

HOUSING AUTHORITY OF COOK COUNTY
RFQ No. 2018-100-023
ARCHITECTURAL/ENGINEERING (A/E) DESIGN SERVICES FOR
NEW CONSTRUCTION OF 1900 SHERMAN AVENUE, EVANSTON

Addendum Number 02
June 26, 2018

This Addendum forms a part of the Request for Qualification (RFQ) Documents and modifies the original RFQ Documents as noted below. Acknowledge receipt of this Addendum No. 1 by signing the last page of this Addendum and including two (2) original signed copies in your RFQ Submittal Package. Failure to do so may subject Respondent to disqualification.

All Bidders are required to check with the Housing Authority of Cook County (HACC) website for Addenda through July 2, 2018 at 2:00 pm, and include two (2) signed copies of the last page of each Addendum with their bid, to acknowledge receipt of all Addenda.

RESPONDENTS' REQUESTS FOR INFORMATION:

- A. Is HACC going to procure and hire a parking consultant for this project for the zoning assistance approval and or parking requirements that the city of Evanston is requesting? IF so will that service be outside of the services that will be needed for this RFQ submittal?

HACC will procure the services of a parking consultant to determine the number of spaces needed and the functionality of the parking structure's general layout. The fee for the parking consultant will not be part of the contract for this Project. The selected architect will be responsible for incorporating the layout recommended by the parking consultant into the design development drawings and providing the structural design of the parking structure.

- B. Is HACC going to procure and hire a parking consultant for the design and construction of this project? IF so, will that service be outside of the services that will be needed for this RFQ submittal? See above question and answer.
- C. In the RFQ does HACC have a minimum, maximum or suggested number of project examples to be showcased in this RFP? Please provide no more than five examples of comparable projects with the information requested in the RFP. In these five examples, provide separate narratives describing how each addresses the factors discussed in Section 3.1, Tab #4. See answer to Question OO for additional direction on material to be provided in Section 3.1.
- D. Please confirm that no fee information is needed anywhere in this RFQ? No fee proposal shall be included in the submission. HACC will short list the most qualified firms and solicit fee proposals from these firms.
- E. Do you have a budget estimate for the total development or total construction cost for this project? HACC does not have a cost estimate for the project.
- F. HACC is hiring a parking consultant for what scope of work? Please see answer to Question A.
- G. Are you applying for IHDA 9% LIHTC or 4% bond financing for this project? No questions regarding project financing will be answered. HACC is fully confident it can obtain financing.

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- H. What is the estimated contract value for this projects softs costs? HACC does not have an estimate for hard and soft costs.
- I. How many apartments do you have planned for this project? The RFQ mentions 80 in one location and 88 apartments in another, please clarify which unit count is accurate. As stated at the pre-proposal meeting, the unit count is not firm, but subject to refinement through the work of the selected Project Architect. The Feasibility Study attached to the RFP shows a schematic layout that would yield 80 units, which is the minimum HACC expects to develop.
- J. Does HACC need environmental service consultants like contaminated soils for this project? HACC has no documentation of potential environmental contamination on the site. The need for a Phase I assessment will be determined prior to selection.
- K. Does HACC need Geotechnical and Survey engineering service consultants for this project? Yes, full engineering and surveying should be capabilities the Project Architect's team should possess.
- L. Can a firm blend the percentage of the MBE and WBE goals? No, attainment of the MBE and WBE goals will be measured separately.
- M. In the agenda that we received at the pre-bid meeting the document stated 25% of total contract dollars should be for MBE and 10% WBE for total contract dollars. Can these MBE and WBE participation percentage numbers be blended? For Example could MBE be 33% while WBE will be 2% participation to meet the 35% goal? Or could MBE be 5% and WBE be 30% participation not meet the 35% goal? See answer to Question L, above.
- N. Our firm should show demonstrated knowledge of Federal, State of Illinois and Cook County building codes/ordinances and such not Riverside County California? Respondents should demonstrate knowledge of the Evanston, State of Illinois and Cook County building codes. Ignore the reference to Riverside County, California.
- O. Will HACC select a firm based on the RFQ submittal alone and not interview any firms? HACC intends to short list the most qualified firms and may interview these firms. Detailed price proposals will be solicited from these firms.
- P. Under Section 3 of the Pre-Bid agenda handout there are two parts for section 3, does the contracting section 3 requirements apply to this RFQ for A/E services? Section 3 requirements apply to all HACC contracts. However, since price proposals shall not be submitted in response to this RFQ, and fulfillment of Section 3 requirements often involves a financial contribution in lieu of actual hiring, respondents need not respond to the Section 3 portion of the RFQ.

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- Q. Does HACC plan on conducting interviews with any firms that submit qualifications? [See the answer to Question O.](#)
- R. What role does Camiros have or services will they provide in the project after a selection of the A/E firm? [Camiros will assist HACC in obtaining project entitlement with the City of Evanston.](#)
- S. Does HACC need a traffic study consultant for this project? If so, should we include one in our team? [The City of Evanston may require a traffic study. If so, HACC will procure the services of a traffic consultant outside the scope of the Project Architect.](#)
- T. Does HACC require a cost estimating consultant on this project? [HACC expects the Project Architect to provide reliable estimates of probable cost at various junctures in the design process.](#)
- U. In regards to MBE and WBE requirements, does HACC want firms that are certified through Cook County? Would MBE or WBE firms certified with other agencies such as the State of Illinois, City of Chicago or others fill the required percentages? [HACC will accept MBE/WBE certification through Cook County and City of Chicago.](#)
- V. What are the LEED requirements for the project? We believe City of Evanston's Green Building Ordinance requires a minimum of LEED Silver. [The City of Evanston's LEED standard will be the minimum.](#)
- W. The RFQ states on page 10 and 19 that the "Section 3 Business Preference Documentation" is optional. The Agenda passed out at the pre-proposal meeting states it must be completed. Can you confirm if it's required as part of the submission and which paperwork and forms must be completed for it. [Completion of the Section 3 portion of the RFQ is not required as part of the submission to this RFQ.](#)
- X. It appears some of the attachments are out of order as they are listed in the table contained in RFP Section 3.5 "Recap of Attachments." **Need RFQ**
- Y. After Attachment G "HACC Sample Agreement," there is a single page covering Section 3 Clauses then followed by Special MBE/WBE Participation Summary Form" that begins with item number 9. Can you provide the complete MBE/WBE form. [The Section 3 and MBE/WBE will be a requirement once the Authority request a fee proposal. They are not a requirement for the Qualification Package.](#)
- Z. For our proposed subconsultants, what materials (projects sheets, resumes, firm profiles, etc.) should be included and which forms are they required to fill out? [Subconsultants should complete project sheets, firm profiles and Standard Form 330.](#)

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- AA. What are the LEED requirements for the project? We believe City of Evanston's Green Building Ordinance requires a minimum of LEED Silver. [See answer to Question V.](#)
- BB. The RFQ states on page 10 and 19 that the "Section 3 Business Preference Documentation" is optional. The Agenda passed out at the pre-proposal meeting states it must be completed. Can you confirm if it's required as part of the submission and which paperwork and forms must be completed for it. [See answer to Question W.](#)
- CC. It appears some of the attachments are out of order as they are listed in the table contained in RFP Section 3.5 "Recap of Attachments." **Need RFQ**
- DD. After Attachment G "HACC Sample Agreement," there is a single page covering Section 3 Clauses then followed by Special MBE/WBE Participation Summary Form" that begins with item number 9. Can you provide the complete MBE/WBE form. [See answer to Question Y](#)
- EE. For our proposed subconsultants, what materials (projects sheets, resumes, firm profiles, etc.) should be included and which forms are they required to fill out? [See answer to Question Z.](#)
- FF. Please confirm the number of copies required of the final proposal, including any digital copies or originals. [One original, four copies and on digital copy is required at the time of submittal.](#)
- GG. On page 9 it states that all tabs must be labeled with the tab reference noted below. Does this include the description of the tab on the tab label itself (ie "Proposal Submittal Check List)? [The tabs are to be number as stated on Page 9.](#)
- HH Tab 5, Standard Form 330: is this full form (Parts I and II) required by all team member firms? [Yes](#)
- II Are the "ten projects" referenced at the pre-proposal conference meant for the Part I- F of the SF300 form? [Yes](#)
- JJ Is there a project limit for the project sheets included in Tab 4, Evaluation Factor 3, DEMONSTRATED EXPERIENCE? [Describe how the five projects profiled are relevant to the proposed project.](#)
- KK Please clarify if subconsultants/engineers will be required as part of the submittal, and if so, which disciplines? [Include the subconsultants you need to provide the full range of services outlined in the RFQ, acknowledging the direction provided in this Addendum #2 concerning parking, traffic and environmental consultants.](#)
- LL Are comments to the owner-architect agreement desired as part of this submittal? [Yes.](#)

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- MM On Page 10, item 9, Section 3 Business Preference mentions an attachment E, but none has been provided. [See attachment A.](#)
- NN Please clarify that Cover Statement of "(One) Fee Proposal Must be included in separate sealed envelope." will be deleted, as it is in conflict with page 11 section 3.2 Fees: No Fees shall be discussed or proposed...." [Please see the answer to Question D.](#)
- OO Should consultant resumes be included in 4. Proposed Services: Ability to Perform Work? [Yes.](#) Please address the five Evaluation Factors by means of profiling five relevant projects. Separate narrative sections should be included in each of the five projects profiled to address the five Evaluation Factors. Additional direction is provided below.
- [Evaluation Factor 1, Ability to Perform the Work:](#) Identify the project staff proposed for the project, including resumes of key staff of Prime Consultant and subconsultants. To the extent possible, project staff should have worked on some or all of the five projects. One-page overviews of each subconsultants may be included.
- [Evaluation Factor 2, Capability:](#) Describe how your firm performed in terms of performing services in a timely manner on the five project profiled.
- [Evaluation Factor 3, Demonstrated Experience:](#) Describe how the five projects profiled are relevant to the proposed project.
- [Evaluation Factor 4, Past Performance:](#) Describe how the five projects profiled performed in terms of quality control and relationship to the project's construction budget.
- [Evaluation Factor 5, Demonstrated Knowledge:](#) Address how the five projects profiled relate to the building code/design standards applicable to this project.
- PP Should consultant resumes also be included in section E of the SF 300 form? [See answer to Question OO, above.](#)
- QQ The RFQ asks for team resumes in sections 4, 5 and again in 6. Is it necessary to include them in all those locations? [No, see answer to Question OO, above.](#)
- RR Is it necessary to include bios of all Partners, regardless if they have a role on this project? [No, only resumes/bios of key subconsultants should be included.](#)
- SS What is required by HACC to demonstrate the firm's financial capability in Section 6 of the proposal? [The firm's last two years of financial statements.](#)
- TT 25% MBE/10% WBE Participation
Does a firm certified by certified by the State of Illinois as a Persons with Disabilities Owned Business Enterprise and certified by the US Business Leadership Network as a

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Disability-Owned Business Enterprise qualify as a minority firm to meet HACC's diversity participation goals? [No.](#)

- UU Which tab should we include the Special MWBE Participation Summary Form, the MWBE Subcontractor affidavits, and the Summary of MWBE Subcontractor Participation Form? [These forms are not needed with your Qualification Package. When a fee proposal for the work is requested, this will be a requirement of the Agreement.](#)
- VV Are you looking for a project schedule, proof of the team's availability, or something else in Section 4. Proposed Services: Capability? [No, see answer to Question OO, above.](#)
- WW In the RFQ it states that the approval by the HACC Board of Commissioners is TBD, but we were wondering if there's any general timeline on when the project is expected to start? [HACC will pursue project entitlement with the City of Evanston immediately upon selecting the Project Architect, which may take 4 – 6 months. Detailed project design will commence upon securing project entitlement.](#)
- XX Also has HACC sent out the sign in sheet from the pre-proposal conference? If I remember correctly the sheet would be emailed when HACC responds to the question, but I want to be sure we didn't miss that list. [A list of attendees was emailed to all who attended or requested the list.](#)
- YY Is the retail a key component to the development? [No. Retail may not be part of the final program and is dependent on the approval of the City of Evanston.](#)
- ZZ What is the minimum desired parking ratio? [See answer to Question A.](#)
- AAA Is the program set at 80 units or will HACC allow some variation? [See answer to Question I.](#)
- BBB Will a scheme with fewer floors (under high rise code) be considered? [Only if the City of Evanston objects to the building's height, or if height significantly affects costs.](#)
- CCC Provided that the information in Standard Form 330 does not change, are pictures and company branding (color, fonts, etc.) allowed? Or are we required to have a black and white Standard Form 330 with no images? [Yes, as long as the Standard Form 330 is not changed you may provide pictures and company branding.](#)
- DDD Will HACC provide a Phase 1 Environmental Report? [See answer to Question J.](#)
- EEE In which section do we include the following forms that were included in the RFQ?
- Special MBE/WBE Participation Summary Form
 - MBE/WBE Subcontractor Affidavit
 - Summary of MBE/WBE Subcontractor Participation Form
- [See answer to Question UU.](#)

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- FFF Is the A/E Services Agreement that was included just for informational purposes or do we need to submit a signed copy? [It is for informational purposes.](#)
- GGG If we are including a Section 3 firm on our team as a subconsultant, can you please clarify and/or provide the forms that need to be submitted? [See answer to Question P.](#)
- HHH We asked this question on the portal but we are in an unusual situation where the answer determines the M/WBE consultants we need to make up the team and of course we are trying to secure the consultant team now. [See answers to Question M, P and U.](#)

Acknowledgement of Receipt of Addendum Number 01:

By: _____ of _____ Date: _____
(Signature) (Contractor's Name)

MUST BEAR AN ORIGINAL SIGNATURE
Include two (2) original signed copies with your Bid Submittal

END ADDENDUM NUMBER 02
