

**CITY OF CHICAGO
DEPARTMENT OF BUILDINGS**

**GUIDELINES FOR THE PREPARATION OF REQUESTS FOR
QUALIFICATIONS FOR THE SELECTION OF CONSULTING FIRMS TO
PERFORM LIFE SAFETY EVALUATIONS**

The Chicago Department of Buildings has developed these guidelines to assist in the preparation of Requests for Qualifications (RFQ) for the selection of consulting firms to perform Life Safety Evaluations (LSE) to assist building managers, owners and tenants organizations to ensure compliance with the requirements of the High Rise Ordinance passed by the Chicago City Council in December of 2004. These are to serve only as a guide in the preparation of the RFQ's and do not impose any requirement outside what is in the Chicago Building Code (CBC) nor do they ensure a passing score on the LSE.

This draft RFQ can be used for either residential or commercial high rise buildings required to complete the LSE.

The LSE is intended to satisfy ordinance Section 13-196-206 of the *Municipal Code of the City of Chicago*. That section requires a LSE to be performed by a licensed professional engineer or a licensed architect for the owner of an existing building exceeding 80 feet in height which is not fully sprinklered in accordance with the provisions of the CBC and which is either occupied for non-transient residential uses or which is a landmark or other building so designated in accordance with the ordinance..

The purpose of the LSE is to demonstrate that a specific high-rise building **can provide a reasonable level of safety from fire for the occupants**. This is accomplished through the evaluation of specific criteria related to the building's design and the LSE utilizes a scoring system to determine the relative level of compliance of a building. Buildings which do not meet the minimum score require that some sort of modifications or retrofit work be done to improve the building's level of safety from fire.

A LSE score which meets or exceeds the minimum required score does not guarantee against loss of life or property damage, nor does this evaluation intend to state or imply that the building is in compliance with the requirements of the current or previous editions of the Chicago Building Code. In accordance with Section 13-196-010 of the CBC, every existing building must comply with the code requirements in force and applicable to such building at the time of its construction or alteration. **IN ADDITION, THE LSE SHALL NOT BE CONSTRUED TO WAIVE MINIMUM PROVISIONS OF THE CBC APPLICABLE TO EXISTING BUILDINGS.** It is recognized that the LSE may not provide comprehensive solutions for all possible building conditions and arrangements. In such cases, alternative methods and materials are available to the building owner through the CBC's administrative provisions.

This document is intended provide guidance for the development of a RFQ that can be used when soliciting architectural and engineering firms to perform this work and the format of the final report that must be submitted to the Department of Buildings in order to comply with the requirements of the Ordinance.

The Guidelines can be downloaded and tailored to meet the specific needs of the building. The Guidelines also include language that can be used to contract for the preparation of plans and specifications required for the implementation of any recommendations arising from the findings of the LSE. It should be noted, however, that preparation and submittal of the LSE does not require the preparation of plans and specification to implement any recommendations contained in the report. The deadline for the completion of any recommended building improvements, except the installation of sprinklers, is January 1, 2012. If sprinklers are to be installed, the installation can be phased in accordance with Section 13-196-205 of the CBC, but all work for sprinklers must be completed by January 1, 2015.

Any individual or firm that is licensed in the State of Illinois for the practice of architecture or professional engineering can be used to perform the LSE and prepare the report. Nevertheless, owners should look for individuals and firms that have experience in the area of fire safety and evaluation. Recommended sources for the selection of individuals and firms include:

- **Illinois Society of Professional Engineers.** Phone 217/544-7424 or email at www.illinoisengineer.com.

Individuals and firms should be checked against the State of Illinois Department of Financial and Professional Regulations' web site to verify that they are licensed with the State and in good standing. Traditionally, consultants are selected first on the basis of qualifications and then, after the selection of the most qualified firm, a contract with fee is negotiated. The Department of Buildings recommends this approach as the one that will best ensure that the firm is selected on the basis of their credentials and not their price.

If, during the course of the preparation of RFQ, you have any questions or need further direction, contact Ms. Lise Helene, Project Manager, at bl00897@cityofchicago.org or 312/746-5608.

SAMPLE SOLICITATION LETTER

Date:

XYZ Consultants
1234 Fifth Avenue
Chicago, Illinois 60666

Subject: Request for Qualifications
Life Safety Evaluations

Dear XYZ Consultants:

The Board of Directors (or whatever management group has been designated to make the decision for the selection of a LSE consultant) seeks the submittal of qualifications for the selection of a consultant to perform a Life Safety Evaluation of its building located at _____.

Interested individuals or firms should submit their qualifications in accordance with the Request for Qualifications (RFQ) enclosed herewith. All individuals and firms will be evaluated against the criteria in the RFQ. The most qualified individual or firm will be invited to meet with the Board of Directors to negotiate a contract for the performance of the work.

The deadline for submittal of qualifications is the close of business _____ (as shown in the RFQ). All submittals become the property of the Board of Directors. The Board of Directors reserves the right to reject any and all submittals and to modify the scope of work at any time prior to the execution of a contract. All questions regarding the RFQ shall be submitted in writing to _____.

Sincerely,

Board of Directors

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR HIGH RISE LIFE SAFETY EVALUATIONS

1. INTRODUCTION

1.1. Purpose

The Chicago City Council recently passed legislation mandating that the owners of buildings exempt from installing sprinklers must complete a Life Safety Evaluation (LSE) for their building (Chicago Building Code Section 13-196-206). The LSE is a quantitative assessment of specific fire safety, means of egress and general safety related elements of a building's construction and a plan to bring the building into compliance through repairs. The LSE must demonstrate that the specific high rise building can currently, or after completion of an approved Life Safety Compliance Plan, provide a sure and reasonable level of safety from fire for all occupants. Buildings that must complete a LSE are those exempted by Section 13-196-205 paragraphs 3 through 7 inclusive, and are generally as follows:

- 1.1.1. All non-transient residential or mixed-use buildings over 80 feet in height which are not sprinklered.
- 1.1.2. All landmark commercial buildings, contributing commercial buildings in a landmark district and potential landmark commercial buildings (Department of Planning and Development "red/orange" buildings) over 80 feet in height which are not sprinklered except if specifically excluded elsewhere in the Chicago Building Code (CBC).

1.2. Implementation Schedule

The LSE is to be performed and submitted to the Chicago Department of Buildings (DOB) no later than **January 1, 2006**. An approved Life Safety Compliance Plan resulting from the evaluation must be fully implemented no later than **January 1, 2012**. If it is determined that full automatic sprinkler protection is to be provided in the building, then the 12-year ordinance mandated installation schedule for the sprinkler system compliance may be used.

1.3. Evaluation Standards

The 2004 edition of the CBC, with all changes made through December 31, 2004, shall be used for the performance of this work. It shall be the responsibility of the design professional to familiarize him or herself with the

necessary documents required to complete this task and to obtain all required Codes and their latest revisions.

1.4. Assurances / Contingencies / Code Provisions

An LSE score that meets or exceeds the minimum required score as outlined in Section 13-196-206, does not guarantee against loss of life or property damage, nor does the evaluation intend to state or imply that the building is in compliance with the requirements of the current or previous editions of the CBC. In accordance with CBC Section 13-196-010, every existing building must comply with the code requirements in force and applicable to such building at the time of its construction or alteration. The LSE shall not be construed to waive minimum provisions of the CBC applicable to existing buildings. It is recognized that the LSE may not provide comprehensive solutions for all possible building conditions and arrangements. In such cases, alternative methods and materials are available to the building owner through the CBC's administrative provisions.

1.5. Definitions

1.5.1. "Building Manager" shall be defined as the management firm retained by the owner to manage the building. In the case where no separate management firm has been retained, the building manager shall be the owner of the building.

1.5.2. "Design Professional" shall be defined as any State of Illinois Licensed Architect or Professional Engineer.

1.5.3. "Professional of Record" is defined as the design professional employed to perform the LSE and whose seal will be affixed to the LSE.

2. SCOPE OF WORK

2.1. Building Inspection

An inspection shall be made of the interior of the building and, where appropriate for the evaluation or necessary to determine adequacy of means of egress, the building's exterior as well. The inspection shall be sufficiently complete to ensure that the findings are representative of the entire building's character. Generally, inspection of representative spaces will be sufficient to meet the inspection requirement, however, the consultant shall ensure that all unusual conditions are properly accounted for in the inspection and that the inspection is an accurate indication of the condition of the building. The work shall comply with the requirements of the Rules and Regulations for the Execution of Life Safety Evaluations as promulgated by the Commissioner of the Department of Buildings.

The inspection work shall include, but not be limited to, the following:

- 2.1.1. Review of building plans and any changes to the building made subsequent to construction. The inspection shall compare the plans to actual field conditions and, where changes have been made, an evaluation must be made of the changes and their impact on the LSE.
- 2.1.2. Testing of building systems as they relate to the LSE. This shall include, but not be limited to:
 - 2.1.2.1. Elevator recall systems
 - 2.1.2.2. Fire alarm, smoke detector and smoke control systems
 - 2.1.2.3. One and two way communications systems
 - 2.1.2.4. Door unlocking systems
 - 2.1.2.5. Sprinkler systems when present including testing of fire pumps
 - 2.1.2.6. Emergency electrical systems
 - 2.1.2.7. HVAC Systems
- 2.1.3. Partial uncovering of walls, floors and ceilings to verify construction types if not obvious from visual observation.
- 2.1.4. Photographs, field notes and measurements shall be made to substantiate all findings and recommendations based on the inspection.

2.2. Report

A written report shall be prepared after the completion of the inspection and evaluation of the findings. The Report shall conform to the requirements set forth in the Rules and Regulations for the Execution of Life Safety Evaluations as promulgated by the Commissioner of the Department of Buildings.

2.3. Meetings

The Professional of Record will be expected to attend coordination meetings with the building owner and to make a presentation to the building owner and residents of the building, if so required, prior to the submittal of the final report. It is expected that the Professional of Record will attend an initial kick-off meeting to finalize details of the inspection and one interim meeting at the approximate mid-point of the project work. The Professional of Record shall attend any meetings directed by the Commissioner of the Chicago Department of Buildings relative to his review of the final report. Where such meetings are called to address performance deficiencies, such meetings shall be at the cost of the Professional of Record.

2.4. Notification Concerning Dangerous or Hazardous Conditions

If in the course of the inspection for the LSE, any imminently dangerous or hazardous conditions are uncovered, the Professional of Record shall immediately notify the Building manager of the condition and any recommended action to correct the problem. Such notification shall be made verbally followed by a written letter. The Commissioner of the Department of Building shall also receive written notification of any imminently dangerous and hazardous conditions.

2.5 Cost Estimate (Note to building owners. This section is optional and not a requirement of the Ordinance. Cost estimates are recommended so that condominium associations, building owners and tenants can plan to pay for any improvements that must be implemented as part of the LSE. It is generally easier for the consultant performing the original inspection to develop the cost estimates for implementation.)

The Professional of Record when directed by the owner or building manager shall prepare cost estimates for all recommended work shown in the report. The cost estimates shall be in 2005 dollars. A timeline shall be developed for implementation that evens, as much as possible, the annualized assessments required to implement the recommended projects. All work must be completed by the required December 31, 2009 implementation date for all life safety related improvements exclusive of sprinklers, which, if recommended, shall comply with the Ordinance mandated phase in by December 31, 2012.

3. QUALIFICATIONS OF FIRMS AND PROFESSIONAL

For design firms submitting qualifications to perform this work, the firm and the Professional of Record must be a State of Illinois Licensed Architect or Professional Engineer and so registered with active licenses with the State of Illinois Department of Financial and Professional Regulation. Sole proprietors acting as the Professional of Record must be State of Illinois Licensed Architects or Professional Engineers and be so registered with active licenses with the State of Illinois Department of Financial and Professional Regulation. All subconsultants working under the Professional of Record's direction must meet all minimum credential criteria associated with their area of expertise and involvement with the LSE.

Firms barred from performing consultant and design services by the City of Chicago will not be considered for this assignment.

Notice is hereby given that firms and professionals retained who are later found to have falsified their credentials or provided false information in the submittal of this RFQ will be referred to the State of Illinois Department of Financial and Professional Regulation for disciplinary action.

4. PROPOSAL FORMAT

The Request for Qualifications shall be bound, printed single side and on 8-1/2 by 11 inch paper using a portrait format. Elaborate, costly or non-standard formats shall not be used and are specifically discouraged. The submittal must exactly follow the format outlined below. Submittals which do not follow this format will be rejected.

4.1. Cover Letter.

A cover letter on the stationary of the firm or the design professional submitting the RFQ shall be provided. The cover letter shall clearly state that the design firm or professional understands the scope of work to be performed, name the individual who will serve as the Professional of Record for the project, a commitment to staff the work with the key personnel outlined in the RFQ and a commitment to complete the work within the time frame specified. The RFQ must be signed by the President or Partner-in-Charge of the firm submitting the RFQ or, in the case of a sole proprietorship, the design professional that will conduct the work.

4.2. Executive Summary

The Executive Summary shall provide an overview of the project's key staff, their qualifications and responsibilities, past experience in performing similar assignments, estimated time to complete the assignment, current work load and any subconsultants that will be used on the project. The Executive Summary shall also include a statement of understanding of the scope of work and expected outcomes for this assignment including deliverables.

4.3. Prime Consultant and Subconsultant Past Experience

Descriptions of at least three, but no more than five, past relevant projects shall be submitted for the prime consultant. At least two past relevant projects shall be submitted for any subconsultants. Project descriptions shall include name and address of project, work assignment, key personnel assigned to the project, date of assignment, value of work and contact information to verify work performed. All references shall be verified in advance for accuracy.

4.4. Key Staff Credentials and References

Provide resumes and references for all key staff, including subconsultant key staff, assigned to the project. At least one key staff member must have demonstrated experience for the past five years in the area of Life Safety Evaluations or is a graduate from an accredited Fire Protection Engineering program. Resumes shall include all relevant assignments with project name, location, description of work performed, value of work performed and references with up to date contact numbers.

4.5. Professional Licensure and Business License

Provide copies of all professional licenses for key staff. Where the firm is a licensed design firm, provide copy of the firm's license. Provide copies of all business licenses.

4.6. Current Projects

List all current and pending projects with start and completion dates, estimated value of work and percent commitment of key staff to these projects.

4.7. Contract and Terms and Conditions

Provide copy of contract to be used for this assignment and any terms and conditions.

4.8. Insurance

Provide copy of professional liability insurance.

5. Evaluation Criteria

Each Request for Qualifications will be evaluated against the following criteria:

5.1. Understanding of the Work. The submittal reflects an understanding of the work to be performed and time to complete the work.

5.2. Relevance of Team's Experience. The Team has demonstrated experience in the area of Life Safety Evaluations or has retained subconsultants which have previously performed such evaluations.

5.3. Relevance of Key Staff's Experience. The Key Staff proposed for the project has demonstrated experience in the area of Life Safety Evaluations. Where licensure is required, the Key Staff has the necessary Licenses to perform work.

5.4. Availability to Perform Work. The present workload of the firms' and key staff proposed is such that the necessary resources can be applied to this assignment without jeopardizing the schedule for completion of the work.

5.5. Insurance. The firms and/or the individuals performing the work have insurance in the amounts required by the building.

6. Notification of Award

The selected firm will be notified within thirty calendar days of submittal of the desire to negotiate a contract for this assignment. A Notice to Proceed will be issued within forty-five calendar days of the finalization of negotiations, but in no case later than May 1, 2005.