



Addendum No. 1

DATE: August 12, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 1
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 in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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.**

CONFLICTS OF INTERESTS DISCLOSURES

Instructions: The Illinois Procurement Code requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information that is specified below (**30 ILCS 500/50-13 and 50-35 a,b,h**).

Vendor shall disclose the financial interest, potential conflict of interest and contract information identified in Sections 1, 2, 3 and 4 below as a condition of receiving an award or contract. Please submit this information along with your bid or offer.

Section 1 applies to all contracts regardless of dollar amount. Sections 2, 3 and 4 apply to contracts with an annual value exceeding \$10,000 that must be procured using one of the authorized competitive methods of source selection.

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures (sections 2, 3, and 4 below) must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor.

When determining ownership or distributive income shares, use the most current information that you consider reliable, but in no event for a period before your last completed fiscal period.

A designee may submit this form on behalf of the vendor (or its parent). However, that person must have verified the information with each affected individual.

Vendor Information: This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, d.b.a. and parent):

(Name of vendor) _____

(d.b.a., if used) _____

(Name of any parent organization) _____

Address _____

Contact Person:

Name: _____

Title: _____

Signature: _____

Address: _____

Phone/Fax: _____

Section I Sec. 50-13 Conflicts of Interest.

(1) Prohibition. It is unlawful for any person holding an elective office in this State holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government and who receives compensation for such employment in excess of 60% of the salary of the Governor of the State of Illinois **[\$90,420.00]**, or who is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or who is the spouse or minor child of any such person to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper, or any services, materials, or supplies, that will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Capital Development Board or the Illinois Toll Highway Authority.

(2) Interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) is entitled to receive (i) more than 7 1/2% of the total distributable income or (ii) an amount in excess of the salary of the Governor **[\$150,700.00]**, to have or acquire any such contract or direct pecuniary interest therein.

(3) Combined interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (a) together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor **[\$301,400.00]**, to have or acquire any such contract or direct pecuniary interest therein.

(4) Securities. Nothing in this Section invalidates the provisions of any bond or other security previously offered or to be offered for sale or sold by or for the State of Illinois.

(5) Prior interests. This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his or her spouse, minor child or any combination of those persons if that contract was in existence before his or her election or employment as an officer, member, or employee. The contract is voidable, however, if it cannot be completed within 365 days after the officer, member, or employee takes office or is employed.

(6) Exceptions.

(a) Public aid payments. This Section does not apply to payments made for a public aid recipient.

(b) Teaching. This Section does not apply to a contract for personal services as a teacher or school administrator between a member of the General Assembly or his or her spouse, or a State officer or employee or his or her spouse, and any school district, public community college district, or State University.

(c) Ministerial duties. This Section does not apply to a contract for personal services of a wholly ministerial character, including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist, or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly.

(d) Child and family services. This Section does not apply to payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

(e) Licensed professionals. Contracts with licensed professionals provided they are competitively bid or part of a reimbursement program for specific, customary goods and services through the departments of Children and Family Services, Human Services, Public Aid, Public Health, or Aging.

CHECK ONE:

_____ No Conflict of Interest

_____ Potential Conflict of Interest: If checked, name each conflicted individual, the nature of the conflict, and the name of the state agency that is associated directly or indirectly with the conflicted individual.

Section 2: Disclosure of Financial Interest in the Vendor

All vendors, except for publicly traded corporations subject to SEC reporting requirements and privately held corporations with more than 400 shareholders, must complete subsection "a," below. Publicly traded corporations may complete subsection "b" and privately held corporations with more than 400 shareholders may complete subsection "c" in lieu of completing subsection "a".

a. **General disclosure.** For each individual having any of the following financial interests in the vendor (or its parent), please mark each that apply and show the applicable name and address. Then complete Sections 3 and 4. If no individual has any of the following financial interests in the vendor (or its parent), check this blank _____, skip Section 3, but complete Section 4.

- Ownership exceeding 5% (_____)
- Ownership value exceeding \$90,420 (_____)
- Distributive Income Share exceeding 5% (_____)
- Distributive Income Share exceeding \$90,420 (_____)

Name: _____

Address: _____

For each individual identified above, show:

The dollar value of the ownership interest: \$ _____

or

The proportionate share of the ownership interest: _____%*

and

The type of ownership/distributable income share:

Sole proprietorship _____ stock _____ partnership _____ other (explain) _____

* For partnerships with more than 50 but fewer than 400 partners, the proportionate share of ownership interest of each individual identified above may be shown in the following ranges:

1% _____ 1 up to 2% _____ 2 up to 3% _____ 3 up to 4% _____
 4 up to 5% _____ and in additional 1% increments as appropriate _____%

For partnerships with more than 400 partners, the proportionate share of ownership may be shown in the following ranges:

0.5% or less _____ >0.5 to 1.0% _____ >1.0 to 1.5% _____
 and as appropriate in additional 0.5 increments _____%

b. **Publicly traded corporations subject to SEC reporting requirements.** These Vendors may submit their 10k disclosure (include proxy if referenced in 10k) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections **50-35 a** and **b** of the Procurement Code. FORM SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10k. Vendor may skip Section 3 of this form, but must complete Section 4.

Check here if submitting a 10k _____, 20f _____, or 40f _____.

c. **Privately held corporations with more than 400 shareholders.** These Vendors may submit the information identified in 17 CFR 229.401 and list the names of any person or entity holding any ownership share in excess of 5% in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections **50-35 a** and **b** of the Procurement Code. Vendor may skip Section 3 of this form, but must complete Section 4.

Check here if submitting 17 CFR information _____.

Section 3: Disclosure of Potential Conflicts of Interest.

For each individual having the level of financial interest identified in Section 2(a) above, indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe each situation (label with appropriate letter) using the space at end of this Section 3 (attach additional pages as necessary).

	Yes	No
a. State employment, currently or in the previous 3 years, including contractual employment of services [directly with the individual identified in Section "1" in their individual capacity unrelated to the Vendor's contract. Identify contracts with the VENDOR in Section "4"].	_____	_____
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 _____

Explanation of potential conflicts of interest:

