



FREQUENTLY ASKED QUESTIONS

Letters of Interest & Qualifications Database

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

PBC'S SELECTION PROCESS

How are Architects or Engineers of Record selected to work on a project?

The PBC reserves the right to appoint an architect or engineer directly from our database. Additionally, the PBC reserves the right to shortlist and/or interview firms from the database that appear best suited for a specific project, based on criteria including experience, capacity, design acumen and knowledge of the project's community.

How will I know if my firm is selected to work on a PBC project?

You will be notified by a representative of the PBC. It is imperative that the PBC's LIQ database has your firm's current contact details. If this information needs to be updated, please fill out the [Contact Details Update Form](#) and send it to liq@pbcchicago.com.

Once my firm has submitted our LIQ, do we still need to respond to the PBC RFPs I receive as PBC Alert emails?

Yes. The PBC's LIQ database exists as an index of firms interested in working with us. It does not serve as a response to a specific RFP. Make sure you're subscribed to [PBC Alerts](#) to receive notification of all upcoming opportunities.

SUBMITTING A NEW/REPLACEMENT LIQ

How do I know what forms to fill out to submit an AOR or EOR LIQ to the PBC??

Step-by-step instructions for submitting to the architect database can be found [here](#), and information for submitting to the engineering database is [here](#).

If my firm provides both architecture and engineering services, do I need to submit separate LIQ packages for each database?

Yes. Firms interested in being in the AOR and EOR databases must submit LIQs to each database. Information on how to submit to the AOR database can be found [here](#), and details on submitting to the EOR database are [here](#).

If we are submitting as a Joint Venture (JV), how do we demonstrate our intent of forming a JV upon Project Award?

Please include a draft joint venture agreement with your LIQ submittal. If you are appointed to a project, the PBC may request a completed Schedule B.

I am a supplier and/or consultant, how do I get in the LIQ database?

The LIQ databases are only for engineering and architecture services. Suppliers and consultants interested in working with the firms included in the database should reach out to those firms directly.

UPDATING YOUR LIQ

Do the new LIQ databases supersede any previous databases?

Yes. If your firm was in our previous LIQ database, you are also included in this database. You do not need to resubmit your entire LIQ packet. However, the PBC recommends submitting a new LIQ if it has been more than three years since your last update. Again, firms that wish to be included in both the AOR and EOR databases must submit two separate LIQ packets.

You should also take this time to ensure that the PBC has relevant and up-to-date information on your firm and your experience, including contact information and details on projects completed since you last updated your LIQ.

FAQ SECTIONS

1. Selection Process
2. Submit an LIQ
3. Update an LIQ
4. Project Experience
5. AOR & DA
6. MBE/WBE



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How do I submit updates to my LIQ packet?

Updates may be emailed to liq@pbcchicago.com, or hard copies can be sent to the PBC. More details on resubmitting your updated information can be found in the *Updating your LIQ* information packet ([AOR](#), [EOR](#)).

Your firm may choose to send your full LIQ packet or only the pages that have changed. This is up to you. In either case, please review the *Updating your LIQ* information packet ([AOR](#), [EOR](#)) and fill out the checklist within to note which tabs you have updated.

Be mindful when sending updated documents electronically: the City of Chicago maintains a 20mb file size limit on emails, including attachments. Emails may also be rejected by the City's server based on factors other than size (file type, security certificates, etc.).

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If I am updating my firm's LIQ, can I submit just the sections that I updated (e.g., Regional Key Staff or References)?

Yes. You may choose to send either your full LIQ packet or just the updated sections. Please review the *Updating your LIQ* information packet ([AOR](#), [EOR](#)) and fill out the checklist within to note which sections you have updated.

If I am updating my firm's LIQ, do I need to resubmit the Legal Actions form?

No, you do not need to resubmit the Legal Actions form.

If I am updating my firm's LIQ, do I need to resubmit a Disclosure Affidavit?

No, you do not need to resubmit a Disclosure Affidavit.

PROJECT EXPERIENCE

Is there a way I can include relevant projects completed outside the 10-year limit?

Your firm's project matrix (**Tab 4, Exhibit A**) can only include projects completed within the last 10 years. However, you may include older projects in the narrative section of **Tab 4**.

My firm has completed a number of construction projects outside of Illinois, but no local public projects. How do we get the experience we need without meeting this LIQ's qualifications?

Your work in other states may be suitable to the experience we are seeking. Therefore, please submit all relevant information in **Tab 4**. In addition, you may want to consider forming a partnership with a firm that has local experience.

Is accessibility / ADA Compliance Consulting one of the specialties you are soliciting?

Yes. For more information, please view the project matrix ([AOR](#), [EOR](#)).

ARCHITECTS OF RECORD AND DESIGN ARCHITECTS

My firm has served as both Design Architect and Architect of Record on a single project. How do I reflect this in my LIQ submittal?

The information you submit in your project matrix (**Tab 4, Exhibit A**) will not change. We suggest that you utilize that project's citation page to enumerate the multiple roles your firm performed.



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My firm has served as Design Architect and Architect of Record on separate projects. How do I reflect this in my LIQ submittal?

The information you submit in your project matrix (**Tab 4, Exhibit A**) will not change. We suggest that you utilize each project's citation page to clearly identify the role your firm performed.

Does the PBC always appoint two firms per project to serve as Design Architect and Architect of Record?

No. It varies by project. The PBC and our client establish project roles during the risk assessment process.

Once my firm is enrolled in the AOR database, will we be considered for appointment as Design Architect, Programming Architect or Architect of Record?

Yes. Although it is nicknamed the "AOR database," the PBC's [AOR LIQ database](#) is maintained as an index of firms interested in working with us in an Architect of Record, Programming Architect or Design Architect capacity.

MBE/WBE

We are in the process of becoming MBE or WBE certified. How and when should this information be incorporated into our LIQ submission?

Certification letters can be added to your entry in the LIQ database after you've submitted your information. Once the City of Chicago or Cook County has certified your firm, follow the instructions in the *Updating your LIQ* information packet ([AOR](#), [EOR](#)) to send the PBC an updated **Tab 6** that includes your certification letter.

Does the PBC have a list of MBE/WBE firms interested in a mentoring program?

Not yet. The PBC is currently compiling a list of firms open to participating in partnerships, mentorships and/or joint venture relationships. Once finalized, this list will be shared on [our website](#). If your firm wishes to be included in this list (in either a mentor or mentee capacity), follow the instructions in the *Updating your LIQ* information packet ([AOR](#), [EOR](#)) to send the PBC an updated **Exhibit A (Tab 4)** noting your interest or submit a [JV Interest Form](#).

What percentage of MBE, WBE, and/or DBE participation is required by the PBC? Does this change per project?

MBE, WBE and DBE requirements vary by project.

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