



ADDENDUM NO.: 03
PROJECT NAME: Permit Expediter Services
CONTRACT NO.: PS3011
DATE OF ISSUE: November 5, 2018

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO CONTRACT DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Contract Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original Contract Documents shall continue in full force and effect and shall have the same meaning in this Addendum. Issued Addenda represent responses/clarifications to various inquiries. Contractors shall be responsible for including all associated labor/material costs in its bid. Drawings/specifications corresponding to inquiry responses will be issued with the Issue for Construction Documents, upon issuance of building permit.

ITEM NO. 1: CHANGE/CLARIFICATION TO KEY DATES
None.

ITEM NO. 2: REVISIONS TO RFP DOCUMENT
None.

ITEM NO. 3: REQUESTS FOR INFORMATION

RFI-1.

Question: If our company is not MBE nor WBE certified by the City of Chicago or Cook County, how can we meet the 30% MBE/WBE aspirational goal?

Response: The PBC accepts and encourages Joint Venture Partnerships and strongly encourages participation with MBE or WBE firms. Respondents interested in Joint Venture Partnerships must have the requisite accompanying paperwork. A completed Disclosure Affidavit (Exhibit B) must be submitted by firms interested in submitting as joint venture entity. Respondents must submit a copy of the entity's Joint Venture Agreement which clearly identifies the resources, capabilities, and capacity of each joint venture firm available to be allocated to the performance of the Agreement.

RFI-2.

Question: What if our firm cannot meet the 30% MBE/WBE aspirational goal after attempting to find Joint Venture Partners?

Response: The PBC will evaluate all firms on the criteria set forth in the RFP. The 30% aspirational goal should be addressed in Exhibit I – MBE/WBE Past Participation Section II. Please note it is 15% of Respondent's overall score for this RFP.

RFI-3.

Question: Are pre-meetings to be included in our lump sum rates listed on Schedule A?

Response: Please provide rates for individual services, such as attending pre-meetings on the schedule A as an example of specific services provided. Describe accurately and completely the services covered under a lump sum amount if the services are not broken out in to individual 'menu' costs.

RFI-4.

Question: We received our WBE one year ago, we haven't worked on any projects yet, so we don't have compliance history from the previous 3 years. What should we provide in this case??

Response: Respondents with less than 3 years compliance history should provide references for any compliance history they have. Respondents who have no experience with MBE or WBE compliance on projects due to new or recent certification, may note that fact in Exhibit I – MBE/WBE Past Participation.

RFI-5.

Question: We have 2 in house code consultants and a full team of specialty consultants that work outside of our office (structural engineer, accessibility reviewer, electrical engineer, mechanical and plumbing engineer, civil engineer, fire protection engineer) should we provide information for them as well??

Response: Please provide rate information for any/all areas and/or personnel for which your firm can supply Permit Expediter Services.

This Addendum includes the following attached Documents:

1. None.

END OF ADDENDUM NO. 03