

October 3, 2018

# Project Development Services

# Pre-Submittal Conference



**PUBLIC BUILDING  
COMMISSION** of Chicago

# Agenda

- **Welcome**
- **PDS Overview**
- **Procurement Requirements**
- **Contract Highlights**
- **Q & A**

# PDS Overview



**SINCE 2011**

**46 new construction projects**

**8 site development projects**

**9 school modular buildings**

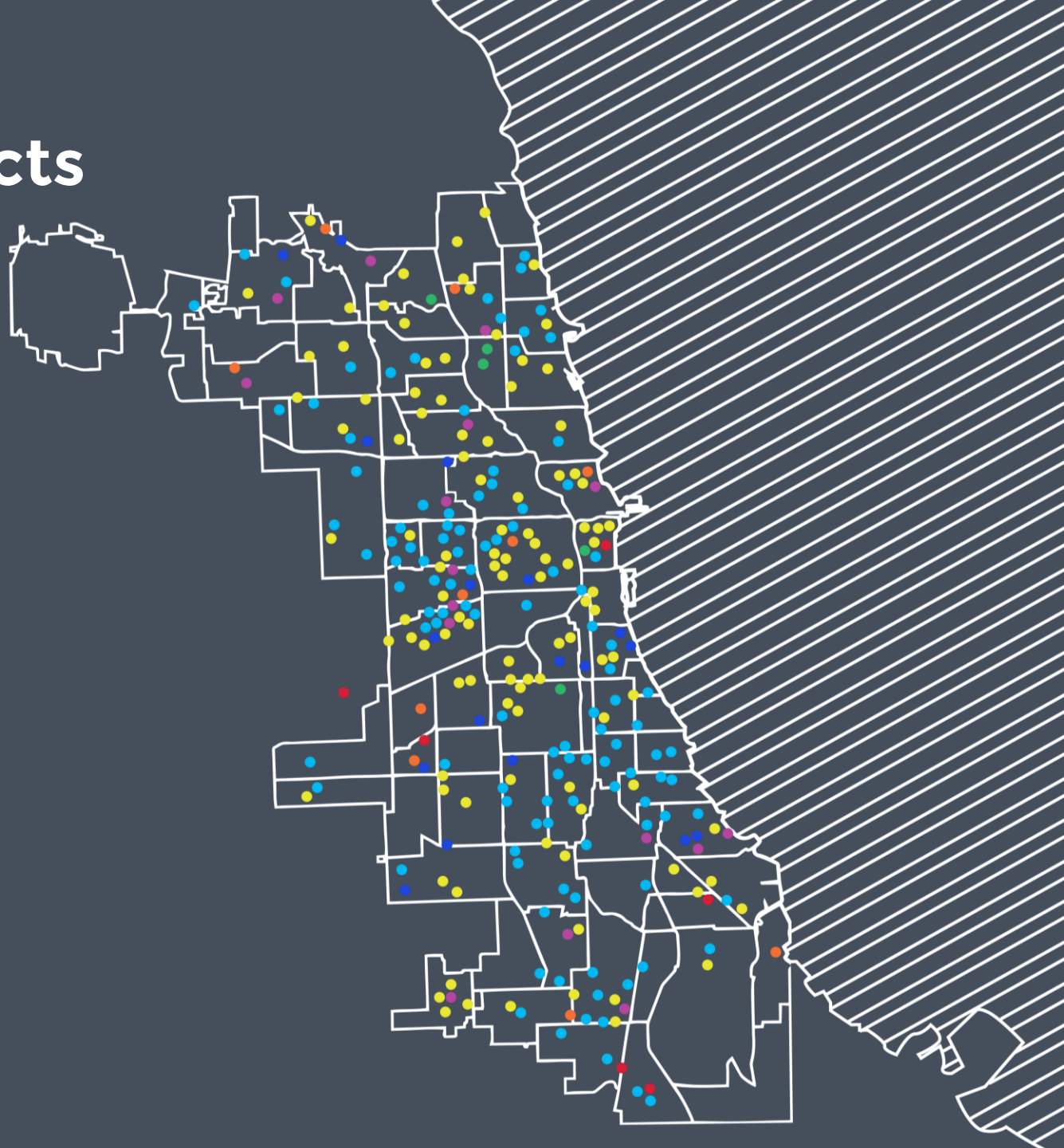
**148 facility renovations**

**3 energy conservation programs**

**4,800+ security cameras installed**

# Recent PBC Projects

- 2011
- 2012
- 2013
- 2014
- 2015
- 2016
- 2017



# What does the PBC do?



assessment, capital  
planning, financing

acquisition, remediation,  
site prep

planning, design,  
procurement, construction

operation, maintenance



# Sister Agencies



## City of Chicago

## Cook County



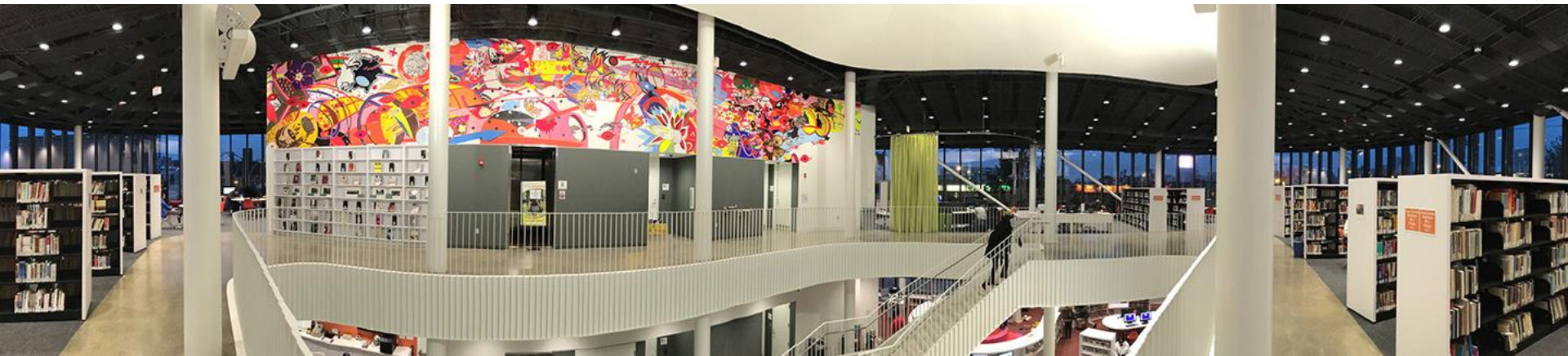
FLEET & FACILITY MANAGEMENT



CHICAGO DEPARTMENT OF PLANNING & DEVELOPMENT



## User Agencies



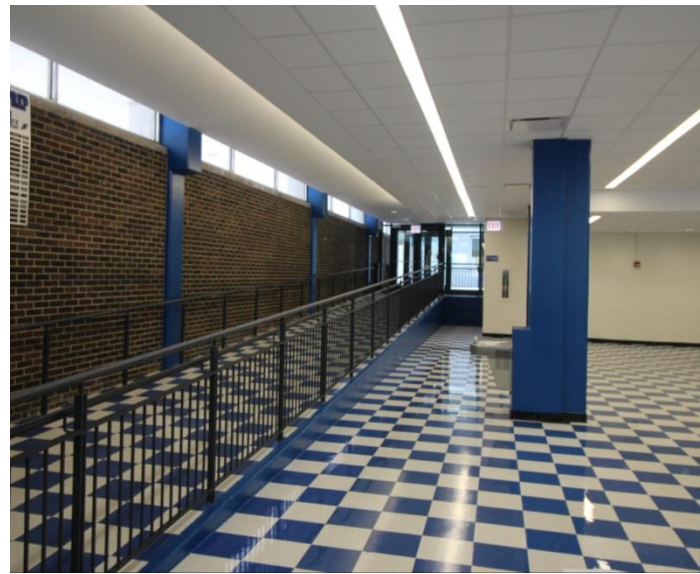
new construction





additions





renovation



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site development



energy conservation

**BUDGET**



# PROJECT DELIVERY OBJECTIVES



**SCHEDULE**



**QUALITY**



**Design-Bid-Build**

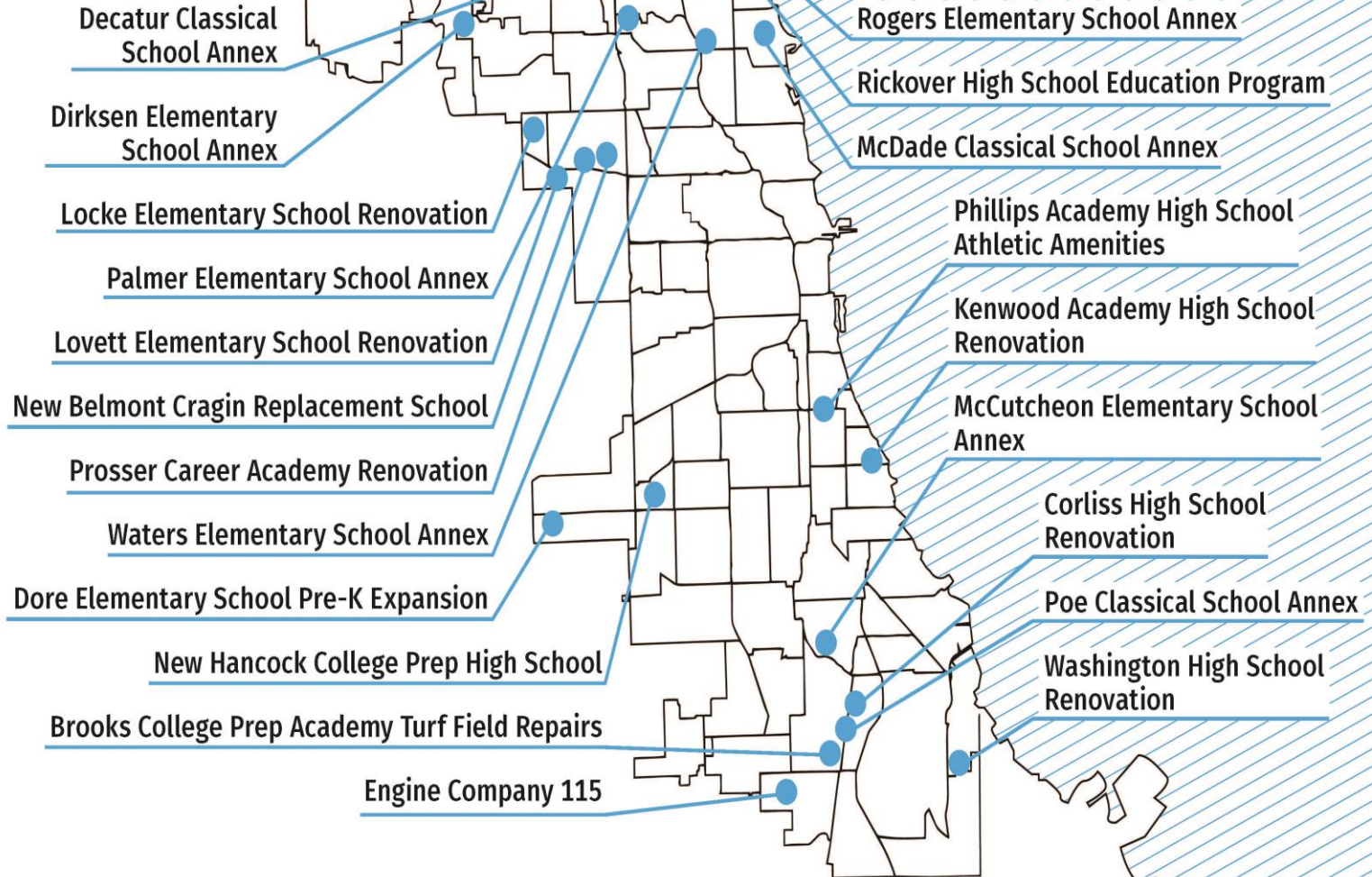
**Design-Build**

**Construction  
Management**



# Projects

# New Projects





# Organizational Chart

- Roles and Responsibilities
- Key Decision Makers
- Key Functions
  - \*Cost Control
  - \*Change Management
  - \*Design and Construction Management
- Public Sector Assignments

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Key Submission Considerations

# Project and Program Experience

- Types - Site Improvement, Renovation, New Construction, etc.
- Schedule, Budget, Complexities, Etc.

## Other Considerations

- Support (administrative, organizational, etc.)
- Capacity (single/multiple projects)
- Chicago Market Resources
- Quality of Work
- Critical Issues Mitigation Strategies

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Key Submission Considerations

# Procurement Requirements



# Procurement Timeline

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Issue RFP.....September 14, 2018  
Pre-Submission Conference.....October 3, 2018  
Questions Deadline.....October 5, 2018 at 4:30PM  
Submission Deadline .....**October 15, 2018** at **1:00PM**  
Target Award.....December 2018 PBC Board Meeting

# Procurement Requirements

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## Number of Copies:

- 1 signed, single-sided, bound ORIGINAL
- 1 double sided, unbound paper copy
- Submit 5 electronic copies on USB Flash Drive
- Submit 1 single sided, bound copy of Financial Statements

## Requests for Information:

- Send to Public Building Commission of Chicago, Attn: James Borkman, Contract Officer by email: [james.borkman@cityofchicago.org](mailto:james.borkman@cityofchicago.org)

## Availability of Documents related to this solicitation:

- <http://www.pbcchicago.com/opportunities/rfp-project-development-services/>

# Proposed Rate Sheet

Respondents shall provide a range (low and high) for their hourly rate, which includes overhead and profit.

For additional Personnel, provide the title(s) and an explanation demonstrating the reason for additional staff in an attached Narrative Statement.

The Commission reserves the right to negotiate rates and/or titles of Personnel.

## PROJECT DEVELOPMENT SERVICES – PS3005 SCHEDULE A – PROPOSED RATE SHEET

### A. HOURLY RATES

PERSONNEL		HOURLY RATE RANGE*
1	Senior Project Manager	\$
2	Project Manager	\$
3	Assistant Project Manager	\$
4	Change Management	\$
5	Cost Control	\$
6	LEED/Sustainability	\$
7	Quality and Safety	\$
8	Commissioning	\$
9	MEP Coordination	\$
10	Scheduling	\$
11	Document Controls	\$
12	Other:	\$
13	Other:	\$
14	Other:	\$
15	Other:	\$
16	Other:	\$


# References

Firms must provide at least **three (3)** references for the projects presented as a part of the firm's demonstrated experience and capacity. Please indicate the name of the company for which each reference is tendered in the Submitting Firm Name box. Firms may submit more than the minimum number of required references. **Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.**

FIRM NAME: \_\_\_\_\_

REFERENCES			
PROJECT NAME:			
Reference Name:		Reference Role on Project:	
Agency/Firm Name:		Email Address:	
Phone:		Mailing Address:	
Submitting Firm's Name:		Submitting Firm's Role on Project:	

# Evaluation Criteria



Criteria	Percentage
Experience and Qualifications of the Firm	20%
Approach and Methodology	30%
Key Personnel	5%
References	3%
Rate Sheet	10%
Value Add	5%
MBE/WBE	20%
Responsiveness	2%
Financial Capacity	5%



# Submission Checklist

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- Cover letter and Table of Contents
- Experience and Qualifications of Firm
- Approach and Methodology
- Qualifications of Key Personnel
- References
- Pricing
- Value Add
- MBE/WBE Participation
- Forms
- JV
- Financial Capacity

An aerial view of a rooftop garden in a city. The garden features a winding paved path, various plants and flowers, and a group of people walking. In the background, there are several tall skyscrapers under a blue sky with light clouds. The text "Contract Highlights" is overlaid in large, white, sans-serif font.

# Contract Highlights

# Compliance: MBE/WBE & Joint Ventures

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## MBE/WBE

- All contracts are closely monitored to determine compliance with MBE/WBE goals.
- The contract specific goal for MBE/WBE participation is a **minimum of 50%**.
- The goals may be met by participation of a MBE firm, WBE firm, or a combination of both.

## Joint Ventures

- ❖ Schedule B
- ❖ Joint Venture Agreement
- ❖ Certification letter if firm is MBE/WBE



# Compliance: Certification

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PBC ensures that only certified and experienced firms perform the required services.

**MBE or WBE firms must be certified with the City of Chicago and/or Cook County to receive credit as an MBE/WBE firm by the PBC.**





# EXHIBIT H

## MBE/WBE Past Participation

Please identify and report compliance history for least **three (3)** projects completed over the last three (3) years for which work is/was performed by your firm (government experience preferred but not required). The experience of any member of the Respondent's team will be deemed responsive to this requirement (lead partners experience preferred.)

**FIRM NAME:** \_\_\_\_\_

PROJECT # _____	
<b>Client Name:</b>	
<b>Client Contact:</b>	
<b>Client Contact Telephone:</b>	
<b>Project Name:</b>	
<b>Project Total:</b>	
<b>Year Completed:</b>	

**I. MBE/WBE PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women-owned business enterprises.

MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

**II. DEMONSTRATE COMMITMENT**

Respondent must demonstrate how they intend on meeting the MBE and WBE commitments to utilize minority- and women-owned business enterprises where Respondent performed as Professional Service Provider.

(If using your own document, please follow label 'Exhibit I – MBE/WBE Past Participation').

MBE/WBE PARTICIPATION

**SCHEDULE D**

**Affidavit of Professional Service Provider Regarding MBE/WBE Participation (1 of 2)**



# Schedule D

Name of Project: \_\_\_\_\_

STATE OF ILLINOIS    }  
                                  } SS  
COUNTY OF COOK    }

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

\_\_\_\_\_ Title and duly authorized representative of

\_\_\_\_\_ Name of Professional Service Provider whose address is

\_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_

and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
_____	_____	\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		_____ %	_____ %

**SCHEDULE C**

**Letter of Intent from MBE/WBE (1 of 2)  
To Perform As  
Subcontractor, Subconsultant, and/or Material Supplier**

Name of Project: \_\_\_\_\_

Project Number: \_\_\_\_\_

FROM:

\_\_\_\_\_  
(Name of MBE or WBE) MBE \_\_\_\_\_ WBE \_\_\_\_\_

TO:

\_\_\_\_\_ and Public Building Commission of Chicago  
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

\_\_\_\_\_ a Sole Proprietor                      \_\_\_\_\_ a Corporation  
\_\_\_\_\_ a Partnership                              \_\_\_\_\_ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated \_\_\_\_\_.  
In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

\_\_\_\_\_



**Schedule C**



# Contract Highlights

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## Term

- Base Term of the Contract is three (3) years with the option to extend for up to two (2), additional two (2) year periods.

## Ethics & Inspector General

- Agrees to comply with all provisions of the Code of Ethics and cooperate with the OIG.



## EXHIBIT A – LEGAL ACTIONS

FIRM NAME \_\_\_\_\_

### I. LEGAL ACTIONS

If the answer to any of the questions below is **YES**, you must provide a type-written, brief description, and/or explanation on a separate sheet following this page. Each question must be answered.

Question	Yes	No
Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does the firm or venture have any legally filed judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and include the date(s) of filing with the corresponding dollar amount of claims (or judgments and the contract value of the contract).		
Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last 3 years, has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any contract as a result of termination, litigation, arbitration or similar matter?	<input type="checkbox"/>	<input type="checkbox"/>
Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last 3 years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations (including but not limited to MBE, WBE, EEOC violations)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input type="checkbox"/>



# Legal Actions

# Form of Agreement

## EXECUTION PAGE

**THIS AGREEMENT** effective as of \_\_\_\_\_, but actually executed on the date witnessed, is entered into by and between the **Public Building Commission of Chicago**, a municipal corporation of the State of Illinois, having its principal office at Room 200, Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602, (the "**Commission**"), and \_\_\_\_\_ with offices at \_\_\_\_\_ (the "**Consultant**").

Address

City

State

Zip

### Recitals:

**Whereas**, the Commission intends to undertake from time to time the acquisition, demolition, renovation, development, construction and/or improvement of buildings, facilities and other improvements ("Project") located in the City of Chicago ("City") at the request of various governmental and public agencies ("User Agency").

**WHEREAS**, the Commission requires certain professional services as described in Section III the Request for Proposals of the Agreement (the "Services") in connection with the Projects undertaken by the Commission for the use and benefit of a User Agency.


**WHEREAS**, the Consultant desires to be retained by the Commission to perform the Services and has represented to the Commission that the Consultant is qualified and competent, by education and training, and has the knowledge, skill, experience and other resources necessary to perform the Services required by the Agreement in accordance with terms and conditions of the Agreement.

**WHEREAS**, in reliance upon the Consultant's representations and Key Personnel as identified in the Request for Proposals response, the Commission has selected the Consultant to perform the Services on the terms and conditions set forth in this Agreement as modified from time to time by Task Order.

**NOW, THEREFORE**, the parties have executed this Agreement on the terms and conditions that follow:

**Sample  
Agreement**

# Assist Agencies



**PBC ASSIST AGENCIES**  
Assist agencies are chambers of commerce and not-for-profit agencies that represent the interests of small, minority- and/or women-owned businesses. For the most up-to-date contact information, visit [pbcchicago.com/doing-business/assist-agencies/](http://pbcchicago.com/doing-business/assist-agencies/).

P.O. Box #19670 Chicago, IL 60619	African American Contractors Association * Omar Shareef (312) 915-5960	aaconatlassoc@gmail.com aaconatl.org
12000 S Marshfield Ave Calumet Park, IL 60827	Black Contractors United * Carole Williams (708) 389-5730	bcunewera@att.net blackcontractorsunited.com
1633 S Michigan Ave Chicago, IL 60615	CANDO Corporation LaVerne Hall (312) 488-9338	LHall@candocorp.net
800 E 78th St Chicago, IL 60619	Chatham Business Association: Small Business Development, Inc. Melinda Kelly (773) 994-5006	melindakelly@cbaworks.org cbaworks.org
4510 S Michigan Ave Chicago, IL 60653	Chicago Urban League Jason Johnson (773) 451-3547	jjohnson@thechicagourbanleague.org thechicagourbanleague.org
2444 W 16th St Chicago, IL 60608	Chicago Women in Trades * Jayne Vellinga (312) 942-1444	jvellinga@cwit2.org chicagowomenintrades2.org
ATTN: Adam Weiss 111 W Washington, #1700 Chicago, IL 60602	ConstructConnect Cassidy Bailey (800) 364.2059 ext. 7204	cassidy.bailey@constructconnect.com ConstructConnect.com
202 S Halsted St Chicago Heights, IL 60411	Construction Business Development Center at Prairie State College Paul Murtagh (708) 709-3692	pmurtagh@prairiestate.edu prairiestate.edu
4210 W Irving Park Rd Chicago, IL 60641	Federation of Women Contractors * Beth Doria (312) 360-1122	fwcchicago@aol.com fwcchicago.com
650 W Lake St, #415 Chicago, IL 60661	Hispanic American Construction Industry Association Jorge Perez (312) 575-0389	jperez@haciaworks.org haciaworks.org
411 Hamilton Blvd, #1404 Peoria, IL 61602	Illinois Black Chamber Of Commerce Kenyatta Fisher (309) 740-4430	larryivory@illinoisblackchamber.org illinoisblackchamber.org
3512 W Fullerton Ave Chicago, IL 60647	Latin American Chamber Of Commerce D. Lorenzo Padron (773) 252-5211	d.lorenzopadron@laccusa.com laccusa.com
930 E 50th St Chicago, IL 60615	Rainbow/PUSH Coalition John Mitchell (773) 256-2766	jmitchell@rainbowpush.org rainbowpush.org
1750 E 71st St Chicago, IL 60649	South Shore Chamber, Inc. Tonya Trice (773) 955-9508	trice@southshorechamberinc.org southshorechamberinc.org
8 S Michigan Ave, #400 Chicago, IL 60603	Women's Business Development Center Frieda Curry (312) 853-3477	fcurry@wbdc.org wbdc.org
308 Circle Ave Forest Park, IL 60130	Women Construction Owners & Executives * Mary Kay Minaghan (708) 366-1250	mkm@mkmservices.com wcoesa.org
1250 Grove Ave, #200 Barrington, IL 60010	U.S. Minority Contractors Association Larry Bullock (847) 852-5010	larry.bullock@usminoritycontractors.org usminoritycontractors.org

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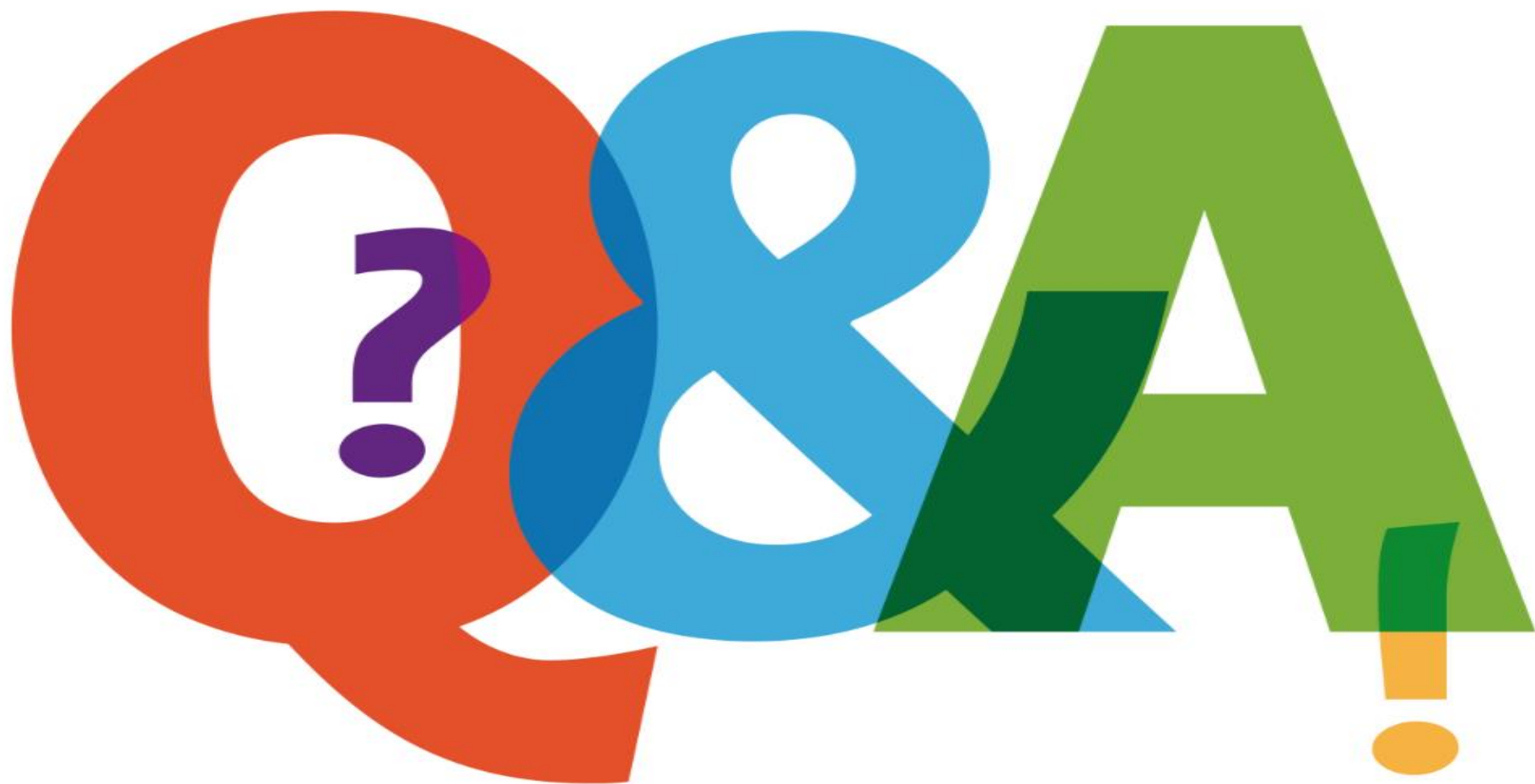
\* Firm only receives electronic notification of PBC IFB Documents

# Sole Point of Contact

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**James Borkman**

[james.borkman@cityofchicago.org](mailto:james.borkman@cityofchicago.org)



# NETWORKING

