

JOLIET JUNIOR COLLEGE

REQUEST FOR PROPOSAL

PROFESSIONAL PROGRAM/CONSTRUCTION MANAGEMENT SERVICES

Addendum No. 1

The following questions were received at the pre-proposal conference as well as via email pertaining to the proposal:

Pre-proposal conference attendees: **Attached**

- 1) Amend the number of copies required to one (1) original and six (6) copies of each proposal.
- 2) Is the College looking into LEED certification at any level? **Yes, all buildings will be built to at least the silver LEED designation. .**
- 3) Technical fees: When are we looking at the site work projects? Landscaping? Parking Lots? How many \$ are allocated towards these projects? **The schedule for these projects has not been finalized. The landscaping and roadwork may need to go beyond 2010 depending on the schedule for buildings in phase II. The total value of the TBD projects is listed on page 3 of the RFP.**
- 4) Phase One – Will it go beyond 2010?
 - a. **Schedule is aggressive**
 - b. **CM look at schedule and assist in determining feasibility of dates**
 - c. What do we do to finish and occupy by 8/2010? Move in? Keyed? **The college wishes to move into the facility in July of 2010.**
 - d. **Site work and classroom remodeling may necessitate the work going beyond 2010. Feedback from the PM/CM will be sought.**
- 5) Who will hold the sub's contracts? **Joliet Junior College**
- 6) What type of contract will CM sign? **JJC will be utilizing the AIA Document B801CMa – 1992 as a basis for negotiations with the successful proposer.**
- 7) Who will monitor compliancy issues?

Contract compliance as it relates to scope of a construction contract will be the responsibility of the PM/CM. Compliance with all legal and financial requirements will be the responsibility of JJC.

- 8) Please confirm funding scheme / financial plan:
 - a. **Phase one – fee increase**
 - b. **Phase two – Referendum (fee increase possible if referendum fails)**

c. Phase three – capital campaign

- 9) We make reference of utilizing a database. Which one? **PM/CM will provide the technology needed to complete the scope of services. Any software or database must be accessible from the JJC platform.**
- 10) Do we have a commission officer? **No. The PM/CM is responsible for providing a commissioning agent.**
- 11) Can we explain the org chart referenced? **The PM/CM will report to JJC. Legat Architects will also report to JJC.**
- 12) Who pays for expenses? **It is the CM's responsibility to detail likely direct and/or reimbursed costs related to their contract and services. Please see page 7 of the RFP.**
- 13) Do we need permits from Joliet? **The college has not been required to receive formal construction permits from Joliet or Will county except as they relate to Health and Fire codes. A certificate of occupancy will be required. The city of Joliet will require extensive plan review.**
- 14) Will Legat group projects together for bid documents? **Probably not, will evaluate.**
 - a. **Greenhouse, no**
 - b. **Facility Services, no**
 - c. **Campus Center, yes**
- 15) Who are the members of the selection committee? **Pat Van Duyne, David Agazzi, Judy Mitchell, Tony Chobot, Maria Rafac and possibly up to two Board members.**
- 16) Page 7 references Risks and Challenges – Missing description between pages. **Project Challenges/Risks should be identified by the PM/CM as part of their proposal. The successful proposer will identify potential hurdles the college may face during the construction process, and indicate how they would address those challenges**
- 17) What type of pre-construction involvement would there be? **Please see page 10 and 11 of the RFP.**
- 18) Who is handling furniture, clocks, alarms, etc? **Legat Architects and CM will create bid specifications.**
- 19) Safety – Who is responsible? **GC with CM review of proposed safety plan. Please see page 14 and 15 for specific responsibilities.**
- 20) Give list of insurance requirements – **Attached**
- 21) Do the constructions costs include contingencies? **Yes**

22) Page 7 – Detailed listing of direct costs, what do they consist of? **Direct costs should be proposed by the PM/CM. Examples of a direct cost are such things as PM/CM office space, telecommunications, technology, copying, etc.**

23) In a few places the RFP implies the construction contracts (General Contractor and subcontractors) will be held by the College and not by the CM. Can this please be confirmed?

The construction contracts will be held by the college.

24) We are assuming the CM will not have contractual authority over the Architect of Record.

This assumption is correct.

25) During pre-construction, the RFP notes reconciling the designer's cost estimates at the design development, 50%, 90% and 100% construction document level. We are assuming this reconciliation will include a full estimate from the CM at these 4 stages.

That assumption is correct.

26) Is this RFP for phase 1 subject to Illinois Procurement laws? Because this phase is not referendum dependent, we assume it is not.

Because this project is locally funded JJC is not required to use the State of Illinois Capital Development Board process. JJC is still bound by state purchasing law in regard to all contracts.

27) Page 18 of the RFP has July 2010 as the latest occupancy date of the projects noted on this page. However, this breakdown does not include all the projects noted in phase 1 (page 3). Can we assume all projects noted in phase 1 will be within the July 2010 date?

No. It is possible that some of the projects listed on pages 18 – 19 as Preliminary Project Schedule (to be determined) may be completed after this date. JJC will seek the consultation of both design and construction management personnel to establish these schedules.

28) Will office space, phones, use of copiers and paper and use of the College's mail room be provided to the CM or should costs be included for all these types of reimbursable items?

Costs should be included for these items. The college's mail room will be accessible for use of the PM/CM and architect but not the cost postage.

29) Does the selection as the PM/CM preclude you from being the builder for the Phase 1 projects?

Yes.

30) Can the PM/CM self-perform?

No.

31) How will the projects be bid? Will they go GC or separate bid packages?

Contracting strategies will be determined through consultation with the PM/CM. Separate bid packages are likely but conditions may exist where it is more beneficial for the college to bid a full project with one GC.

32) Will the PM/CM be expected to supervise a general contractor for each Phase I project or will the PM/CM be expected in some instances to supervise multiple trade contractors? For instance on larger projects such as the New Campus Center?

Please see the answer to question 9. It is likely that most bid work will be spread over several construction packages. This does not preclude a strategy which may involve one or more general contractors.

33) Will the PM/CM be expected to hold any trade contracts?

No.

34) Can JJC provide staffing expectations (levels and hours) for the PM/CM team?

JJC is requesting responses from proposers that detail required staffing for the scope as outlined on pages 10 through 17 of the RFP.

35) Is an existing facilities emergency egress/exit capacity plan available for review?

The emergency plan of the college can be found at www.jjc.edu/north/erp/index.htm .

36) What level of LEED certification will be pursued for the Phase I projects, in particular the New Campus Center?

Please see the answer to question 2.

37) Is there software selected for the PM/CM Master Schedule or is that left up to the PM/CM to select?

No. The PM/CM will provide scheduling software.

38) Page 5 of the RFP, under Section II, mentions a section titled Project Challenges and Risks, but there is no further description of what is required in this section. Can a further description of what is required of the PM/CM proposal response be provided?

Please see the answer to question 16.

- 39) On page 13 the RFP indicates M/W/BE requirements. What are the M/W/BE requirements?

JJC does not have M/W/BE requirements. The reference on page 13 is a mistake. Please see page 9 of the RFP for information regarding JJC's equal opportunity policies.

- 40) On page 16 the PM/CM is asked to provide a commissioning officer. Is it acceptable for this officer to be an independent sub consultant to the PM/CM?

Yes.

- 41) Throughout the RFP, there are several references to a "database" or "project database." Does this indicate a project website is to be provided by the PM/CM or does a website or other database already exist? If one exists, what software is used? If one does not exist, is there a preference as to software for compatibility?

JJC does not possess construction management software. Technology will be provided by the PM/CM on a platform compatible with a Microsoft environment.

- 42) The RFP states that a "key team member" is outlined in the scope of work (pg. 6 "Organizational Structure and Staffing"). We are unable to find "key staff" defined in the scope.

Specific staff responsibilities have been omitted from the scope. The successful proposer will identify key staff and organization structure necessary to meet the time and schedule of the projects.

- 43) Can you please define section 6 of the Technical Proposal: Project challenges/Risks?

Please see the answer to question 16.

- 44) The first bullet under the instructions for submitting a fee proposal (pg. 7) references a "Fee Proposal Cover Sheet." Is this a specific form or format?

No.

- 45) On page 5 of the RFP it lists the instructions for submittal the Technical Proposal, and references that more detailed information is addresses in the following pages. Item #6: Project Challenges/Risks, there appears to be no subsequent detailed information for this item. Can you provide more information as to what you expect respondents shall address in this item?

Please see response to question 16.

46) Can we bid on the cost management functions only?

No, all/any firm may partner with other firm(s) to provide the total scope as listed in the RFP.

Please acknowledge receipt of this addendum by emailing back a confirmation receipt.

Issued by:

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