



DATE: December 12, 2019

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Architectural & Engineering Services Master Plan
JJC PROJECT NO.: R20007

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 specified at the end of this addendum. **FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.**

Questions Received:

1. The RFQ indicates that the college may work with multiple vendors on the four projects. Should the respondent address each project individually in our SOQ? Also, if we feel we are better suited for any particular project can we indicate on our statement of qualifications which project(s) we are submitting for, or will each respondent be required to submit on all four?
Indicate on your statement of qualifications which project(s) you are submitting on. When submitting your binder/booklet, it should also indicate which project(s) you are submitting on. Should you not indicate which project you are interested in, JJC we evaluate the firm for all projects.
2. Should resumes for our project team go in "Section 4: Profile of the Vendor"?
Yes
3. We are an architecture firm. Do you want us to include a project team, with proposed engineering firms (including firm profiles and resumes)?
Yes, your firm is being evaluated as a "team" to provide all architecture and engineering services for a completely designed project. Your consultants are part of your team. Those resumes should be included.
4. For the Proposed Contract, do you want us to provide bids for each of the four projects? Or, do you want us to include a blank AIA contract document?
No, you are not to provide a bid. Fees will be negotiated. Provide a proposed contract without fees.

5. On Section IV Format for Response, I am not sure what the last item is referring to: 9. Bidder's Certification
The certification of contract/bidder form can be found on page 9 of the QBS document.
6. Could you clarify the Responses to Addendum in Section IV, number 6? I would like to know which addendums it is referring to?
Complete and include the last page of this addendum and any addenda that may follow within your proposal.
7. We would like to confirm JJC's response to a question from its Pre-Proposal Meeting for the AE Master Plan QBS. At that time, JJC responded that firms may add the following to Section IV, Format for Response, Item #4, Profile of the Vender not otherwise listed in the QBS request: proposed project team, project team resumes and past project examples (photos, project pages, or similar). Are more than five past relevant project examples allowable? We would also like to confirm that we may also add a list of relevant past clients (beyond the five past clients requested).
Submit past projects and clients that you feel will assist JJC in evaluating your team.
8. For the Campus Police Facility Renovation, it was mentioned at the pre bid walk through that there had been a test fit of the programmed spaces. Could we have a copy of the plan and/or programming of the spaces? How much space will be devoted to the fitness center locker rooms?
The plan done by JJC was not by a design professional, therefore will not be provided as part of this QBS. It will be provided to the awarded A/E team to use as a guide when programming with the Campus Police department. The amount of space for the fitness center locker rooms will be determined in programming.
9. For the Respiratory Therapy Program build out, under the project summary, there was a fairly detailed description of the required spaces. Was there a test fit and/or programming for the 7,000 SF of shell space? If so, could we get a copy? How much of the space will be only Respiratory Therapy vs. shared use space?
A layout was completed for the space, but will not be provided as part of this QBS. It will be provided to the awarded A/E firm as a guide during programming with the health professions department.
10. For the Respiratory Therapy and City Center Site Work projects, it was mentioned that they would be "design-bid-build" projects. Can you provide a description on how JJC foresees working with the A/E firm to select the contractor? At what phase will the team be put together so that the construction drawings can be created with contractor input.
These projects will be a general contractor bid. JJC will publicly bid these projects for board of trustee approval. The A/E involvement will be to attend the prebid meeting to give a scope of work, answer addendum questions during the bid process, generate a list of questions to ask the low bidder to make sure they have the scope of work covered prior to recommending the contractor for award.
11. In section 4, item #3 – While we understand we must make a commitment to provide the services within the time period, there isn't any time period specified throughout the document. Can you clarify this for us?
An agreed time period will be determined for each project when the A/E is selected and contract negotiated.

12. In section 4, item #8 – Is the expectation for us to include our proposed fee in the draft contract for services being offered?
Under no circumstances provide any information pertaining to fees or hourly rates as part of this QBS. Provide a proposed contract without fees.
13. Is there a page limit for our submission?
No, but keep in mind that JJC will have several submissions to go through. We do not need extreme information on your company and projects. Submit what you feel is required to get the point across that your firm and team is qualified to perform the work specified.
14. Is there a limit to how many relevant project examples we can include within our response?
See response to question #13.
15. Will the projects be completed simultaneously? Is there a timeline developed as of now?
Contracts with A/E(s) will happen simultaneously. Projects will kick-off simultaneously. Construction schedules will differ as one project may be ready for bid prior to another (i.e. Respiratory Care will be out to bid much sooner than the bridge). If a firm is submitting on multiple projects, they must demonstrate they have the ability to work on multiple projects at the same time. A time line of programming, design time, bidding and construction will be determined for each project when the A/E is selected and contract negotiated.
16. Is there a timeline for the 4 projects outlined in the RFQ?
See response to question #15.
17. Will any of the projects run concurrently?
See response to question #15.
18. Is there a need for an environmental firm on our project team? Is there any anticipated remediation?
Any remediation would be contracted separately by JJC and will not be part of the A/E scope.
19. The RFQ mentions Worker's Comp, Commercial Liability and Motor Vehicle insurance requirements. Is there an Errors and Omissions Insurance requirement?
Yes, the A/E will be required to have professional liability insurance. That amount will be determined when A/E firms are selected as the amount may differ if a firm is selected for more than one project.
20. Section IV. (8) on page 7 of the RFQ document requests submittal of a draft contract for the services being offered. For A/E services, we normally use a modified AIA Document B101 Agreement. Would you like us to include this document in our submittal or can we just identify it?
Include the contract without any mention of a dollar amount for fees.
21. Section V. (8) on page 7 of the RFQ document refers to BEP – certification or utilization. What is BEP?
The Business Enterprise Program (BEP) Council was established to help implement, monitor and enforce the goals of the Business Enterprise for Minorities, Females and Persons with Disabilities Act. See page 5 of the QBS document for detailed information.
22. Please confirm that no environmental services are anticipated on any of the four projects.
If any environmental services are required, it will be handled by JJC under separate contract with others.

23. Geotechnical engineering and topographical survey services will be required for the pedestrian bridge project and topographical survey services for the parking lot project. Will these services be contracted by the JJC separately or will they part of our team's A/E services?

All civil engineering services will be part of the A/E team, including topographical surveying. Geotechnical services for soil borings will be a reimbursable expense.

24. Is the sally port addition to the G building for only pedestrians or also for vehicles?

Vehicles as well.

25. I'm wondering if you may shed some light on the draft contract that is being asked for in section IV 8? I assume this does not include any pricing as this is a QBS process. Our contracts are drafted on a project \ client specific basis. I could provide a sample from a previous proposal to JJC if that would suffice, or a standard AIA agreement that we would also be happy to use. If you can offer any feedback I would greatly appreciate it.

Please forward your firm's contract template or the standard AIA agreement template spelling out contractual terms and conditions. Pricing cannot be included.



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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:

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature