ADDENDUM

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

ADDENDUM NO.: 02

PROJECT NAME: Photographic Documentation

PROJECT NO.: Program-Wide

CONTRACT NO.: PS3095

DATE OF ISSUE: March 17, 2025

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Request for Proposals (RFP) Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original RFP Documents shall continue in full force and effect and shall have the same meaning in this Addendum.

ITEM NO. 1: CHANGE TO KEY DATES

None.

ITEM NO. 2: REVISIONS TO RFP

None.

ITEM NO. 3: REQUESTS FOR INFORMATION

RFI-1.
Question: **Whether or not we'd like to see uh 3D walkthroughs or 3D photographic work as part of the upcoming projects?**
Response: Firms should highlight their capabilities, including any and all aspects beyond the requirements outlined in the scope of services, to more fully allow the Commission to evaluate their submission.

RFI-2.
Question: **Is there a specific billing schedule required or requested?**
Response: Billing will be as per the Contract Documents and/or as modified by each Task Order.

RFI-3.
Question: **Will there be a single contract or separate contracts?**
Response: Awarded Consultants will be awarded one Task Order-Based Master Agreement.

RFI-4.
Question: **Is there an online security company, PBC prefers to host documents that meet or exceeds their requirements?**
Response: The Commission will accept submissions via secure transfer portal. Storage of any/all project information for any awarded Consultant will be as indicated in the Contract Documents and the Request for Proposal.

RFI-5.
Question: **It looked like the award was essentially kept at a certain amount right and that's for the master agreement or is that for each task order that is awarded?**
Response: The anticipated maximum compensation under the Task Order-Based master agreement is $500,000. This is not a guarantee, but the limit of the Master Agreement with the awarded Consultant.

RFI-6.
Question: **Is there a duration for the Master Agreement, like would we have to submit or resubmit to be reconsidered for the following year or is it good for a year or two years?**
Response: The Task Order-Based Master Agreement will be valid for a period of three years with two optional one-year extensions which may be exercised solely at the Commission's discretion.

RFI-7.

Question: **Section C – Documentation #1 "Progression Sets shall be captured from logical perspectives". Seems each site team has full control over where the photo sets are taken at each site, can you confirm this, or will this be determined with PBC project managers during any meetings?**

Response: Progressions are specific sets of photographs documenting scope and other related items as determined by the Commission in each Request for Proposal.

RFI-8.

Question: **Section C – Documentation #2, define slideshow (PowerPoint, pdf combined, online gallery)?**

Response: Respondents shall be prepared to provide slideshows in a "grouping" of images.

RFI-9.

Question: **Section C – Documentation #2, define album (digital as in PowerPoint, pdf combined, online gallery or physical hardcopy)?**

Response: Respondents shall provide all albums stored securely in digital format. Additionally, Respondents should be able to provide albums in a physical format if required.

RFI-10.

Question: **Section C – Documentation - Are images to be edited or are images taken straight out of camera acceptable deliverables?**

Response: Respondents shall have full editing capabilities. The Commission will review and advise of any requirements.

RFI-11.

Question: **Section C – Documentation - Do photos need to be bracketed and later combined into one image?**

Response: Respondents shall have full editing capabilities. The Commission will review and advise of any changes and/or other requirements.

RFI-12.

Question: **Section C – Documentation - PBC mentioned during the pre-bid meeting that awarding of master agreement could be to multiple firms based as they see fit / dependent on need. Clarify if PBC would ever split the awarded contract by phase of project where one team may be better suited for all visits leading up to construction, but a construction team may be better suited for the construction portion of the project?**

Response: The Commission reserves the right to award none, one, or multiple Task Order-Based Master Agreements ("Agreement(s)") to firms to provide Photographic Documentation Services. Generally, each Task Order is issued on a Project-by-Project basis under the Agreement. However, the Commission reserves the right to award Task Orders in a manner they see fit.

RFI-13.

Question: **Section D – Administration 1g // Section C – Documentation #2g,h,i - Define how PBC prefers to see "Linking each photo set to the appropriate location on the site plans and/or floor plans of the project"?**

Response: Each photograph shall have a location identified in the project documents as per the Contract Documents and Task Order Request for Proposal.

RFI-14.

Question: **Section D – Administration 1g // Section C – Documentation #2g,h,i - Completed only in a pdf file with floor plan and image numbers, or using a platform / online mapping system?**

Response: Each photograph shall be located using a platform / online mapping system and/or as otherwise directed by the Commission.

RFI-15.

Question: **Section D – Administration 2,3,4 - Is the reimbursement allotment separate from the award fee for platform / hosting access for unlimited PBC?**

Response: The Commission shall not be responsible for the Consultant's hosting/access fee(s).

RFI-16.
Question: **Section D – Administration - Clarifying reimbursement for travel to various sites, is this a separate allotment from the award fee?**
Response: Reimbursement shall be as per the Contract Documents and as provided with the Request for Proposal.

RFI-17.
Question: **Do you accept comparative financial statements?**
Response: The PBC will accept comparative financial statements including the most recent year if available.

This Addendum includes the following attachments:

1. None.

END OF ADDENDUM NO. 02