



METROPOLITAN PIER AND EXPOSITION AUTHORITY

REQUEST FOR PROPOSALS #2019-02-M
 PROFESSIONAL DESIGN, ENGINEERING, AND CONSULTING SERVICES

ADDENDUM NO. (1)

February 7, 2019

This Addendum No. 1 consists of four (4) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposers must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

NOTE: Due date has been extended to 12:00 pm CST, Wednesday, February 27, 2019.

All correspondence regarding this RFP must be submitted to mpeaprourement@mpea.com, communications with other MPEA staff may disqualify them or your firm from consideration for award.

Item #1: Proposers’ questions and/or requests and the MPEA’s responses are provided below.

Item #2: In addition to the categories listed on the cover page and scope of the RFP, and Required Form A, the category of “Cost Estimating” is added to this RFP. Please also provide qualifications in accordance with the submission requirements and clearly indicate whether your firm is responding to this category of services.

	Proposers’ Question:	MPEA’s Response:
1	<p>Is it MPEA’s intent to select one firm to staff/oversee all the categories listed in the RFP? Or will multiple firms be selected for each of the various categories?</p> <p>Related Question: Are you looking to engage one firm as a consultant to handle all services? Page 7 describes “Consultant will provide design, engineering or consulting services on an as needed, task order basis...” Page 8 indicates “The consultant will identify specialty consultants that will be required for performance of services”</p> <p>Or are individual consultants for the services listed to submit responses independently?</p>	<p>The intent is to select one or more firms for each of the categories to provide those specific services; the number of awards will depend on the quality/qualifications of proposals received.</p> <p>In the event that a project may need multiple disciplines, the MPEA will determine which consultant should lead the project—this lead consultant would be responsible for coordinating services from any other disciplines/categories as needed to complete the project. The consultant may coordinate with any of the other consultants awarded contracts by the MPEA pursuant to this RFP or bring in other qualified consultants, subject to MPEA approval.</p> <p>Consultants/firms should submit proposals separately rather than forming multi-firm teams for purposes of responding to this RFP as all work will be on an as-needed task order basis.</p> <p>Firms that are capable of providing more than one of the categories may submit a single proposal/response but must clearly provide the qualifications information (personnel, references, projects, etc.) to demonstrate their qualifications for EACH category.</p> <p>Required Form A must clearly indicate which category/categories it is submitting for and would like to be considered.</p>

2	<p>Please confirm that this needs to be a TEAM not individual firms with such niche services listed responding separately? For example- we cannot respond in just offering our services but be under an umbrella of an architectural firm for example, in order to respond.</p> <p>Related Questions: Can you clarify whether subconsultants should be part of this initial RFP response, or whether teams should be formed for each potential task order? Do we need to include sub consultants at this time?</p> <p>Should our submission only include our in-house disciplines/services that we're capable of offering for this task order contract? Or, should we include core engineering services (MEP/FP, structural, and civil engineering, etc.) that might be expected/needed for the types of projects under the task order, and in doing so, demonstrating our commitment to meeting M/WBE goals? ---If we should only submit based on our own in-house services, should we include a statement affirming our intention to work with other subconsultants (MBE & WBE), on an as needed basis per task order? ----Should we include subconsultants for cost estimating and/or environmental consulting and hazardous waste abatement?</p>	<p>See answer to #1 above. MPEA is not seeking respondents to submit as a "Team" to provide all services. Subconsultants are NOT required for purposes of this RFP. Firms need only provide qualifications related to current "in-house" capabilities.</p> <p>Firms that only provide one of the categories/services are invited to submit a proposal and qualifications.</p> <p>Also see response to 1 and 3.</p>
3	<p>Participation by Business Enterprises owned by People with Disabilities is encouraged, but a percentage goal for that category is not identified. Does participation of a State of Illinois certified BEPD firm count toward the 25% MBE/WBE participation goal?</p> <p>Related Questions: On page 6 of the RFP it states: "<i>Consultant must be able to engage other disciplines, either as sub-consultants or directly employed, to support the work.</i>" Two paragraphs later it states: "<i>For this RFP respondents must complete the MBE/WBE Profile and make a commitment to meeting the goals at the time a task order is issued.</i>"</p> <p>Further, on P7, the RFP states: "<i>Consultant may be required to engage, or be engaged by other disciplines as sub-consultants to support the project.</i> Further down the page on page 7, under the heading TASK ORDERS it states in section 4: "...for multi-disciplinary Task Orders, the 25% MBE and 5% WBE goals must be met."</p>	<p>Participation by BEPD firms does not count toward the 25% MBE and 5% WBE goals—these are separate programs in the Illinois and MPEA legislation.</p> <p>If a firm is not an MBE/WBE, it does not have to submit with a team of MBE/WBE subconsultants for purposes of this RFP. For tasks involving multiple consultants, All proposers must make a commitment to meeting the 25% MBE and 5% WBE goals, and any information about its capability and past usage of MBE and WBE firms on projects would be helpful in evaluating the firms' ability and commitment to meeting those goals and supporting the intent of the program.</p> <p>If your firm is an MBE or WBE, you should submit response related to your own firm's qualifications and state a commitment to meeting the MBE or WBE goals as needed. Pre-designated subconsultants are not</p>

	<p>If a firm is not qualified as an M/WBE, should that firm submit on its own and state a commitment to achieve the goals or should we be submitting as a team with a selected group of M/WBE firms sufficient to meet the goals?</p> <p>Will an MBE company responding to this RFP need to include a pre-designated WBE subconsultant as part of this response to meet the WBE goal? Or can the MBE firm make the commitment to select an appropriate WBE firm at the time of the task order response to meet the goal?</p> <p>Do they M/WBE percentages for each task order need to be met as separate percentage (i.e. 25% MBE and 5% WBE) or can they be combined to 30% as a whole.</p>	<p>required for purposes of this RFP response as scopes of task orders are on an as needed TBD basis.</p> <p>The goals are 25% MBE and 5% WBE and need to met separately. However, depending on the size and scope of the project, a "waiver" may be granted if the consultant requests to meet the goal by providing 30% for only MBE or WBE participation. Over the life of the contract, the consultant should make good faith efforts to meet the 25% MBE and 5% WBE goals.</p>
<p>4</p>	<p>In lieu of audited financial statements, would it be sufficient to submit an Income Statement and Balance Sheet for the years 2015, 2016, 2017? We do not yet have that information available for 2018.</p>	<p>Yes.</p> <p>Note that all financial information will be kept confidential.</p>
<p>5</p>	<p>On page 17, the RFP states:</p> <p><i>"Multiple Awards It is the intent of the Authority to award to one Proposer as a result of the RFP."</i></p> <p>Does this mean one award per discipline? If not, that would seem to mean that a responsive proposal would include all of the listed disciplines found on the RFP cover and on the Required Form A. Please clarify</p>	<p>Please disregard, the MPEA may award one or more master task order agreements per category depending on the qualifications of proposals received.</p> <p>Also see answer #1.</p>
<p>6</p>	<p>If we wish to submit for more than one Consulting Service, are we required to submit a separate proposal for each Service?</p>	<p>You do not need to submit required forms, etc., however you should include sufficient information Required Form A must clearly indicate the category/categories for which the firm is applying.</p> <p>Also see answer #1.</p>
<p>7</p>	<p>Please provide a scope/definition for "structural/forensic"</p> <p>Related Questions:</p> <p>Please provide scope/examples of projects for each of the categories listed.</p> <p>Is permit expediting only referring to construction permits? Are you seeking other permit consulting services (e.g. EPA, IEPA, or other?)</p>	<p>For the Structural / Forensic category, there can be proposers that are Structural Engineering firms without forensic capability. Structural Engineering firms with forensic capability should indicate this.</p> <p>The projects will be smaller scale renovation projects, studies of issues on campus, and consulting work for improvements to various areas.</p> <p>Expediting proposers should indicate what capabilities they have.</p>

8	<p>I have downloaded the attached Form of Agreement; however, there is <u>no Exhibit #</u> indicated on the attached document. Can you please confirm that this is the correct Form of Agreement documentation that needs to be completed and submitted as Exhibit 2 with our firm's response to the solicitation.</p>	<p>Yes, this is the correct form of agreement, but it does not need to be completed at this time.</p> <p>Proposers must complete Required Form G and IF there are any exceptions, a redline of the form of agreement must be submitted with the proposal.</p>
9	<p>After reviewing the insurance requirements for the RFP, we want to confirm the \$5M coverage limit(s) for Automobile Liability. If this is accurate, would a \$5M umbrella liability coverage be sufficient, or would we need to have a \$5M aggregate for Automobile Liability specifically?</p> <p>The auto requirement is \$5M (if applicable), we have \$1M. We also have umbrella coverage of \$10M. Given the \$5M requirement for umbrella, could we use the rest of our umbrella to cover the auto insurance requirement?</p>	<p>These limits should only be \$2M each for Automobile Liability.</p>
10.	<p>Will the award of this RFP preclude the selected firms from submitting for other RFPs for MPEA during the task order period?</p>	<p>No, firms awarded contracts pursuant to this RFP are not precluded from responding to subsequent RFPs issued by the MPEA.</p> <p>However, if a firm performs certain services pursuant to its master task order agreement awarded pursuant to this RFP, it may have a conflict of interest and be precluded from responding or being on teams for subsequent RFPs, specifically the MPEA Statute indicates that:</p> <p>(70 ILCS 210/25.2) (from Ch. 85, par. 1245.2) Sec. 25.2. A person which has individually or in joint venture provided the Authority with professional services respecting the feasibility or advisability of undertaking a project that would materially change operations or facilities shall thereafter be prohibited from performing any work for the Authority with respect to the implementation of such project.</p> <p>For example, firms that have been part of the design team to provide bridging documents were precluded from being on any design-build teams responding to subsequent RFPs for the construction contract.</p>
11.	<p>If our firm has recently responded to the RFP for wayfinding services, should we also respond to this RFP for Signage/ Graphic Design or are we precluded from responding?</p> <p>Please clarify what type of work would be awarded pursuant to this RFP versus the other RFP for wayfinding/signage study.</p>	<p>The previously issued RFP for Wayfinding for the campus will be awarded separately.</p> <p>The firms that responded to this previously RFP are not precluded from responding to this RFP if they are interested in consulting on other small projects on campus.</p>