

Addendum No. 1

Joliet Junior College
Request for Qualifications
Architectural and Engineering Services
Capital Improvement Projects

DATE: September 23, 2009

NOTE: Replace pages 5 thru 10 of the original RFQ with the updated pages 7-11 attached at the end of this addendum

Below is a list of questions received by the deadline and our responses:

1. Do you foresee the need for Landscape Architecture firms to submit with the architect / engineers, or do you handle that differently?
Landscape architects may submit their information. They should not submit with an A/E firm.
2. Is it the intent of JJC to contract with one firm that has capabilities in Architecture, MEP, and Site/Civil/Surveying Design Services? Or is it the intent of JJC to contract with multiple firms that may singly have expertise in one of the three requested services areas (i.e. a firm with Site/Civil/Surveying Design experience only)?
Joliet Junior College will not be contracting with an A/E firm to provide all services. Architecture, Site/Civil and MEP will all be separate contracts with the college.
3. Is there specific information or data the college would like to have included with our Letter of Intent? (i.e., pre-qualification, performance data, etc.)
Submit the required CDB documents. Firms can feel free to submit any other information they feel may better list the qualifications of their company.
4. Is it the college's intent that this submittal include a lead A/E design firm with a team of qualified and supporting disciplines, or should each discipline provide a separate and individual RFQ Submission?
All architectural, MEP, site/civil will be contracted separately. Firms that self perform multiple disciplines (not sub out), only need to submit their information once.
5. You explained the potential size of any individual capital project. Can you give us any idea of the approximate total construction cost for all the capital projects to be potentially included?
There are not predetermined projects at this point. This QBS is to contract with firms on an as needed basis as the need for architecture and/or engineering services arise during the next five years. There is no guarantee of the amount of service a firm will do with the college.

Addendum No. 1

6. Does Joliet Junior College require any further detail included in the "Letter of Intent" other than stating that we intend to submit our company's qualifications?
No other information is required in the letter of intent.
7. We were planning on submitting our qualifications as an individual company and also jointly with various architectural firms as part of a "team". Will Joliet Junior College be selecting one "team"/individual company to provide the required services or will individual companies be awarded the work (ex: 1 firm for Architectural services, 1 firm for Engineering Services)?
Submit your information for the services you provide only. Do not submit a "team" as JJC will be contracting separately with architects, engineers, site/civil as required.
8. What is the basis for determining the average value of professional fees as stated in the RFQ, Part II Project Summary?
As capital improvement projects come up it is determined if professional services will be required. The basis for professional service fees vary greatly from project to project and are not necessarily determined on a percentage basis. Capital Improvement projects are small in nature/scope with professional fees ranging from \$1,000 and up.
9. Is there a "wish list" of projects JJC would like to complete under the terms of this contract? If yes, can those projects be summarized and provided to prospective responders prior to submittal of qualifications?
There is no "wish list"; the selected firms will be called upon on an as needed basis as projects come up.
10. Is there any requirement for the services of an environmental consultant to address issues such as asbestos abatement, mold abatement, etc...?
Environmental concerns are not part of this QBS. These issues are dealt with separately and are on an ongoing basis.
11. Evaluation Criteria item number 9 notes experience with LEED Projects. Is it JJC's intent to pursue LEED Certification (at any level) for what appears to be a group of somewhat smaller capital improvement projects?
Capital Improvement projects will not be pursuing LEED certification, but should always have sustainability as consideration in the basis of design.
12. Will any of the projects to be completed under this contract be undertaken by the Capital Development Board on behalf of JJC?
No, not at this time.
13. How many individual projects could a firm expect to receive during the term of the contract?
There is no guarantee of any projects. The work load will not be heavy, will be sporadic. The purpose of the QBS is so that we can rely on selected firms to work with us on the smaller projects rather than the need to obtain competitive pricing each time a project comes up.

Addendum No. 1

14. Are you looking for firms that can provide all the services listed in the RFQ all in one company?
Firms that provide all design services “in-house” may submit their information for all the appropriate services in 1 document. Do not submit design services provided by consultants, only those services your firm self performs.
15. Do we need to submit a proposal for each service we can provide or submit one proposal for all the services?
One proposal that clearly states all the services your firm provides. Do not submit services that your company must sub-out to consultants.
16. If we include sub-consultants in the proposal do they need to be CDB prequalified?
Do not list consultants. Your firm will not be considered to provide a service if it is not provided by it’s own staff (i.e. JJC will not hire an architect to provide engineering services if it is not done by their own staff).
17. Is Legat providing continual services for the College and will we have to coordinate projects with or through them?
The QBS states, the Capital Improvement Projects are not and will not be related to the current JJC Master Plan projects being handled by Legat (or any other firm). There will be no direct contact with Legat.
18. Can you clarify if you are looking for complete A/E teams to submit, covering all the disciplines mentioned (Architectural, Civil, MEP) with an Architect as the Prime? Or, can/should a firm submit solely if they are cover one discipline (i.e. MEP)?
We are not looking for complete A/E teams. We are looking for all disciplines to submit. There will be times when a project requires MEP services but not architecture, or site/civil services without MEP or architecture, etc. If a firm is full service providing complete architecture, mechanical, electrical ,plumbing, structural, site/civil, landscape architecture, etc., they are welcome to submit their information as long as these services are self performed and not subbed out. Firms should only submit information on what they self perform and not sub out to other consultants.
19. Does Joliet Junior College have a list of project priorities they have funded/would like to complete?
No, this QBS is to select architectural firms, MEP firms, site/civil firms, etc. to work with us on capital improvement projects on an as needed basis as they are identified over the next 5 years. There is no guarantee of the amount of service that will be performed.
20. Does Joliet Junior College have any diversity supplier (MBE/WBE) goals it would like to fulfill with the qualified pool of A/E firms?
No, firms do not need to be MBE or WBE.

Addendum No. 1

21. Are you seeking Architecture/Engineering teams or can engineering firms submit as a Prime Contractor?
Engineering firms should submit their information for all disciplines they self perform. Do not submit a team with consultants.
22. If yes, is it possible to submit as a Prime-contractor and a Sub-contractor on different teams?
There will be no sub-contracted services. Capital Improvement projects are generally small in scope and professional fees not requiring a full blown A/E team.
23. Is there a preliminary list of possible projects available for review to insure we are providing relevant project experience?
No, this QBS is to select architectural firms, MEP firms, site/civil firms, etc. to work with us on capital improvement projects on an as needed basis as they are identified over the next 5 years. There is not a guarantee of the amount of service that will be required or performed. Relevant project experience would be listing architectural, MEP, Site/Civil and remodeling/retrofit projects as they relate to your firm at higher educational institutions.
24. Is JJC looking for complete teams to be submitted if engineering services are not provided in-house or will the College be soliciting separate statements of qualifications per discipline (architects, civil, MEP, etc.)?
We will be receiving separate qualifications per discipline. However, if a firm self performs multiple disciplines (Architectural, MEP) they only need to submit one statement. Firms should not submit for multiple disciplines that they need to sub out.
25. Is the submittal to include only the CDB Form 255 or can additional information be provided?
Form 255 must be submitted. Additional information can be submitted as a firm feels necessary for JJC to determine their qualifications.
26. The CDB submittal process requires that only the 255 forms and no additional documentation be submitted in response to their RFQ's. Is this the same policy for Joliet Junior College submittals or can additional qualification information be included in the submittal?
Form 255 must be submitted. Additional information can be submitted as a firm feels necessary for JJC to determine their qualifications.
27. Did JJC only want the CDB 255 form and completed Conflicts/Disclosures, or are you looking for a completed 255 form with an addendum of answers to letters A-G (on the bottom of page 1) Some of items A-G will automatically be answered within the 255 form, however the 255 does not cover all of these points.
Form 255 must be submitted. Additional information can be submitted as a firm feels necessary for JJC to determine their qualifications.
28. May be include photos of work within the 255 form?
You may submit photos and any other information your firm deems necessary for JJC to determine your qualifications.

Addendum No. 1

29. Are you looking for separate submittals for Architecture and for Engineering, or would you like a full team submittal?
You may submit a full team submittal only if your firm self performs the work. Do not submit for architecture and list sub-contracted MEP and site/civil. If your firm only provides architectural services, that's all you can submit for.
30. Is Joliet Junior College looking for a full-service qualification package, made up of a Prime Firm with multi-disciplined sub consultants, that can provide all services listed in the RFQ including: Architectural/MEP/Site/Civil/Surveying? Or should we only submit qualifications of our firm, Site/Civil/Survey? (Not including services we do not provide such as geotechnical, and landscape architecture that may also be necessary?)
Submit qualifications for site/civil design services. Do not include surveying/construction staking.
31. The RFP delivery date is listed as Thursday, September 30. September 30 is a Wednesday. Is the RFP due Wednesday, September 30th or Thursday, Oct 1, 2009.
The RFP delivery date is: Wednesday, September 30, 2009 at 1:00pm CDT
32. Are you looking for separate submittals for Architecture and for Engineering, or would you like a full team submittal?
You may submit a full team submittal only if your firm self performs the work. Do not submit for architecture and list sub-contracted MEP and site/civil. If your firm only provides architectural services, that's all you submit for.
33. What type of term arrangement will this be based on? Multiple year contracts? Annual renewable contract? Other? **The length of the contract will be 5 years. Anytime in that 5 years you will have an option to no longer provide service for JJC, just as JJC will have the option to no longer use your service.**
34. Will the reviewing committee still receive and review without prejudice our submittal if we did not submit a Letter of Interest?
If your firm did not send in a Letter of Interest by the deadline, you will not be considered for this QBS.
35. Please identify who the CM/PM is?
The CM/PM will be multiple JJC personnel depending on the type of project. CM/PM contact names will only be identified to the successful firms.
36. Is it acceptable to insert project images/photographs in the CDB 255 form? This is not allowed when submitting directly to the CDB. **Yes, it is acceptable to insert project photos in the CDB 255 form, as well as any other photos or information that you feel will explain your firm's qualifications.**
37. We are submitting as Prime with consultants, do these consultants also need to fill out the 'Conflicts of Interests Disclosures'?

Addendum No. 1

You can not submit consultants as part of this QBS, your firm will only be considered for the services they are qualified to self perform.

38. Can the Conflicts of Interests Disclosures form be submitted once a firm is selected? We have worked with other state agencies that have allowed us to submit the disclosure form with our final package if we are selected?

No, the Conflict of Interests Disclosures form is required with the submission of your RFQ submission. You may include a cover letter requesting this information be treated with the strictest of confidentiality.

39. **This QBS does not include surveying/construction staking services.**

40. **“These required services are not/will not be related to the recently approved master plan projects.”**

Please acknowledge receipt of this addendum by faxing or emailing to purchasing@jjc.edu Include your name, title and company name in your acknowledgement email. Failure to do so could result in disqualification of your proposal.

Additional information regarding this proposal can be found at: www.jjc.edu/info/purchasing

Issued by:



Judy Mitchell
Director of Business & Auxiliary Services
Joliet Junior College

Phone: 815.280.6640
Fax: 815.280.6631

DISCLOSURES

FINANCIAL INFORMATION AND POTENTIAL CONFLICTS OF INTEREST

(Disclosure Form A)

Disclosure of the information contained in this form is required by Public Act 90-572 (Section 50-35 a-b). Entities desiring to enter into a contract with the State of Illinois must disclose the financial information and potential conflict of interest information, as specified in this Disclosure Form, as a condition of receiving an award or contract.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both sections 1 and 2 below.

Section 1 Disclosure of Financial Information

Individual/s named below have/has an interest in the firm (or its parent) that meets one or more of the following criteria: Make copies of this form, as necessary, and attach a separate Disclosure Form A for each individual meeting any of these requirements.

Please place check mark/s everywhere applicable.

- Ownership exceeding 5%
- Ownership value exceeding \$90,420.00
- Distributive income share exceeding 5%
- Distributive income share exceeding \$90,420.00
(Distributive income is, for these purposes, any type of distribution of profits. Annual salary is not distributive income.)

Name of Individual: _____

Address: _____

Type of ownership/distributive income share:

- Stock
- Sole Proprietorship
- Partnership
- Other (attach explanation)

List: Percent (%) of OR Value (\$) of Ownership
 Ownership: Interest: _____

Section 2

Disclosures of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1, check Yes or No to indicate which, if any, of the following potential conflicts of interest relationships apply. If yes, please provide a brief explanation on a separate page.

- a. State employment, currently or in the previous 3 years, including contractual employment of Services. Yes No
- b. State employment of spouse, father, mother, son or daughter, including contractual employment for services in the previous 2 years. Yes No
- c. Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. Yes No
- d. Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son or daughter. Yes No
- e. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. Yes No
- f. Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son or daughter. Yes No
- g. Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. Yes No
- h. Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son or daughter. Yes No
- i. Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No
- j. Relationship to anyone; spouse, father, mother, son or daughter, who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No

**Disclosure submitted on behalf of
(Firm Name):** _____

Official authorized to sign on behalf of firm:

Q09013

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Disclosure Page 2

DISCLOSURES

OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION

(Disclosure Form B) This form need only be submitted once for all individuals indicated in Section 1.

Public Act 90-572 (section 50-35 h) requires that entities desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

a. Firm shall identify whether it has current contracts (including leases) with other units of State of Illinois government. Yes No

If a Yes is checked, identify each contract by showing agency name and other descriptive information, such as purchase order or contract reference number (attach additional pages as necessary).

b. Firm shall identify whether it has pending contracts (including leases), bids, proposals or other ongoing procurement relationships with other units of State of Illinois government. Yes No

If a Yes is checked, identify each such relationship by showing agency name and other descriptive information, such as bid or project number (attach additional pages as necessary).

Disclosure submitted on behalf of (Firm Name): _____

Official authorized to sign on behalf of firm:

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Taxpayer Identification Number

I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**

I am a U.S. person (including a U.S. resident alien).

Name: _____

Taxpayer Identification Number:

Social security number

Or

Employer identification number

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name to the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one):

____ Individual

____ Government

____ Sole Proprietor

____ Nonresident Alien

____ Partnership/Legal Corporation

____ Estate or Trust

____ Tax-exempt

____ Pharmacy (Non-Corp.)

____ Corporation providing or Home/Cemetery (Corp) Billing medical and/or Health care services

____ Pharmacy/Funeral

____ Corporation NOT providing Or billing medical an/or Health care services

____ Other: