DECEMBER 28, 2018

ADDENDUM NO. 6

FOR

REQUEST FOR PROPOSAL ("RFP")

FOR

LEAD ARCHITECTURAL DESIGN SERVICES – TERMINAL AREA PLAN – FOR THE O'HARE 21 PROGRAM AT O'HARE INTERNATIONAL AIRPORT

SPECIFICATION NO. 428915

For which Proposals are due in the office of the Chief Procurement Officer, Department of Procurement Services, Room 103, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 at 4:00 p.m., Central Time, on January 7, 2019.

The following changes and/or revisions are incorporated into the above referenced RFP Document as noted. All other provisions and requirements as originally set forth remain in force and are binding.

THE RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THE ADDENDUM IN THE COVER LETTER SUBMITTED WITH THEIR PROPOSAL

SECTION 1. NOTICE OF REVISIONS TO THE RFP

| 1. | Attachment A, Public Display Layout, has been provided for reference and contains the layout of the public display that will be placed in Terminal 2 at O'Hare International Airport. |
| 2. | Attachment B, Interview Room Layout, has been provided for reference and contains a floor plan and photographs of the interview room and the layout for the presentation area and interview panel. |
| 3. | Teams must provide a maximum 100-word narrative description summary of their design that will be affixed to the model with the firm/team name. That information shall be included with the submittal due on January 7, 2019 contained in a separate file directory on the USB drive or CD-ROM. CDA will utilize the information to create a nameplate and conception description for the public displays. |
| 4. | An optional Site Visit of the Chicago Architecture Center ("CAC") is scheduled for January 3, 2019 at 10:00 a.m. CAC is located at 111 East Upper Wacker Drive, Chicago, IL. Limit attendees to three (3) individuals per Team. |
| 5. | A Revised Submittal Checklist has been added as Attachment C of this Addendum. |
### SECTION 2. ANSWERS TO QUESTIONS SUBMITTED FOR CLARIFICATION OF THE RFP

| Question 1: | The response to Addendum 5 Question 49 states that specific requirements for the 4’x6’ graphic board are in process and forthcoming. The Pre-Submission presentation and the revised Proposal Checklist indicate that the 4’x6’ graphic board is due at time of proposal submissions on January 7, along with the public one-minute video. We understand that the CAF and Terminal 2 public displays will not occur until after the January 16 presentations. Since the model can’t be in two places at once for public viewing, we assume that the 4’x6’ graphic board for the Terminal 2 display would feature images of the presentation model that is simultaneously displayed at the CAF.  

**Question:** Can the due date for the 4’x6’ board be changed to January 16th, so that we do not have to reveal images of the model prior to presenting it on the 16th?  

**Response:** *No. The 4’ x 6’ graphic board is due on January 7th as previously stated. For confidentiality reasons, the 4’ wide x 6’ high graphic board should be submitted with some form of cover to conceal and protect the contents of the graphic. The covers will not be removed until prior to installation in Terminal 2 for public display.*

*Attachment A, Public Display Layout, of this Addendum is provided for reference and contains the layout for the public display that will be placed in Terminal 2 at O’Hare International Airport. Respondents are required to provide a 4’ wide x 6’ high graphic board representing their project. The graphic will be mounted on a ½” ultra-board with white core. The Team’s name will be printed by CDA along with the maximum 100-word description of the concept provided by the Team and due at the time of submission. A 31.5” monitor in 16:9 aspect ratio will be mounted above the description to play the one (1) minute required video in a continuous loop. The firms are free to compose the 4’ x 6’ graphic board with content that they believe best represents their concept. After completion of the interview, the presentation board will be transported and installed by CDA for public display.*

| Question 2: | The response to Question 89 states that more detailed dimensional criteria for the model base and plexiglass covering is being developed and will be forthcoming.  

**Question:** When can we expect Addendum clarification for further detail on the model base and 4’x6’ graphic board?  

**Response:** *Attachment A, Public Display Layout, has been provided for reference and contains the shop drawings for the bases that will be provided to the Teams to display their models. See response to Question 1 above for additional information on the graphic board.*

| Question 3: | The Proposal Checklist requires 11”x17” drawings be included in Volume 1 of our submission.  

**Question:** Are the drawings to be submitted limited to this format or are larger drawings expected (or allowed) along with the rest of our proposal submission (for example 18”x24”)?  

**Response:** *No. Submit drawings as specified in the RFP in 11” x 17” format hardcopy. High resolution images should be included on the Team’s USB Drive or CD-ROM.*

| Questions 4 | For the model display during the interview, do we have to provide our own base, or will a table be provided, or can we use the base that will be located at the CAF? |
**Response:** A base will be provided for the interview.

**Question 5** Will the model have to be moved to the O’Hare public display? Or will this only be the large graphic format 4’ x 6’ board? Will any more specifics be provided for the content of the board?

**Response** No. The models will be transported by CDA to Terminal 2 for installation. Refer to Attachment A, Public Display Layout for additional information on the graphic board.

**Question 6** It states the city will own the model, will the model need to be moved to a final location? Where will this be and has a date been determined when this will happen?

**Response** No. After the interview, the model will be relocated to a non-public room adjacent to the interview room by CAC staff. Once all the interviews have taken place, the staff at the CAC will relocate the models and bases for public display.

**Question 7** We will be providing an additional small model that we would like to pin up, will there be anywhere on a wall that we can pin up for the interview? For the permanent display? If so, who can we ask regarding mounting points at the site?

**Response** The Team would need to provide a stand for the second model to be pinned up. Additional models will not become part of the public display, only the model requested in the RFP. The Team may include images of the second model on the 4’ x 6’ public display board.

**Question 8** We would like to schedule a visit to the CAF to view the interview room on January 3. Who do we contact to make these arrangements?

**Response** A site visit has been arranged. Refer to Section 1, Item 4 for details.

**Question 9** Are any formatted graphics required for the 1:00 minute video since it is one unified exhibit?

**Response** No. The exhibits illustrate the location and size of the monitors including the viewing distance. The content and graphics of the video are up to the discretion of the Teams. In all public locations, the required 100-word project description provided by each Team will appear in written form adjacent to the video. The video will not be played with any audio playback. Graphics shall be included as desired by the Team.

**Question 10** Please confirm if you want the public presentation video on the 20 USBs with Volume I and II or if we are to provide one (1) copy.

**Response** The public presentation video should be on the 20 USBs.

**Question 11** Please confirm how you would like us to include the video in the 11” x 17” format.

**Response** The actual video should be provided on a USB drive or CD-ROM.

**Question 12** Please confirm how you would like us to include this board in 11” x 17” printed format or are we to provide the actual 4’ x 6’ board at this time.

**Response** The actual 4’ x 6’ graphic board is due on January 7, 2019.

**END OF ADDENDUM NO. 6**

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER

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ATTACHMENT A

PUBLIC DISPLAY LAYOUT
ATTACHMENT B

INTERVIEW ROOM LAYOUT
The red shaded zone indicates the area for the Respondents to set up for their presentation. There will be 8 chairs provided for the team to use and arrange at their discretion. The video screen elevation can be set by the team for their use. Photographs, on the following page indicate the maximum height of the screen. The stage and stairs shown in the photo will be removed. The model base may also be relocated at the discretion of the team. The bottom of the video screen is approximately 84” above the floor to be confirmed at the walkthrough on January 3rd.
REVISED SUBMITTAL CHECKLIST

This checklist is provided for ease of review of the Respondent’s submittal content; however, it is the responsibility of the Respondent to ensure that all the required material requested in this RFP is addressed and included in the Respondent’s submittal.

Required Content

Volume I - Required Content 11” X 17” format

☐ Cover letter
☐ Executive Summary/Narratives
☐ Drawings
☐ Renderings
☐ Video (USB only)
☐ 4’x6’ Graphic Board
☐ Cost Estimates

Volume II - Required Content 8 ½” X 11” format

☐ Conflicts of Interest (if necessary)
☐ MBE/WBE Documentation – Narrative
   ☐ Schedule B and JV Agreement, if appropriate
   ☐ Schedule C-1 for each proposed MBE/WBE Subcontractor
   ☐ Schedule D-1
   ☐ Letter of Certification from City of Chicago for each proposed MBE/WBE Subcontractor
   ☐ Mentor-Protégé Agreements, if appropriate
   ☐ Exhibit 2a Maximum Hourly Rates per Position & Multipliers

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