



**DATE: December 18, 2024**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Campus Master Plan Services  
**JJC PROJECT NO.:** R25005

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.**

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**Questions Received:**

1. Page 5, D, 4 - Please confirm if you are requesting the CDB 330 form as part of our submission, including all associated 330 forms, architectural and consultant 330 resumes, and 330 project pages.  
***The attached CDB Form 330 is required for submission. Please follow the RFP directions for submitting if your firm is not CDB qualified.***
2. The Event ID in ESM and the solicitation number listed on the cover of the PDF are different. On one of the CDB forms, we are to enter the Project Number. Can you confirm if we should put R24005 (shown in PDF) or R25005 (shown in portal)?  
***The correct solicitation number is R25005.***
3. How recent and in what format (paper, pdf, dwf, etc.) are the following: - Building floor plans: What building plans are available for our use? What format are they in? And are they fairly accurate or have there been multiple renovations since the documents were created? - Site plan with utilities and topos: What site/utility plans are available for our use? What format are they in? And are they fairly accurate or have there been multiple renovations since the documents were created? - Do you have a facilities conditions report, deferred maintenance/capital renewal, and capital improvement plan available for the partner? - Existing space inventory with IPEDS/HEGIS function codes, current occupant, and size?  
**Building floor plans are in AutoCAD format and will be made available to the awarded firm. They are accurate with all recent renovations included. A GIS plan showing utilities can be made available to the awarded firm. A facility condition report is currently in process of being updated. Capital improvement plans are**

**developed each fiscal year. A report can be provided to the awarded firm with SF details.**

4. Has your current master plan been useful and used and is there a visual indicating progress?  
***No work of the current Master Plan has been completed.***
5. How are courses/group sections assigned to rooms? Is this centralized for the entire College, by campus, by department (i.e., not centralized)?  
***Room Assignments are mostly centralized, but there are instances when departments schedule their own space.***
6. Have you identified a project leadership team or steering committee and, if so, who are the members?  
***This information is not available.***
7. Is there a current strategic plan, strategic enrollment plan, academic program plan? How are these typically developed? (How is the strategic direction of the College developed?)  
***Information about the strategic plan can be found at the following link. [Strategic Plan | Joliet Junior College](#)***
8. Does Joliet Junior College have a strategic plan that outlines target programs, enrollment growth goals, or College Vision? Or will part of the design team effort include evaluating potential programs, with the understanding that the College will evolve with workforce needs?  
***Information about the strategic plan can be found at the following link. [Strategic Plan | Joliet Junior College](#)***
9. Does each campus of JJC have a “specialty” or “focus” or is curriculum even across all campuses?  
***There are several common courses that may be available at all of the campuses. Most of the “specialty” or “focus” programs are on the main campus. However, the Culinary Program is located at the City Center campus.***
10. Are there goals relative to sustainability, or a desire to attain any certifications relative to sustainability (ie LEED, Aashe Campus Sustainability Certs, etc)  
***Any new buildings/additions would be designed to a minimum of LEED Certified.***
11. Are drawings (PDF or CAD) available for the current buildings?  
***Yes, they can be provided to the awarded firm.***
12. Is a Site Survey, inclusive of topography and infrastructure, available for the campuses? If not, should that be included in this scope of work?  
***A site plan can be made available to the awarded firm.***
13. Is a Geotech report available for the campus?  
***Not a master geo tech report.***

14. Have existing facilities undergone a hazardous materials survey? If so is that report available?  
***Yes, that report can be accessible to the awarded firm. It is multiple binders and will not be copied.***
15. Please clarify the qualifications you want submitted in Section D PROFILE OF VENDOR. Does #4 refer to a full Form 330 - resumes, project sheets, etc? Or is this asking for Sections 1 and 2 of the 330?  
***The attached CDB Form 330 is required for submission. Please follow the RFP directions for submitting if your firm is not CDB qualified.***

**End of Addendum #1**



**Addendum #1**

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**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Campus Master Plan Services  
**JJC PROJECT NO.:** R25005

**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 #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature



Capital  
Development  
Board  
Building a Better Illinois

# CDB 330 ARCHITECT-ENGINEER QUALIFICATIONS

1a. PROJECT NUMBER	1b. PSB #
1c. PROJECT TITLE	

## PART I - GENERAL QUALIFICATIONS

2a. FIRM (or Branch Office) NAME			3. YEAR ESTABLISHED	4a. CDB PREQUALIFICATION #
2b. STREET			4b. CDB PREQUAL EXPIRATION	
2c. CITY	2d. STATE	2e. ZIP CODE	<b>5. OWNERSHIP</b>	
6a. POINT OF CONTACT NAME AND TITLE			a. TYPE	
6b. TELEPHONE NUMBER		6c. E-MAIL ADDRESS		
6d. ILLINOIS PROCUREMENT GATEWAY # (if applicable)		6e. IPG EXPIRE		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. FORMER CDB PREQUAL #
7. NAME OF FIRM (If Block 2a is a Branch Office)				

### 9. EMPLOYEES BY DISCIPLINE

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Number Index (see below)
		(1) FIRM	(2) BRANCH			
Other Employees						
Total						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

a. State Work		1. Less than \$100,000	6. \$2 million to less than \$5million
b. Non-State Work		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

# ARCHITECT - ENGINEER QUALIFICATIONS

## PART II - CONTRACT-SPECIFIC QUALIFICATIONS

### A. PRIME/JV CEI BEP CERTIFICATION

<b>1. CEI CERTIFICATION</b>					<b>2. CEI CERTIFICATION EXPIRATION</b>		
MBE	WBE	VBE	PBE	N/A			

### B. TEAM PERSONNEL

	3. ASSIGNED	4. IL. LICENSED		3. ASSIGNED	4. IL. LICENSED	<i>List additional staff as needed</i>	3. ASSIGNED
Architects			Structural Engineers				
Asbestos Project Designers			Surveyors				
Civil Engineers			Construction Observers				
Electrical Engineers			Mechanical Engineers				

### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

#### PRIME/JV CONTRACTOR

<b>5. Percent of Work to be Complete by Prime Contractor</b>	<i>Miles</i>	<b>6. Prime Contractor Distance to Project Location</b>
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#### SUBCONTRACTORS

7. % of Work	8. FIRM NAME	9. ADDRESS	10. ROLE IN THIS CONTRACT	11. CEI CERT.
a.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?    J-V PARTNER?	
	CDB EXPIRATION DATE			
b.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?	
	CDB EXPIRATION DATE			
c.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?	
	CDB EXPIRATION DATE			
d.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?	
	CDB EXPIRATION DATE			
e.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?	
	CDB EXPIRATION DATE			
f.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?	
	CDB EXPIRATION DATE			
g.				EXPIRATION
	CDB PREQUALIFICATION #		BRANCH OFFICE?	
	CDB EXPIRATION DATE			
	<b>Consultant Total</b>			Total MWBE Participation
	<b>Prime + Consultant Total</b>			Total VBE Participation
				Total PBE Participation

# ARCHITECT - ENGINEER QUALIFICATIONS

## SUBCONTRACTORS

	7. % of Work	8. FIRM NAME	9. ADDRESS	10. ROLE IN THIS CONTRACT	11. CEI CERT.
h.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
i.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
j.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
k.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
l.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
m.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
n.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
o.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
p.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
q.					
		CDB PREQUALIFICATION #			EXPIRATION
		CDB EXPIRATION DATE		BRANCH OFFICE?	
		Consultant Total			Total MWBE Participation
		Prime + Consultant Total			Total VBE Participation
					Total PBE Participation

D. ORGANIZATIONAL CHART OF PROPOSED TEAM (OPTIONAL)

(UPLOADED)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION (City and State)

16. EDUCATION (Degree and Specialization)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

e.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	



<b>F(a). EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or up to 16 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)		

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
b	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

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**F(b). PROJECT IMAGES**  
**(Use image placeholders below. Up to 7 images allowed.)**

20a. CORRESPONDING  
EXAMPLE PROJECT KEY

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**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**29. EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

**H. ADDITIONAL INFORMATION**

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. UPLOAD ADDITIONAL SHEETS AS NEEDED. *MAXIMUM 4 SHEETS.*

**I. Certifications and Disclosures**

Upload signed/dated CDB Letters of Intent (LOI), Forms A or B, and Board of Elections Certificate to e-Builder.

31. CDB LETTERS OF INTENT (LOI) REQUIRED? IF YES, HAS IT BEEN UPLOADED?		32. BOARD OF ELECTION CERTIFICATE	
YES	NO	UPLOADED?	UPLOADED?
33. CDB STANDARD TERMS AND CONDITIONS UPLOADED?	34. FORMS A UPLOADED?	OR	35. FORMS B
			35a. IPG NUMBER
			35b. IPG EXPIRATION

**J. AUTHORIZED REPRESENTATIVE**

**The foregoing is a statement of facts.**

36. SIGNATURE	37. DATE
38. NAME AND TITLE	