

Addendum #1
RFQ06192014
Architectural/Space Utilization Services
McHenry County College

This Addendum is in response to the inquiries from potential bidders. This Addendum constitutes changes to the specifications as sent out in the original RFQ and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind.

Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: _____

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1. If a copy of our firm's CDB Prequalification letter is included in the proposal, is a CDB form 255 also required? Does the RFQ require the inclusion of a fee proposal, or fee schedule, of any kind? **We would like to have the form 255. There are no fee schedules required.**
 2. In addition to the 255 form, do we need to include standard team resumes and project pages? **If your firm is not an architectural firm but specializes in space utilization and solutions to solve the issues we face, then a CDB 255 form will be waived. In terms of providing resumes, that is helpful information but a brief summary of the skills inventory will also qualify.**
 3. Do you want an entire CDB Form 255 completed? If so, can the form include pictures? If not the CDB Form 255, what form/documentation should we include? If not the entire CDB Form 255, what portions of the CDB Form 255 do you specifically need? We understand that you have requested this submission to be completed in the order outlined in the RFQ and want to make sure that we are not providing you with unnecessary or duplicate information. **If you can provide the full form that is helpful; pictures are totally your call if you wish to provide them.**
 4. General Requirements Section: This document is requesting firms to submit "bids". As the typical nomenclature for "bids" implies a pricing component, but this solicitation is labeled as an "RFQ" or Request for Qualifications, Is pricing for services required at this time? We would assume pricing is not included, as there is not enough definition of scope, and the document references the CDB Fee structure elsewhere. **Yes that is correct but the bid in this case is you are bidding based on your capabilities, no fees are being sought at this time.**
 5. Project Summary / Scope of Services: As a RFQ for space utilization services, the scope outlines "identify the space needs in relation to health programs, science program, and student space"... "current space utilization must be confirmed and future requirements for each area must be determined." However, conceptual drawings are required as a part of the service for new buildings, renovation, additions, offsite property, etc. Kindly clarify the relative extent of the scope of work envisioned for assessment of space needs versus the design component. **This is a little more difficult to provide a clear answer. We have a Board that questions whether or not the college requires new space or if utilizing existing space in a different manner can solve the problem that the college is experiencing. That problem being outdated labs and not enough space to house all the programs or services demanded by the community. If new construction/remodeling/additions is needed, conceptual designs will have to be provided, if existing space can be repurposed to satisfy the needs of the college I am equally sure a conceptual design will be required.**