

August 18, 2016
DEPARTMENT OF FINANCE
PURCHASING DIVISION
MARGARET E. MCEVILLY
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CITY OF JOLIET
ADDENDUM NO. 2

Request For Proposals For RFP 2199-0916

**FACILITIES MAINTENANCE STUDY
CONSULTANT SERVICES**

THE ATTENTION TO ALL PROSPECTIVE PROPOSERS ON THE ABOVE REFERENCED PROJECT IS CALLED TO THE FOLLOWING QUESTIONS THAT HAS BEEN ASKED REGARDING THE REQUESTS FOR PROPOSALS:

1. Are their building blue prints for the buildings in exhibit A? **Yes for a majority of the buildings there are blueprints. See attached revised Attachment A at the end of this document. Because of security reasons, they will only be available to successful contractor.**
2. Do you want drawings to be a part of this report? **No.**
3. What system do you want data put into and what all are you expecting for the report(s)? **We would like an executive summary, a narrative of each of the buildings with pictures of the items that need attention in that report and we would like the listing of all of the items to be in an excel format. We are not interested in buying software at this time. In Section 2.2 Project Overview of the RFP, the sentence "They will also complete a photographic and historical inventory of building components, on a room by room basis." should be removed and replaced by "Pictures that are taken should give the City of Joliet a general condition of the building and highlight any deficiencies." Those pictures should be turned over to the City of Joliet in .jpg format for use in the future.**
4. What type of reports are you looking for? **Excel reports, narrative samples, executive summaries. Please provide us with two samples of each of these reports so that we are able to determine what type of work your company does.**
5. Who will be the contacts? **The individuals listed on Exhibit A will be the contacts There will be a post award kick-off meeting after the contract is awarded. At that time, all of the stakeholders will be introduced to each other so the company that is performing this will have a chance to meet with those individuals who are in charge of the buildings they will have to evaluate. There will be a key person in charge of the entire contract so that if the company runs into any difficulties with one of these individuals, or has questions, they will have someone to contact.**
6. Do you have reports to understand where we are starting from for these buildings? **There are no reports as this is the first time we are doing this. There is structural report of the parking decks that will be provided to the successful bidder.**

7. Can we break out the printing costs? Please see the revised proposal form attached to this addendum. It includes an allowance of \$10,000. This is a fixed cost so that all of the contractors have the same starting number to work with. Receipts will required for all of these reimbursable expenses.
8. What is included for the Bicentennial Park facility? The parking lots, the gazebo and the building. The playground and the fountain are not included.
9. Is the parking lot included at the Rich and Creamy facility? Yes, it is included, but the playground and the trails that are adjacent to it are not included.
10. Section 4.1 says that the narrative is limited to six (6) double sided pages exclusive of resumes. Is that negotiable? We are changing that to ten (10) double sided pages exclusive of resumes, proposal page and samples that are submitted. If you prefer to just submit the samples on the electronic copy only, that is ok, but it must be noted in your narrative that you are submitting it that way. It is preferable that large sample documents only be submitted electronically.
11. Do you want structural studies done as a part of this? No, but if you feel there is a need for a structural study, that will need to be noted in the narrative for that building along with why your company feels that a structural study is needed at this time. We do not expect you to recommend one for every building, only the ones that your company feels warrant one. And then, you will need to explain why one is needed.
12. Regarding the HVAC, do you want all of the equipment barcoded while the inventory is being done? No
13. Can consultants that have not submitted a proposal submit to more than one primary consultant that is submitting? Yes. Each Primary company is limited to one proposal. However, a subcontractor can be part of multiple primary bids. You cannot be a primary and a subcontractor also.
14. Will the firms be interviewed? We anticipate after the submittal, narrowing the field to approximately 3 companies and interviewing those three companies before a final decision is made.
15. Can the attendance list be sent with this addendum? That list is a part of this addendum at the bottom of this document.
16. Is it ok if an entire sample report is submitted instead of just a few pages? That is fine if it is easier for your company. As stated in item 10 above, If you prefer to just submit the samples on the electronic copy only, that is ok, but it must be noted in your narrative that you are submitting that way.
17. Which one of the buildings are historic and if so national or local? Both Union Station (National Landmark) and the Museum (Local Landmark) have historic status for the actual buildings. So, if there are proposed renovations to the buildings that are funded with public money (local, state, or federal) then there is a review/approval process with the local historic commission and the state historic preservation office.
For properties located in a historic districts (Grover), the same process would apply. The property on Grover does not have any status for the structure, but it is located in a larger historic district. Demolition of properties in districts also need to go through a review/approval process with the local commission and state.
18. Do the photographs that are submitted by the contractor need to be in the excel document? No, they can just be submitted in the narrative. We will ask that a .jpg copy of each of the photographs be submitted separately.

19. Can the due date be extended? In light of these questions, and the possibility of other questions, we are extending the deadline for questions to Monday, August 29, 2016 at 2 p.m. With that in mind, the date to submit proposals is being extended to Wednesday, September 7, 2016 at 10:15 a.m.
20. If I were to provide an elevator inspection by a sub-consultant to provide an itemized analysis of all of the elevators, would that be helpful? No, the successful bidder will be given the detailed annual inspection reports. And similarly, would you want this in the base cost of an additive alternative cost? No He would itemize how the elevators are not up to current code in areas like:
- Sequence of operations per code
 - Sprinklers and Shunt trip coordination
- All of the above is reviewed annually and the City of Joliet has these reports. We keep everything up to code. We would want this information included in the final reports. We do want you to provide a condition report and information on this piece of property just like the rest of the property/equipment. Any short term improvements and long term maintenance needs as described in the RFP should be included in the report.
21. Do you have at least existing plans of each and every building and can I state that those will be provided to the team at the beginning of the project. Your fire dept. would want you to have them in any case. They would help us a lot, however minimal. See answer to question 1.
22. At Unit #48, 1203 Cedarwood, are the salt storage buildings included in the evaluation? Yes they are.
23. At Unit #50 & 51, 818 E. Cass, is the salt storage building included in the evaluation? Yes it is.
24. In Exhibit C, there is an elevator listed for Joliet Multi-Modal at 4 Eastern Ave. Is this building supposed to be listed on Exhibit A? No, this is just an elevator to the train platform at this time. It is to be included with the elevator evaluation portion of the report. However, there is not an actual building there.
25. Exhibit A of the RFP lists Unit #28 as 50 W. Jefferson (Train Station Bldg) and does not list a 50 E. Jefferson (Union Station). Exhibit B lists 50 E. Jefferson as Union Station. Exhibit C lists 50 E. Jefferson as Union Station. Is Exhibit A incorrect on the address and should the name be Union Station to correlate with Exhibits B and C? The correct address is 50 E. Jefferson.
26. Is this project already funded? Yes, a budgeted amount has been set aside in anticipation of the project.
27. Is the historical information required by Section 3.1 of the RFP going to be supplied by City's personnel for inclusion in database or will the professional be required to perform research? There is no database in existence, and so the professional firm is expected to create the initial database.
28. Other than MS Excel as the editable format database, would MS Access be approved by the City? The City does have a MS Access specialist on staff, so the final product would need to be in an MS Excel format.
29. In Addendum No. 1, item 3, does the City's response indicate that the parking lot, picnic shelter, fountain, fences and playground equipment are excluded from the evaluation? All but the playground should be included in the response.
30. What is the function of property #16, Stonich Building? There is no current function for the property, other than it has most recently been used several years ago for storage.
31. In Addendum No. 1, item 7, can you please explain the response further? The response seems to indicate that the buildings enclosing the water treatment plant equipment are to be excluded from the evaluation. Yet, "Note" in section 3.1 of the RFP indicates that tasks 1, 2 and 3 should be carried out (including building structure and roofs). The wellhouses are prefab concrete buildings on those properties and do not need to be evaluated. Only the larger buildings, being the Water Treatment Plants, at those locations need to be evaluated.
32. In Section 3.1, should item 14 be included or excluded? Please exclude item 14 from your evaluations.
33. In section 3.4 Budget Implications it states, "As appropriate, this shall include life-cycle cost modeling for the facilities and their components that captures all anticipated non-operational facility costs" Do you really want that for all of the facilities? Please see the attached revised Exhibit A where a column has been added to those facilities that we need Life Cycle Cost modeling done.
34. Shall this study include furniture and equipment? No
35. On the proposal page, will the award be based on the individual groups or the total? First of all, the award is not solely based on price. There are other components of the award. However, the award will be to one contractor and not broken out by group to several contractors.
36. Should this study focus on energy efficiency? No

37. Please note that the address for items 12 and 13 on exhibit A has been updated to read 402 N. Chicago St. , not 400 N. Chicago St.

PROSPECTIVE PROPOSERS SHALL ACKNOWLEDGE RECEIPT OF THE APPROPRIATE ADDENDUM NUMBER BY STATING THIS ON THE OUTSIDE OF THE SEALED ENVELOPE CONTAINING THE PROPOSAL SUBMISSION FOR THE ABOVE MENTIONED CONTRACT. FURTHER, BID PROPOSALS MAY NOT BE OPENED WITHOUT ACKNOWLEDGEMENT OF RECEIPT OF ALL ADDENDUMS FOR THE GIVEN CONTRACT.

August 18, 2016

Total pages for addendum: 9

**EXHIBIT A (revised 8/18/16)
CITY OF JOLIET - 2016 PROPERTY SCHEDULE**

Unit #	Location Address	Occupancy Of Structure	Do we have Plans? Yes (Y) or No (N)	Digital (D) Plans or Hard (H) Copy	Sprinkler Y/N	Stories (L)	Sq. Ft. General	Sq. Ft. Parking	Sq. Ft. Utility	Group	Contact Name	Contact Number	Life Cycle Cost Modeling	
1	201 W. Jefferson, Joliet, IL	Bicentennial Park	Y	H	Y	1	15,088			BP	GROUP 1	Craig Smith	815-724-3760 or 815-724-3763	Y
2	123 E. Jefferson St., Joliet, IL	Baseball Stadium	Y	D	N	2	110,000			BS	GROUP 2	Ken Mihelich	815-724-3913	Y
3	101 E. Clinton, Joliet, IL	Fire Station #1	Y	D	N	2	20,000			FD	GROUP 3	Ray Randich	815-724-3520	
4	125 Houbolt, Joliet, IL	Fire Station #7	N		N	1	5,632			FD	GROUP 3	Ray Randich	815-724-3520	
5	1599 John D. Paige, Joliet, IL	Fire Station #10	Y	D	Y	1	15,211			FD	GROUP 3	Ray Randich	815-724-3520	
6	2049 Oneida, Joliet, IL	Fire Station #6	Y	D	N	1	7,394			FD	GROUP 3	Ray Randich	815-724-3520	
7	2293 Essington, Joliet, IL	Fire Station #8			N	1	9,490			FD	GROUP 3	Ray Randich	815-724-3520	
8	2300 Michas, Joliet, IL	Fire Station #9	Y	H	N	1	7,394			FD	GROUP 3	Ray Randich	815-724-3520	
9	450 Laraway Rd., Joliet, IL	Fire Station 3	Y	D	N	1	7,394			FD	GROUP 3	Ray Randich	815-724-3520	
10	661 Mason, Joliet, IL	Fire Station #5	N		N	1	5,632			FD	GROUP 3	Ray Randich	815-724-3520	
11	868 Draper Ave., Joliet, IL	Fire Station #4	N		N	1	5,632			FD	GROUP 3	Ray Randich	815-724-3520	
12	402 N. Chicago #1., Joliet, IL	Mechanical Garage	N		N	1	9,190			FS	GROUP 4	Dave Druzik	815-724-4300	
13	402 N. Chicago #2, Joliet, IL	Mechanical Garage	N		N	1	9,197			FS	GROUP 4	Dave Druzik	815-724-4300	
14	19 W. Cass St., Joliet, IL	Historical Museum	Y	BOTH	Y	2	30,500			HM	GROUP 5	Greg Peerbolte	815-723-5201 ext. 236	Y
15	10 S. Chicago St, Joliet, IL	Office	Y	D	N	2	9,905			OE	GROUP 6	Brent Fraser	815-724-4010	
16	141 E. Jefferson St., Joliet, IL	Stonich Bdg.	N		N	3	16,104			OE	GROUP 6	Brent Fraser	815-724-4010	
17	150 W. Jefferson, Joliet, IL	Municipal Building	Y	BOTH	N	2	71,413			OE	GROUP 6	Brent Fraser	815-724-4010	Y
18	150 W. Washington, Joliet, IL	Police Dept.	Y	BOTH	Y	2	62,000			OE	GROUP 6	Brent Fraser	815-724-4010	Y
19	30 N. Bluff St., Joliet, IL	Visitor Center	N		N	1	2,730			OE	GROUP 6	Brent Fraser	815-724-4010	
20	319 Grover, Joliet, IL	Nieghborhood Services	N		N	1	5,632			OE	GROUP 6	Brent Fraser	815-724-4010	
21	334 W. Jefferson, Joliet, IL	Old JCA Gymnasium	N		N	2	25,200			OE	GROUP 6	Brent Fraser	815-724-4010	
22	3340 Hennepin Dr., Joliet, IL	Police Radio Bldg.	N		N	1	120			OE	GROUP 6	Brent Fraser	815-724-4010	
23	7195 Caton Farm, Joliet, IL	Municipal Bldg. Satellite	Y	H	N	1	7,516			OE	GROUP 6	Brent Fraser	815-724-4010	
24	7700 Caton Farm Rd., Joliet, IL	Police Radio Bldg.	N		N	1	120			OE	GROUP 6	Brent Fraser	815-724-4010	
25	920 Broadway, Joliet, IL	Rich & Creamy	N		N	1	520			OE	GROUP 6	Brent Fraser	815-724-4010	
26	11 E. Clinton, Joliet, IL	Parking Deck B	Y	D	N	3		147,716		PD	GROUP 7	Tom Schwerha	815-724-4214	
27	110 N. Ottawa, Joliet, IL	Parking Deck A	Y	D	N	3		168,807		PD	GROUP 7	Tom Schwerha	815-724-4214	
28	50 E. Jefferson St., Joliet, IL	Train Station Bldg	Y	D	Y	2		17,654		PD	GROUP 7	Tom Schwerha	815-724-4214	Y
29	107 Twin Oaks Dr., Joliet, IL	Essington Well 10D & WTP	Y	D	N	1			4,350	PU	GROUP 8	Nick Gornick	815-724-3676	
30	1301 Fairmont Ave., Joliet, IL	Fairmont & Garvin WTP	Y	D	N	1			12,950	PU	GROUP 8	Nick Gornick	815-724-3676	
31	1900 Drauden Rd., Joliet, IL	WTP 15D	Y	D	N	1			2,250	PU	GROUP 8	Nick Gornick	815-724-3676	
32	2051 Oneida, Joliet, IL	WTP30D	Y	D	N	1			2,250	PU	GROUP 8	Nick Gornick	815-724-3676	
33	2501 Millsdale Road, Joliet, IL	WTP #29 & Well #29	Y	D	N	1			2,692	PU	GROUP 8	Nick Gornick	815-724-3676	
34	2605 Ingalls/2625 Ingalls	Well 11D & WTP	Y	D	N	1			4,350	PU	GROUP 8	Nick Gornick	815-724-3676	
35	3340 Hennepin Dr., Joliet, IL	WTP 12D	Y	D	N	1			2,250	PU	GROUP 8	Nick Gornick	815-724-3676	
36	4000 Channahon Rd., Joliet, IL	WTP #18D	Y	D	N	1			2,250	PU	GROUP 8	Nick Gornick	815-724-3676	
37	4430 Mallard, Joliet, IL	WTP #16D	Y	D	N	1			2,250	PU	GROUP 8	Nick Gornick	815-724-3676	
38	800 Arbeiter Road, Joliet, IL	Arbeiter Road Pumping Station	Y	D	N	1			2,400	PU	GROUP 8	Nick Gornick	815-724-3676	
39	813 Campbell, Joliet, IL	Campbell St. Booster Station	Y	D	N	1			1,000	PU	GROUP 8	Nick Gornick	815-724-3676	
40	815 Campbell, Joliet, IL	Station #2 (Old Fire Station #6)	N		N	1			5,632	PU	GROUP 8	Nick Gornick	815-724-3676	
41	8301 Jones Road, Joliet, IL	Black Road WTP	Y	D	N	1			17,200	PU	GROUP 8	Nick Gornick	815-724-3676	
42	921 E. Washington, Joliet, IL	Public Utilities Admin. Building	Y	D	N	2	10,800			PU	GROUP 8	Nick Gornick	815-724-3676	Y
43	921 E. Washington, Joliet, IL	Public Utilities Services Building	Y	D	N	1	8,150			PU	GROUP 8	Nick Gornick	815-724-3676	
44	921 E. Washington, Joliet, IL	WTP 5D	Y	D	N	1			2,250	PU	GROUP 8	Nick Gornick	815-724-3676	

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45	8301 Jones Road, Joliet, IL	ASCBWWTP	Y	D	N	1			16,000	PU-4 buildings	GROUP 8	Nick Gornick	815-724-3676	
46	1021 McKinley, Joliet, IL	East WWTP Complex	Y	D	N	1			22,500	PU-6 Buildings	GROUP 8	Nick Gornick	815-724-3676	
47	4000 Channahon Rd., Joliet, IL	West WWTP Complex	Y	D	N	1			22,500	PU-6 Buildings	GROUP 8	Nick Gornick	815-724-3676	
48	1203 Cedarwood, Joliet, IL	Street Dept. Maint. Facility West Side	Y	D	N	1	26,710			PW	GROUP 9	Mike Eulitz	815-724-3650	
49	2001 Arbeiter Road, Joliet, IL	Roadways Maint. Facility	Y	D	Y	1+	14,727			PW	GROUP 9	Mike Eulitz	815-724-3650	
50	818 E. Cass - Rear, Joliet, IL	Central Services	Y	D	N	2	21,875			PW	GROUP 9	Mike Eulitz	815-724-3650	
51	818 E. Cass, Joliet, IL	Central Services	Y	D	N	1	15,500			PW	GROUP 9	Mike Eulitz	815-724-3650	
52	Joliet Public Library, 150 N. Ottawa	Main Library Branch	N	D			75,320			LIBRARY	GROUP 10	Ken Mihelich	815-724-3913	Y
							632,096	334,177	125,074					
							57.9%	30.6%	11.5%					
							APPROXIMATE TOTAL SQ FOOTAGE						1,091,347	

**PROPOSAL FORM (revised 8/18/16)
COMPANY PROFILE**

Project Name: City of Joliet – Facilities Maintenance Study RFP 2199-0916

Name of Firm: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Contact Person: _____(PRINT)

There are 10 different budget groups that the facilities are grouped in. Your company must provide separate quotes for each of the subgroups and a grand total for the entire package.

Group 1 – Bicentennial Park –	\$ _____
Group 2 – Baseball Stadium --	\$ _____
Group 3 – Fire Department –	\$ _____
Group 4 – Fleet Services --	\$ _____
Group 5 – Historical Museum --	\$ _____
Group 6 – Operating Engineers --	\$ _____
Group 7 – Parking Division --	\$ _____
Group 8 – Public Utilities --	\$ _____
Group 9 – Public Works --	\$ _____
Group 10 – Library --	\$ _____
Allowance for reimbursable costs	\$ _____ \$10,000.00

Grand Total Fee Proposal:

- _____(Name of Firm) proposes to provide the necessary professional consulting services for this project for a hourly rate “Not to Exceed” fee of \$ _____ (total of the above groups).

Submitted by:

Authorized Representative (print name) Signature

Title Date

**MANDATORY PRE-PROPOSAL MEETING FOR RFP 2199-0916 - FACILITIES
MAINTENANCE STUDY CONSULTING SERVICES**

PRINT ALL INFORMATION LEGIBLY BELOW

	<u>COMPANY NAME</u>	<u>PRINT YOUR NAME</u>	<u>PHONE #</u>	<u>FAX #</u>	<u>E-MAIL ADDRESS</u>
1	TRIA ARCHITECTURE	Jim Petrakos	630.455.4500	630.455.4040	JPetrakos@TRIA-Arch.com
2	LARSON ENGINEERING	Mike Gleason	630-377-0540		Mgleason@larsonenr.com
3	LARSON ENG	MARK KUBAJAK	630-357-0540	630-357-0164	mkubajak@larsonenr.com
4	AEI CONSULTANTS	PETER J. GARAFFO	773.693.1111	773.693.1110	PGARAFFO@AEICONSULTANTS.COM
5	KENT LOCKE-BAILEY EDWARD	KENT LOCKE	847-660-6543		KLocke@baileyedward.com
6	Nirav Patel/Clark Dietz	Nirav Patel	312-466-6242	217-373-8123	NIRAV.PATEL@clarkdietz.com
7	BLOD ARCHITECTS	PAULA PRATT	844 784 4440		Paula.Pratt@bldd.com
8	FAITHFUL + GOULD	THOMAS HALL	410 698 7533		THOMAS.HALL@FGOULD.COM
9	Primera Engineers	Ken Panucci	312 242 6352		kpanucci@primeraeng.com
10	Natura Architectural Consulting	Nate Gillette	616.431.4772		nate@naturacconsultingllc.com
11	Strand Associates Inc	Andrew Runde	815 744 4200	815 744 4215	andrew.runde@strand.com
12	OLIVIERI BROTHERS, INC	KEVIN WALSH	815 469 6400	815 469 5796	KEVIN@S4B.BZ
13	ISES CORPORATION	DAN HARRISON	770.674.3109	770.879.7825	DANH@ISESCORP.COM
14	EMG	KEVIN KULBODA	800-733-0166	410-765-2220	KKulboda@emgcorp.com
15	Patrick Engineering	Christopher Erwin	630-795-7226		cerwin@patrickco.com
16	HENNEMAN ENGINEERING	JEAN GIBBONS	773-304-7068		JGIBBONS@HENNEMAN.COM
17	BLOD Architects	MARK RITZ	844-784-4440		mark.ritz@bldd.com
18	TRIA ARCHITECTURE	RON McGRATH	630.455.4500	630.455.4040	rmcgrath@TriA-Arch.com
19	CDM SMITH	Jared Wendorf	312-780-7739		Wendorfjw@cdmsmith.com

**MANDATORY PRE-PROPOSAL MEETING FOR RFP 2199-0916 - FACILITIES
MAINTENANCE STUDY CONSULTING SERVICES**

PRINT ALL INFORMATION LEGIBLY BELOW

	<u>COMPANY NAME</u>	<u>PRINT YOUR NAME</u>	<u>PHONE #</u>	<u>FAX #</u>	<u>E-MAIL ADDRESS</u>
20	Baver Latoza Studio	Edward Torrez	312-567-1000 x26		etorrez@baverlatozastudio.com
21	Hutchinson Design Group	Shaun Blough	847-756-4450		Shaun.Blough@HutchinsonDesignGroup.com
22	Allen & Pepa Architects	Rebecca Wilson	630 220 1425		ralena@allenpepa.com
23	Allen & Pepa Arch	Lane Allen	630 877-8891		lallen@allenpepa.com
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