



Addendum No. 2
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DATE: June 13, 2024

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 2
PROJECT NAME: Architectural, Engineering & Environmental Consulting Services for Capital Improvement Projects
JJC PROJECT NO.: R24006

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 in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Letter of Interest Extension

The deadline for the letter of interest has been extended to July 8, 2024.

Questions Received

1. Can you please clarify what you would like to see in our QBS response and how it should be organized? Areas of confusion are noted below. Page 1 requests the following: The statement of qualifications and performance data for the QBS shall include but not be limited to: a) Qualification of firm b) Ability of professional personnel c) Past record of performance and experience d) Performance record e) Proximity to site f) Current workload of professional personnel g) References Page 5, III Format for Response requests ten items, A through J. Are all items required except item I Proposed Contract (per IV Additional Submission Information)? The Evaluation criteria on Page 7 refers to financial terms and commitment to diversity. Where in the QBS response should these items be addressed? Appendix B, IV Additional Submission Information requests Certification Statement which is also requested in III Format for Response. In which section should the Certification Statement be placed?
Please see the revised bid document in ESM and on the JJC website at www.jjc.edu/community/vendors/current-solicitations for clarification. The format for response has been updated to remove the proposed contract and financial terms. A new section has been added to include commitment to diversity and the certification of contract/bidder form should be included in section H per page 7.
2. We would like to pursue this project but we would like to know a few things first, 1) How many of the anticipated projects will exceed \$25 thousand? 2) Can you please elaborate what kind of projects fall under the \$5 thousand budget? 3) Do we need to submit a

proposed contract? The detailed scope of services says no, but earlier in the QBS it says yes.

4) Should we submit one copy of each financial statement from the last two years? And can these be a separate submission as they are large files?

(1) At this time, we do not know how many projects will exceed \$25k. This is all dependent on the yearly development of the capital improvement program.

(2) Until yearly capital improvement projects are developed, we do not know what projects would fall under the \$5k amount. However, these are generally very small projects involving minimal construction documents.

(3) No proposed contract should be submitted. A standard AIA contract will be used.

(4) Yes

3. Should CDB Form 255 be part of the Profile of Vendor or included as an Appendix to our response? I do not see it as part of the outline.

You should submit form 255 or form 330. Include in Profile of Vendor is fine.

4. Our firm does not have audited financial statements. Can we submit our tax returns from the last 2 years with a signed statement from our tax preparer?

If audited financial statements are not available, please submit any evidence of your firm's financial stability.

5. 01 - Insurance - "Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this QBS. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage. if we have \$1M Umbrella and \$1M Auto, may they be combined to fulfill the requirement? If that is not allowed and we do not currently hold the required insurance, can submit our current COI and a letter stating that we will obtain the required insurance if awarded a contract?

Yes

6. Can we submit qualifications for all but environmental services, or must our response include those as well?

You do not have to submit for environmental services.

7. We are a privately held firm. Can we submit a letter from our lender attesting to our financial stability in lieu of financial statements?

If audited financial statements are not available, please submit any evidence of your firm's financial stability.

8. For our audited financial statement, are you referring to our annual federal taxes or our quarterly taxes, Profit & Loss Statements, Balance Sheet etc?

An audited financial statement typically includes a balance sheet, income statement, cash flow statement, and an auditor's report.

9. Question 2 Page 6: Item D3: Indicate any third-party firms involved with your program and state their roles. Does this mean consultants that we use on projects? Please define third party firms as it relates to this QBS.

This applies to firms you plan to subcontract, if any.

10. Question 3 (regarding contract): Page 6 item I: proposed contract – please submit a draft contract for the services being offered. Page 15: There is no need to submit a proposed contract. Please clarify which is required.
Do not submit a proposed contract. A standard AIA contract will be used.
11. Question 4: Resumes are mentioned in the Form 255. I'm assuming you want project sheets completed on the form also. Is this correct?
Use form 255 or 330. Provide relevant project experience.
12. Is addendum 1 the language "respondents may now include subcontracted firms within their proposal. Does the word "may" mean this is optional or required? Will the evaluation process be different if consultants are not included?
Firms do not have to submit subcontracted firms. You may submit on the service(s) only your firm provides.
13. CDB has a higher ed form 330. Do you want the standard 330 form or the higher education form 330.
Please see addendum #1, which revised the verbiage of the RFP to include CDB 330.
14. Question 1 (regarding financial statements): Page 14: Section IV item 6, it requests 2 most recent financial statements to meet the requirement of Independently audited financial statement Page 6: Item D2 indicates to submit independently audited financial statements. Which is required?
If audited financial statements are not available, please submit any evidence of your firm's financial stability.
15. Is a MBE certification good for this project? or do I need to be Capital Development Certified?
Firms that cannot provide CDB documentation, should provide a detailed explanation as to why they are not or cannot be qualified within their proposal.
16. On the first page, it states that along with current statement of qualifications firms should also include the CDB Standard Form 255. CDB has transferred over from Standard Form 255 to CDB 330, is a firm able to submit the CDB 330 form in place of the Standard Form 255?
Please see addendum #1, which revised the verbiage of the RFP to include CDB 330.
17. After reviewing the QBS information, I have one question. CDB has a new form 330. In the instruction it references their prior form 255. Please indicate preferred form to use.
Please see addendum #1, which revised the verbiage of the RFP to include CDB 330.
18. One page 1, it says to direct qualifications questions to you directly. On page 4, QBS schedule and submission requirements, it states that question should be submitted through the ESM.
Questions submitted through both avenues are addressed within this addendum.
19. The BEP percentage goal is listed as two different percentages (20% in one section and 30% in another) in the RFQ, what is the correct goal?

The goal is 30% for professional services; additionally, commitment to diversity has a 20% weight amongst the evaluation criteria.

20. The RFQ states, "Do not submit subconsultants to meet the 20% BEP requirements." How are firms to meet the BEP goal without including a subconsultant?
Please see addendum #1, which revised the verbiage of the RFP document to allow for subconsultants. Please note that the goal for professional services is 30%; additionally, commitment to diversity has a 20% weight amongst the evaluation criteria.
21. On page 6, Item I says "firms should include a proposed contract draft," and on page 15, it says, "There is not a need to submit a proposed contract." Do we need to provide a proposed contract with our submittal?
Please see addendum #1, there is no need to submit a proposed contract within your response.
22. In the QSB, it mentions that our qualifications must be submitted on 255 form. I just want to make sure it is referring the 330 form?
Please see addendum #1, which revised the verbiage of the RFP to include CDB 330.
23. As far as qualifications are you looking for an A/E firm that is local?
Firms are not required to be local. However, proximity to site and ability to respond quickly are considered when scoring firms.
24. We would like to submit our qualifications to Joliet Junior College under the current QBS process the college is procuring for structural engineering services but realize that there is nothing within the RFQ outlining a need for these services. Our question is – should we submit for structural engineering services (knowing that interior remodeling and/or MEP upgrades may require structural engineering assistance) or is there a separate QBS that would pertain to structural design?
You may submit for structural engineering services only.
25. 01 - Insurance - "Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this QBS. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage. If we do not currently hold the required insurance, can submit our current COI and a letter stating that we will obtain the required insurance if awarded a contract?
Yes
26. 02- Please submit your firms two most recent financial statements to meet the submittal requirement of Independently Audited Financial Statement. Our firm does not have audited financial statements. Can we submit our tax returns from the last 2 years with a signed statement from our tax preparer?
If audited financial statements are not available, please submit any evidence of your firm's financial stability.
27. 03 - Should CDB Form 255 be part of the Profile of Vendor or included as an Appendix to our response? I do not see it as part of the outline.
You should submit form 255 or form 330. Include in Profile of Vendor is fine.

28. We came upon the RFP and are very interested in working with you. Per Appendix B, Section III there are three scopes: Design, Environmental Consulting, and Construction Administration. Is it possible to submit a proposal on one or two of these scopes, or is it necessary we be able to perform all services?

You do not have to submit on all services. You may submit on only the services your firm provides.

End of Addendum #2



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PROJECT NAME: Architectural, Engineering & Environmental Consulting Services for Capital Improvement Projects
JJC PROJECT NO.: R24006

Please acknowledge receipt of these addenda by including this page with your proposal. 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:

Matt Stephenson
Senior Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #2.

Company Name

Printed Name

Title

Signature