



# ADDENDUM

**ADDENDUM NO.:** 01  
**PROJECT NAME:** Project Development Services  
**PROJECT NO.:** Program-Wide  
**CONTRACT NO.:** PS3103  
**DATE OF ISSUE:** September 23, 2025

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## 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:** Can we submit PBC Project(s) in response to the lessons learned requirement?

**Response:** No, Respondents may not reference or submit any PBC Projects in response to the lessons learned requirement(s).

**RFI-2.**

**Question:** If we were a sub-consultant to a consultant, but we solved a problem, can we use that as an example of a lessons learned?

**Response:** Respondents and/or any of their proposed Subconsultants may not reference or submit any PBC Projects in response to the lessons learned requirement(s).

**RFI-3.**

**Question:** If selected, is the awarded firm precluded from other work with the PBC?

**Response:** No, awarded Firms will not be precluded from other work with PBC. Upon selection, separate Contracts will be negotiated and executed for the Project Development Services.

**RFI-4.**

**Question:** Can a sub-consultant submit separate proposals as part of different teams?

**Response:** Respondents and Subconsultants are not precluded from forming and/or joining any teams. Teams, partnerships, and Joint Ventures are encouraged.

**RFI-5.**

**Question:** How are PDS assigned to Projects? Is it rotational, competitive, etc...?

**Response:** Staff are assigned to Projects through a Personnel Approval Request, or "PAR." The PAR is a written approval of staffing of Key Personnel issued by the Commission.

**RFI-6.**

**Question:** Can we use personnel from a previous consultant as a reference?

**Response:** Respondents are only precluded from using current PBC staff as references.

**RFI-7.**

**Question:** Can firms alter Schedule D to show percentages instead of dollar amounts since specific dollar amounts have not been determined for services?

**Response:** Respondents are not required to complete Schedule C or provide dollar amounts or percentages on Schedule D. Schedule D must, however, be filled out with "TBD" in the applicable fields and signed by the Respondent. Respondents wishing to identify potential or proposed subconsultants may include that information in a narrative statement under Tab 7: Minority and Women-Owned Business Participation.

**RFI-8.**

**Question:** Can the PBC please confirm whether firms need to provide professional licenses and certifications for individuals, or if only the firm's business license is sufficient, and also confirm any associated page limits with the required licenses and certifications?

**Response:** The respondent shall provide any professional licenses and certifications related to their ability to perform the services in the RFP. Licenses and Certifications DO NOT count toward page limits.

**RFI-9.**

**Question:** Can the PBC please confirm any page limits for the Approach and Methodology (Tab 3)?

**Response:** Tab 3: Approach and Methodology has NO page limit.

**RFI-10.**

**Question:** We have two MEP engineers, can we add both to the proposal or do we need to pick one?

**Response:** Respondents are not limited regarding the number of Subconsultants to include in their response to the RFP.

**RFI-11.**

**Question:** RFP Section VI Evaluation Criteria B.1.b.3 requires respondents to provide details of current public sector assignments and/or committed work schedules. For some firms, the extent of work assignments could exceed the 15 page limit for B.1 as a whole. Can PBC clarify the requirements for current public sector assignments and/or committed work schedules? Would details of Chicago area projects suffice?

**Response:** Respondents should provide details of their current public sector assignments and/or committed work schedules in a manner that best demonstrates capacity and relevant experience.

**RFI-12.**

**Question:** Are tabs/section dividers included in the page count?

**Response:** Tabs and Section Dividers are NOT INCLUDED in the page count.

**RFI-13.**

**Question:** Are resumes included in the page count?

**Response:** Resumes are NOT included in the page limit.

This Addendum includes the following attachments:

1. None.

**END OF ADDENDUM NO. 01**