provided and Page 7 of the RFQ provides a Format for Response.

Provide all required information, documents and any information you feel is necessary for JJC to evaluate you company in binder format. Coordinate your submission with this addendum.

Assemble your binder in a format for JJC to easily interpret (i.e. as a suggestion, use of tabs to easily locate documents).

43. Item 4 on Page 7 of the RFQ requests the following Vendor Information:

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client. Is this list limited to work at 2-year higher education institutions or clients that we have worked with for more than 2 years?

It does not have to be limited to two-year higher education institutions. JJC understands that firms do work in a variety of industries. However, experience with higher education projects is partly considered when evaluating firms. Experience should be related to commercial projects (i.e. single family residential design and construction does not equate to relatable projects).

- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence. Can you confirm that this is required and if yes, is there a specific format needed?

This is a requirement.

44. Item 7 on Page 8 of the RFQ requests Prices Responses. Can you confirm if this is required and if yes, what specifically is needed?

Submit your hourly rates for all positions employed within your company. CIP project fees will be negotiated on an individual project basis as they come up. Hourly rates will be for JJC records and assist in determining costs for scope changes.

45. When the document states "provide a list of the vendor's top ten current and prior two-year clients," does it mean two year higher education institutes?

It does not have to be limited to two-year higher education institutions. JJC understands that firms do work in a variety of industries. However, experience with higher education projects is partly considered when evaluating firms. Experience should be related to commercial projects (i.e. single family residential design and construction does not equate to relatable projects).

46. Commonly when submitting a CDB 255 form directly to that agency for a project, we must also submit fully-executed copies of their Standard Business Terms and Conditions and either Forms A or Forms B. Will Joliet Junior College also require firms to submit those other documents?

Yes, IPG registration allows a firm to submit the shorter forms B.

47. CDB's most recent 255 Form does not allow for the addition of project photos or for project experience descriptions that go beyond one page. Will the College require the use of that most recent 255 form, or can we use the previous version, so as to provide a little more detail for our project experience?

Provide the most recent. However, you may provide any additional information in your submission binder that will assist JJC in the evaluation process.



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TO: Prospective Bidders
SUBJECT: Addendum No. 1
PROJECT NAME: Architectural, Engineering, & Environmental Consulting Services Capital Improvement Projects
JJC PROJECT NO.: R18019

Please acknowledge receipt of this addendum by including this page with your statement of qualifications. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1

Company Name

Printed Name

Title

Signature