



Addendum No. 2

DATE: August 13, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 2
PROJECT NAME: Architectural and Engineering Services Capital Improvement Projects
JJC PROJECT NO.: Q14008

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 instructed on page 4.*** FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

The Q&A section of addendum #1 has not been modified. Please acknowledge receipt of this addendum as instructed on page 4. This signature page will serve as receipt of addendum #1 and addendum #2.

Questions Submitted:

1. Since you have included a Conflicts of Interest Disclosures with the RFQ, is it necessary to complete and also send the Standard Business Terms and Conditions and Disclosures and Conflicts of Interest that is an attachment to the CDB 255 form with our submittal to you?
A. Please complete all documents required as part of CDB 255 for this QBS.
2. The CDB 255 has conditions, forms, disclosures, etc. attached to it. Are we to submit those as well and/or just JJC's forms attached to the RFQ?
A. Please complete all documents required as part of CDB 255 for this QBS.
3. I am understanding correctly when I say that we can submit other firm information such as project information sheets, firm information, etc.?
A. You may submit any other firm information necessary in addition to the required QBS submission documents.
4. Our firm has provided JJC with architectural and engineering services for Capital Improvement Projects. Is it necessary to provide a Statement of Qualifications again to remain on your roster?
A. Yes

5. In regard to the RFQ for Architectural and Engineering Services for Capital Improvement Projects at Joliet Junior College, would the College like submittals to come strictly in the form of a CDB 255 Form, or are firms welcome to submit additional materials as they see fit to represent their qualifications? If just a CDB 255 Form is preferred, are firms required to stick to the CDB restrictions on the form (i.e. limit of 8 project experience, no pictures, etc.)?

A. You may submit any other firm information necessary in addition to the required QBS submission documents.

6. In the RFQ you note that you do not want firms to submit services that must be subbed out to other consultants (page 2). Since we are submitting a CDB 255 form in addition to a qualifications packet, would you like us to leave the consultant section in the CDB 255 form blank (section 7)?

A. Yes, leave this section blank. Your firm should only submit the services they self-perform in house.

7. Also, you have included "Conflicts of Interests Disclosures" forms at the back of the RFQ packet. Would you like these forms to override the forms found at the back of the CDB 255 template (section 11 – Standard Business Terms and Conditions / Certifications and Disclosures and section 12 – Disclosures and Conflicts of Interest)?

A. Please complete all documents required as part of CDB 255 for this QBS.

8. In reviewing the RFQ, it says to not submit services that need to be subbed out. If we solely provide architectural services only, do we submit our qualifications with no sub consultant team? Or do we need to include those services which we cannot provide (i.e. MEP, civil, structural, etc.)?

A. Submit your firms qualifications only. The purpose for not requesting a "team" is so that JJC can select architectural and engineering firms separately. This is so that JJC will not need to contract with an architectural firm for an MEP only project, or vice versa.

9. Can the final submittal be double sided?

A. Yes

10. Is there a page limit?

A. No. However, please keep in mind that JJC will be reviewing many QBS submission documents. Your firm should be able to submit qualifications in a reasonable amount of pages.

11. Can the final submittal have a cover of clear plastic and spiral bound? Or would you like it clipped, stapled together like CDB?

A. Clear plastic and spiral bound is acceptable.

12. On Page 3 it states "Completed CDB 255 Form". Would you like to receive all of the following items in my submittal?

- a. CDB Standard Business Terms and conditions 6.20.14
- b. CDB Forms A – Revised 6.20.14
- c. CDB Forms B – Revised 6.20.14
- d. JJC Disclosures (Pages 4-9) or entire RFQ (Pages 1-9)

A. Yes

13. The way I read the JJC Capital Improvement Projects RFQ is that you want separate qualifications for architecture firms, engineering firms, landscape architects, civil engineers, etc. Our firm has a small architectural design contingent, do you want their qualifications submitted in separate packet from our extensive MEP/FP/IT/Structural Engineering quals?
- A. Submitting in the same packet, or as a separate packet is acceptable. If your firm is selected as part of the QBS it will be considered for all functions performed, but not guaranteed it will be used for all functions performed.**
14. Are you looking for A/E multidisciplinary teams or can a firm submit exclusively for its discipline (ie civil engineering)?
- A. JJC will select a civil firm as part of the QBS. Civil firms should not be submitting a team, or as part of a team.**
15. I would like some clarification if you are looking for combined design team submittals with the Architect as prime or if you are interested in receiving individual submittals from MEP and other consultants?
- A. JJC is looking for separate submittals from architectural and engineering firms, not a team of consulting companies. The QBS is clear that your firm should not be submitting services that it must sub out. Your firm will only be considered for services they self-perform in house.**
16. Is the full RFQ available in electronic format?
- A. The request for qualifications document is posted to the JJC website at:**
<http://jjc.edu/about/operational/business-auxiliary/purchasing/Pages/current-solicitations.aspx>
17. Does this solicitation include ancillary services such as commissioning, energy modeling and LEED certification consulting?
- A. Although these services are not required as part of the QBS, your firm may submit additional documentation that highlights these qualifications. Any commissioning related to Master Plan projects would likely be a separate selection process. Generally, capital improvement projects are smaller in nature that do not require such ancillary services.**
18. Does your conflict of interest statement need a signature? If so, where?
- A. Yes, as part of this addendum the revised Conflict of Interest statement has been included with a signature line item.**



Addendum No. 2

DATE: August 13, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 2
PROJECT NAME: Architectural and Engineering Services Capital Improvement Projects
JJC PROJECT NO.: Q14008

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 Addenda #1 & #2

Company Name

Printed Name

Title

Signature