



PUBLIC BUILDING COMMISSION OF CHICAGO

REQUEST FOR PROPOSAL (RFP) FOR PROJECT DEVELOPMENT SERVICES (PS3005)

ISSUED: SEPTEMBER 4, 2018

Responses must be submitted in sealed envelope(s) or package(s). The outside of each must clearly indicate the name of your firm and the name of the Submission.

Submit **1 signed, single-sided, bound ORIGINAL (marked as such)**

Submit **1 double-sided, unbound paper copy**

Submit **5 electronic copies on USB Flash Drives***

Submit **1 single-sided, bound copy of Financial Statements**

*Electronic copies must be in a single, searchable pdf document. No Compact Discs.

TO

Public Building Commission of Chicago

Richard J. Daley Center, Room 200

50 W. Washington Street

Chicago, Illinois 60602

www.pbcchicago.com

SUBMISSION DEADLINE:

FRIDAY, OCTOBER 5, 2018 BY 11:00AM CENTRAL TIME

**Mayor Rahm Emanuel
Chairman**

Carina E. Sánchez
Executive Director

FIRM INFORMATION	
FIRM NAME:	
CONTACT NAME:	
CONTACT TELEPHONE:	
CONTACT EMAIL:	
ADDRESS:	
(Note: Include this page with your submission.)	

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SECTION I KEY INFORMATION

The Public Building Commission of Chicago (Commission or PBC) has issued a Request for Proposals (RFP) for firms seeking to provide Project Development Services to the Commission. It is the intention of the Commission to select multiple firms to provide the Services.

Firms seeking to provide these Services to the Commission (Respondents) are required to submit evidence of successful previous experience, financial capability, qualified personnel, and possession of requisite licensing/certifications and otherwise meet all qualifications requirements as outlined herein.

- 1. RESPONDENT CONTACT WITH THE PBC:** The PBC has selected the Contract Officer identified below as the **sole point of contact**. From the date of issuance until selection of the successful Respondent(s), Respondent's communication with the PBC concerning this Procurement must be exclusively with:

James Borkman, Contract Officer
Public Building Commission of Chicago
50 West Washington, Room 200
Chicago, Illinois 60602
James.Borkman@cityofchicago.org

- 2. SUBMISSION DEADLINE AND PROCUREMENT TIMETABLE:** The following dates are set forth for informational and planning purposes; however, the PBC reserves the right to change the dates.

- Issue RFP Tuesday, September 4, 2018
- Pre-Submission Conference Tuesday, September 18, 2018 at 10:00AM CT
- Questions Deadline Friday, September 21, 2018 at 4:30PM CT
- Submission Deadline Friday, October 5, 2018 at 11:00PM CT

- 3. RFP AVAILABILITY:** Hard copies of the RFP are available at the Richard J. Daley Center, 50 West Washington Street, Room 200, Chicago, IL 60602, at the Reception Desk. Office hours are from 8:00 AM to 5:00 PM, Monday through Friday. You may also download a copy at: www.pbcchicago.com.

Any addenda that are issued will be posted only to the above listed website link. Respondent must acknowledge any addenda issued and posted to the PBC website www.pbcchicago.com, in the Cover Letter. The Commission is not responsible for a Respondent's failure to obtain or download any addenda issued for a RFP.

- 4. QUESTIONS:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing to the Contract Officer. Questions may be answered at the discretion of the PBC. If answered, they will be answered via an Addenda posted to the PBC's website at www.pbcchicago.com.

5. NUMBER OF COPIES:

Submit **1 signed, single-sided, bound ORIGINAL (marked as such)**

Submit **1 double-sided, unbound paper copy**

Submit **5 electronic copies on USB Flash Drives***

Submit **1 single-sided, bound copy of Financial Statements**

*Electronic copies must be in a single, searchable pdf document. No Compact Discs.

- 6. SUBMISSION DIRECTIONS:** Submissions must be tendered to the Commission in a sealed envelope, package, or container that clearly indicates the title of the RFP and the Contract Officer's information prior to the Submission Deadline. Responses must be submitted to:

James Borkman, Contract Officer
Public Building Commission of Chicago
50 West Washington, Room 200
Chicago, Illinois 60602

7. **CONFIDENTIALITY:** Respondent may designate those portions of the Proposal, which contain trade secrets or other information the Respondent deems as proprietary or privileged (including financial information) as confidential. If a Respondent includes data that is not to be disclosed to the public for any purpose or used by the PBC except for evaluation purposes, the Respondent must clearly demarcate the bottom of each page containing confidential information as “CONFIDENTIAL.”
8. **FALSE STATEMENTS:** Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.
9. **RIGHT TO CANCEL:** The PBC reserves the right to cancel this procurement process whenever the best interest of the PBC is served. The PBC shall not be liable for costs incurred by Respondent(s) associated with this procurement process.

SECTION II DEFINITIONS

A. DEFINITIONS

Throughout this Request for Proposals (RFP) these terms have the following meanings:

- a. **PBC or Commission** means the Public Building Commission of Chicago.
- b. **Agreement** means the contract for Project Development Services that is to be entered into between the PBC and the Selected Respondent(s) pursuant to this RFP.
- c. **Authorized Commission Representative** means one or more persons designated in writing by the PBC's Executive Director for the purposes of assisting the Commission in managing the Project. As specifically directed by the PBC, the Authorized Commission Representative will act on behalf of the PBC.
- d. **Cost Manager** means individual(s) provided by the Selected Respondent who will provide those Services required by the PBC.
- e. **LEED / Sustainability Manager** means individual(s) provided by the Selected Respondent who will provide those Services required by the PBC
- f. **Respondent** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit responses pursuant to this RFP.
- g. **Scheduler** means individual(s) provided by the Selected Respondent who will provide those Services required by the PBC.
- h. **Selected Respondent(s)** means the individual(s), partnership(s), corporation(s) or joint venture(s) that the PBC selects for award of a contract pursuant to the RFP.
- i. **Senior Project Manager/Project Manager/Assistant Project Manager** means the individual(s) provided by the Selected Respondent who will provide those Services required by the PBC.
- j. **Services** means all tasks for Project Development Services for which the PBC engages the Selected Respondent.
- k. **Sub-consultant (or Sub-contractor)** means individual(s), partnership(s), corporation(s), or joint venture(s) that the Respondent engages to provide specialized services required by the Agreement.
- l. **Submittal or Submission** means all materials provided in response to this RFP.
- m. **Task Order** means the document issued by the Commission to the Respondent that authorizes, in writing, Services and/or Deliverables to be provided by the Respondent, together with any applicable exhibits, schedules, and/or timetable for the Deliverables. The PBC will not be responsible for costs incurred for work not authorized to proceed.

B. INTERPRETATIONS

Any headings in this RFP are for convenience of reference only and do not define, limit, control or affect the meaning of the RFP's provisions. In this RFP, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFP, refer to this RFP. All section references, unless otherwise expressly indicated, are to sections of this RFP. Words of any gender shall be deemed and construed to include correlative words of the other gender. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFP and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such

persons or entities in accordance with the terms and conditions of this RFP.

SECTION III SCOPE OF SERVICES
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A. INTRODUCTION

Created as an independent governmental unit, the Public Building Commission of Chicago (the “PBC” or “Commission”) plans, designs, builds, and renovates, public facilities for governmental agencies in the Chicago and Chicagoland area that reflect the highest standards of environmental and economic sustainability. Our clients include, but are not limited to, the City of Chicago, Chicago Public Schools, Chicago Public Library, Chicago Park District, City Colleges of Chicago, Metropolitan Water Reclamation District and Cook County.

The PBC is currently soliciting qualifications and proposals from firms interested in providing Project Development Services (“The Services”) to the PBC.

The PBC accepts and encourages Joint Venture Partnerships and strongly encourages participation with MBE or WBE firms. Respondents interested in Joint Venture Partnerships must have the appropriate qualifications, and combined financial and technical capacity required by this solicitation.

A completed Disclosure Affidavit (Exhibit B) must be submitted by firms interested in submitting as joint venture entity. Respondents must submit a copy of the entity’s Joint Venture Agreement which clearly identifies the resources, capabilities, and capacity of each joint venture firm available to be allocated to the performance of the Agreement.

B. INTENT

The intent of this Request for Proposals (“RFP”) is to identify qualified firms to provide Project Development Services (“PDS”) for various projects that may be undertaken by the Commission. It is the intent of the PBC to create a qualified pool of PDS firms. Qualified firms interested in submitting proposals to provide such services are required to follow the guidelines and instructions contained in this RFP. The PBC, at its sole discretion, may choose to retain one or more firms to perform the Services.

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C. GENERAL SCOPE OF SERVICES

The Public Building Commission of Chicago ("PBC") has established a general management structure for developing and implementing capital projects on behalf of its clients, which provides for a division of responsibilities among internal PBC resources which includes Project Managers ("PM") provided by firms specializing in Project Development Services ("PDS"). Several professional services are procured separately from those provided by PDS, as are construction contractors, and include environmental testing and consulting; surveying, commissioning, and architectural/engineering design, among others.

The Selected Respondent's Project Managers may have project specific responsibilities and/or program wide responsibilities.

Project specific responsibilities may span from project conception through project closeout. Typical project responsibilities are led and performed by the Project Manager assigned to each project with support from PBC and project delivery resources. The Project Manager may be accountable for every aspect of Design Management and Construction Management to ensure successful project delivery. The Project Manager may be required to assist the PBC in scope development for necessary professional services as well as consultant selection and contract negotiation.

During Design phase, the Project Manager may be required to track project progress and actively manage consultant and project activities to meet scope, schedule and budget parameters, which includes all regulatory and client approvals. The Project Manager may assist with the coordination, assembly, and final preparation of the bid documents and review bids received in response to public advertisement.

During the Construction phase, the Project Manager may be the single point of accountability as the manager of the construction contractor with the support of furnished project resources, including field supervision, inspection and document control. The Project Manager will actively manage contractor and the project construction activities to insure that any variances to safety, quality, schedule and budget requirements are properly documented and promptly resolved. The PBC insists on pro-active participation in providing safe work sites and insuring that specified levels of quality are achieved on every project.

Program wide responsibilities may include comprehensive Program Management including Leadership; Program Controls; Document Management; Program Policy and Procedure Maintenance and Implementation; Cost Controls; Program Progress Reporting; Capital Cost Estimating; Capital Expenditure Reporting; Change Management; Consultant and Contractor Evaluation; as well as Construction Claims Prevention and Management, as detailed on the following pages.

While the PBC requires the delivery of projects through consistent processes and procedures, the nature of the projects, and the methods by which each is to be implemented, may vary based upon client requirements and project complexity. Currently, over 15 projects are in development by the Public Building Commission. The PBC requires a Respondent that will provide personnel who will be highly flexible, knowledgeable of local regulatory requirements, responsive to regulatory changes and changes in market conditions, and capable to assist the PBC in successfully delivering a complex, high volume program.

The PBC is committed to building the capacity of Chicago's Minority-Owned Business Enterprises ("MBEs") and Women-Owned Business Enterprises ("WBEs") to participate in all facets of the PBC's activities, including the management of its design and construction programs. Accordingly, the PBC intends to negotiate both the substance and level of MBE and WBE participation. It is expected that Respondents to this RFP will affirm their commitment to the PBC's 30% aggregate MBE/WBE program and goals. The PBC also reserves the right to assign certain of its contracts with MBEs and/or WBEs that are currently providing services to the PBC.

D DETAILED SCOPE OF SERVICES

The Selected Respondent will be required to provide the following services:

1. Collaborative Engagement. Selected Respondent will provide support that will serve to advance specific PBC projects, protect the PBC's operational and financial interests, balance diverse stakeholder requirements, and also assist as requested in resolving issues among other consultant resources. The Selected Respondent and Selected Respondent's personnel are expected to participate with the PBC team at a high level, with the ability to quickly recognize and assess issues and opportunities in the advancement of projects, while providing responsive management based on PBC's recommended plans of action.

2. Compliance with Management Policies and Procedures. The Selected Respondent will review existing PBC procedures, and ensure compliance with all PBC Policies and Procedures.

3. Project Management. The Selected Respondent will provide personnel and assistance as required by PBC, and will be responsible for the successful delivery of projects from inception through closeout, including, but not limited to, the responsibilities and duties detailed below.

4. Design Phase. The Selected Respondent's Project Manager will be responsible for working with the PBC to coordinate design review, detailed design, and QA reviews. The Project Manager will reconcile scope issues with clients, resolve open budget and technical issues at each design milestone review, and may be required to manage other PBC consultants for surveying, environmental, geotechnical and other pre-construction services. Working with PBC, the Project Manager will provide necessary and appropriate direction to and will have QA/QC monitoring responsibility over the PBC's architectural and engineering consultants. In addition, the Selected Respondent Project Manager's duties may include, but not be limited to:

- Attend and participate in all design phase team meetings
- Prepare a site logistics and utilization plan for review
- Review, understand, and champion the PBC's and the Client's needs, goals, and requirements
- Identify potential construction phasing strategies and schedules based upon the specific project requirements and/or variables
- Prepare and update the construction schedule as needed based on the approved phasing strategy
- Assist in defining project costs and major cost variables
- Working with the PBC, prepare and maintain a detailed project pre-construction and related budgets during each of the design phases
- Prepare a trade-by-trade construction cost estimate based upon the in-progress design documents for incorporation into the master project budget
- Working with a PBC approved cost estimator, prepare a detailed, measured quantity cost estimate for the in-progress construction documents (Estimate to include all construction work and interior improvements allowing contingencies for all items not detailed but required in the work.)
- Provide cost comparisons of alternate construction systems and materials during the design and construction documents phases
- Provide recommendations for value engineering options and economies where appropriate
- Work with the PBC and relevant consultants to analyze proposed materials and building systems with respect to quality, availability, and price
- Identify recommended materials and work with PBC and others to expedite the procurement of materials and/or equipment that require long lead times to ensure delivery to maintain construction schedule
- Develop a project specific safety site plan which may be incorporated into bid documents
- Review the final contract documents with procurement during preparation to minimize ambiguities, conflicts, overlaps, and omissions
- And all other tasks that may be assigned.

5. Bidding Phase. The Project Manager will be responsible for providing constructability review during the bidding phase, assisting the design team in managing to the approved budget and schedule, and may be required to assist the PBC procurement team in pre-qualification of Contractors. The Respondent will also assist the procurement team in the preparation of bid packages, review bid results, and conduct pre-construction meetings with Contractors. The Project Manager's duties may include, but not be limited to:

- Prepare list of trade or bid packages identifying the specific scope of work for each trade or subcontract
- Assist in the preparation of bid forms and documents
- Distribute documents as required by the PBC
- Assist in timely responding to requests for information (RFI's)
- Assist the architect in resolving questions or interpretations in a timely manner
- Assist in the preparation and execution of construction contracts as necessary
- Conduct scope review with qualified personnel and make recommendations as necessary
- Assist with evaluating bids as to adequacy and completeness
- And all other tasks that may be assigned.

6. Construction Phase. During construction the Project Manager will work with available resources to ensure that work is performed and completed in a timely and safe manner. The Project Manager will be responsible for the timely processing of payment applications and providing proposed change orders to the PBC, as well as, leading the project through close out. The Project Manager's duties may also include, but not be limited to:

- Conduct regularly scheduled round-table meetings with the project team, PBC, client, and any/all other necessary parties, and prepare and distribute minutes of the same
- Maintain an updated schedule and budget, and provide timely information regarding variances, delays, hindrances, and any other relevant information specifically affecting timing and budget to the PBC, and any other party as directed
- Provide detailed information regarding project resources, including field information, to the PBC in a timely manner
- Ensure proper construction and safety protocols are in place and followed, and conduct field supervision of all personnel as necessary
- Work with program controls to ensure all relevant information is timely reported and that all parties are provided accurate details as to the status, progress, and budget of the project
- Know and follow the PBC's robust change order and field order processes
- Manage and coordinate all aspects of project construction activities
- Ensure accurate and timely reporting of all safety, quality, and related issues
- Proactively manage and when required execute necessary and approved PBC directives
- Work with PBC Procurement to ensure compliance with all regulations, laws, and program directives
- Timely respond to all requests for information relating to any/all PBC Specialty Consultants, AOR, partners, and/or client as directed by PBC
- Work with PBC Procurement to properly execute any/all Task Orders and/or Amendments as necessary
- And all other tasks that may be assigned.

7. Close-Out Phase. During Close-out, the Project Manager will work to conclude all facets of the project to the satisfaction of the PBC and the Client. Project Close-out begins at project inception. The Project Manager will work with each PBC department and the project clients to ensure that all aspects of the project are properly concluded. The Project Manager's duties may include, but not be limited to:

- Validate and document that all work has been completed and if not fully complete, prepare all necessary documentation detailing reasons and pertinent information for why the work is incomplete or inadequate
- Review PBC close-out requirements, relevant documents, and related requirements to ensure all necessary documentation, reports, and paperwork are complete

- Review the contract, to ensure all requirements have been met
- Conduct a final project evaluation detailing each subtask with a memo indicating all findings and conclusions
- Provide a memo detailing the work of completed work for all contractors and subcontractors
- Coordinate with the procurement department and document controls to ensure all required close-out documentation and budgetary information is processed in a timely manner
- If asked, prepare a final lessons memo for review by PBC, Client, and others
- Prepare a Vendor report card as required
- And all other tasks that may be assigned.

8. Program Controls. The Selected Respondent and Project Manager will work with the PBC's current hardware and software to maintain a system of approved schedules and budgets, estimated costs, monitor the progress of the work, forecast cost and completion dates and identify and report all variances, respond to queries and be sufficiently flexible to provide reports in formats that are responsive to the specific requirements of specific projects.

9. Cost Control. The Selected Respondent and Project Manager will work with the PBC to comply with a tiered contingency management and tracking system, and conduct value engineering reviews as required. The Selected Respondent and Project Manager will also work with the PBC to identify and evaluate cost reduction initiatives.

10. Program Progress Reporting. The Selected Respondent and Project Manager will prepare periodic program-level reports for internal management and stakeholder communications, work with other consultants to secure and synthesize necessary input, and provide data, graphics and other materials as required for internal, external and public presentations.

11. Document Management. The Selected Respondent and Project Manager are required to understand and fully utilize the PBC's comprehensive document management system. The Selected Respondent and Project Manager must comply with the PBC's structure, systems, processes, and tools necessary to manage the consistent compilation of records and timely retrieval of required information.

12. Construction Claims Prevention and Management. The Selected Respondent and Project Manager will perform systematic design and constructability reviews in conjunction with the PBC and the Client so that critical findings are addressed, documented and resolved in a timely manner.

E. IMPORTANT TERMS AND CONDITIONS

TBD

F. ADDITIONAL CONTRACT REQUIREMENTS

The Selected Respondent shall comply with all required procedures relating to vacation and/or time off requests as established by the Commission. Submission of requests for vacation and/or time off are subject to approval at the sole discretion of the Commission.

The Selected Respondent shall timely comply with all requests made by the Commission or Commission Authorized Representative.

The Commission will not be obligated to any minimum or maximum quantities, time, rates, costs, expenses, and/or any other commitment without express written agreement specifying acceptance by the Commission.

All work completed by the Selected Respondent will be subject to inspection and approval by the Commission. Acceptable quality is solely determined by the Commission and Commission Authorized Representative. The

Commission reserves the right to reject and refuse acceptance of work, which is not in accordance with the instructions, specifications, drawings, data or quality standards of same.

All work provided by the Commission and/or the Authorized Commission Representatives for use in the performance of the Services involves property rights of the Commission and shall be held as confidential by the Respondent(s).

G. TERM

The Tern Agreement will be for a three (3) year term period with the option to extend for up to two (2), additional one (1) year periods.

SECTION V SUBMISSION REQUIREMENTS

A. SUBMISSION REQUIREMENTS

These instructions describe the format and content of the submission. These directions are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect evaluation and may result in disqualification of your submission. The PBC expressly reserves the right to reject or accept submissions at the discretion of the Commission.

1. Number of Submissions

- Submit **1 signed, single-sided, bound ORIGINAL (marked as such)**
- Submit **1 double-sided, unbound paper copy**
- Submit **5 electronic copies on USB Flash Drives***
- Submit **1 single-sided, bound copy of Financial Statements**

*Electronic copies must be in a single, searchable pdf document. No Compact Discs.

2. Submission Format

a. Binding

- i. Submissions should be bound on the long side and prepared on standard 8½" x 11" letter size paper. Expensive papers and bindings are discouraged as no materials will be returned to Respondent.
- ii. **PBC staff may have to unbind bound copies in order to duplicate sections of your submission; therefore, submissions with spiral or permanent binding will not be accepted.**
- iii. Submissions must include the return of the entire solicitation package.

b. Labeling

- i. All copies (bound and electronic) should be organized, tabbed, and labeled in accordance with the Submission Checklist described in this RFP.
- ii. The front page of each submission must be marked 'ORIGINAL', if original; and 'COPY', if copy.
- iii. Attachments must be clearly noted in the Submission. When including attachments, please ensure that, at a minimum, the following information is noted in the header or footer of the attachment.

(Example)

ABC Contractor

Narrative Statement to Evaluation Criteria – Past Performance

Page ___ of ___

- iv. USB drives shall be clearly labeled with your firm's name. Electronic PDF file copy must be a single, searchable document and must be labeled as follows.

'SU_YourFirms'Name_ConstructionCostEstimatingServicesPS3008_RFPresponse_YYYYMMDD'

- v. Please stamp, legibly handwrite, or type your firm's name on the line provided in the bottom of each page of your submission.

c. Packaging

- i. The outside of each envelope or package must be labeled as follows:

*Request for Proposals for Project Development Services – PS3005
(Name of Respondent)*

(Date of Submission Deadline)

Package ____ of ____

- ii. The outside of each envelope or package must be addressed and returned to:

*Public Building Commission of Chicago
Richard J. Daley Center, Room 200
50 W. Washington Street Chicago, Illinois 60602
Attention: James Borkman, Contract Officer*

- iii. Enclosed within your envelope or package must be five (5) USB Flash Drives, separately sealed and labeled with your firm's name on the outside of the envelope, package, or container.

B. SUBMISSION CHECKLIST

Respondent's submission must be assembled, organized, and tabbed as described below:

1) Cover Letter and Table of Contents (Tab 1)

- a. Cover Letter – LIMITED TO 5 PAGES

Respondent must include a Cover Letter which includes all of the following information:

- i. A brief description of your firm's company history, experience, and number of years in business.
- ii. A statement demonstrating Respondent's clear understanding of the services as specified in the Scope of Services identified herein.
- iii. A statement regarding the Respondent's understanding and commitment to comply with all Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises (Exhibit D) as may be required.
- iv. Any requests for confidential treatment of information must be included along with the specific statutory basis supporting the request, an explanation of why disclosure of the information is not in the best interest of the public, and the specific basis under Section 7 of the Illinois Freedom of Information Act (5 ILCS 140/7) for the exemption from disclosure of such information. The request must also contain the name, address, and telephone number of the individual authorized to respond to the Commission about the confidential nature of the information.

The Cover Letter must be executed by an individual authorized to legally bind the Respondent and who will be considered the contact person for all matters pertaining to the Submission unless the Respondent designates another person in writing. The summary must include your mailing address, e-mail address, and telephone number. Respondent must also acknowledge any addendums issued and posted to the PBC website www.pbcchicago.com in the Cover Letter.

- b. Table of Contents

The Respondent must include a Table of Contents in its submission. Submissions must be page-numbered sequentially from front to back.

2) Evaluation Criteria: Experience and Qualifications of Firm (Tab 2)

Provide information as identified in Section VII.B.1.

3) Evaluation Criteria: Qualifications of Key Personnel (Tab 3)

Provide information as identified in Section VII.B.2.

4) Evaluation Criteria: References (Tab 3)

Provide information as identified in Section VII.B.3.

5) Evaluation Criteria: Pricing – Schedule A –Rate Sheet?? (Tab 4)

Provide information as identified in Section VII.B.4.

6) Evaluation Criteria: Financial Capacity (Separately Sealed Envelope)

Provide information as identified in Section VII.B.5.

7) Evaluation Criteria: MBE/WBE Participation (Tab 5)

Provide information as identified in Section VII.B.6.

8) Other Criteria: Compliance with Insurance Requirements (Tab 5)

Provide information as identified in Section VII.C.1.

9) Additional Forms (Tab 6)

Complete Exhibits A - C.

10) Joint Venture Participation (Tab 7) **Applicable to firms intending on submitting as Joint Venture Partners**

Submit a copy of the entity's joint venture agreement.

NOTE: For Joint Venture Partnerships, each Joint Venture Partner will also be required to submit all applicable forms requested in this solicitation.

C. REJECTION OF SUBMISSIONS

Submissions that do not comply with the submission requirements of the RFP or that contain omissions, erasures, alterations that are irregular in any way, may be rejected as informal and insufficient. The PBC, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

D. OWNERSHIP OF SUBMISSION

The PBC owns all submitted materials. Submissions will not be returned to Respondents. During the evaluation and selection period and after the Selected Respondent(s) sign the Agreement(s), all Submittals remain the property of the PBC. The PBC shall not be responsible for expenses incurred in preparing and submitting the submission. Such costs must not be included in the submission.

E. IMPROPER PRACTICES

The Respondent must not offer any gratuities, favors, or anything of monetary value to any member of the Board of Commissioners of the PBC, official, or employee of the PBC for the purpose of influencing consideration of the Submittal. The Respondent must not collude in any manner or engage in any practices with any other Respondent(s) or potential Respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Respondents' response to this RFP to be rejected by the PBC. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses or subcontracts.

F. COMPLIANCE WITH LAWS

The Selected Respondent(s) must comply with all laws, statutes, ordinances and regulations of any and all governmental body, including the PBC and Federal, state, local and city governments. Respondents' attention is directed to the provisions of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. (as amended), but Consultants must comply with any other provisions that apply to or in any manner affect any Services performed under the Agreement.

**SECTION VI
SUBMISSION CHECKLIST**

Please review your firm's submission to ensure all applicable forms are completed and additional required documentation is attached.

Please ensure your firm's electronic and hard copy submissions are also organized as noted below.

TAB 1 *Introductory Information*

	Cover Letter – Signed by Authorized Representative
	Table of Contents

TAB 2 *Experience and Qualifications of Firm*

	Experience and Qualifications of Firm
	Licenses

TAB 3 *Qualifications of Key Personnel*

	Qualifications of Key Personnel
	References (Exhibit H)

TAB 4 *Pricing*

	Schedule A – Rate Sheet
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TAB 5 *MBE&WBE/Other Criteria*

	MBE/WBE Past Participation (Exhibit I)
	Other Criteria

TAB 6 *Exhibits*

	Exhibit A – Legal Actions
	Exhibit B – Disclosure Affidavit
	Exhibit C – Disclosure of Retained Parties

TAB 7 *Joint Venture Participation*

	Joint Venture Participation – Applicable to Firms submitting as a Joint Venture Partnership
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Financial Statements are to be submitted in a Separately Sealed Envelope

	Financial Statements
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SECTION VII EVALUATION CRITERIA

A. EVALUATION PROCESS

Once responses to this RFP have been received by the Commission, an Evaluation Committee (“EC”) will review the Respondent’s qualifications in accordance with submission requirements and evaluation criteria set forth in this document. The EC will render a recommendation for final determination and request approval from PBC Board of Commissioners to select the most highly-qualified Respondents to perform the Project Development Services.

The PBC reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process. The PBC reserves the right to accept or reject any or all qualifications and selections when it is determined, at the sole discretion of the PBC.

B. EVALUATION CRITERIA

The PBC shall review and evaluate the submissions of each Respondent in accordance with the criteria found below. The PBC will rely upon Firms to verify that prospective vendor(s) and subcontractor(s) are appropriately licensed, insured and bonded and meet all other requirements specified by the Agreement pursuant to procedures and policies of the Commission. The Commission reserves the right to add, delete or modify any requirements at its discretion.

1. Experience and Qualifications of the Firm (Tab 2) – Weight 30% – LIMITED TO 5 PAGES

Respondents should demonstrate their firm’s experience in providing Project Development Services as follows:

a. Past Performance

Respondents shall identify a minimum of three projects where they provided Project Development Services within the last three years. Projects must be those performed within your licensing capacity and performed locally.

Demonstrated experience should, at minimum, include the following:

- 1) Past performance with other government agencies and/or private owners as it relates to Respondent’s ability to successfully administer, manage, and coordinate projects in order to meet and exceed the client’s expectations while complying with any/all contract requirements
- 2) Include a description that fully showcases the breadth and depth of experience of different-sized projects with varying levels of complexity and during compressed schedules
- 3) Provide history of Project Development experience in both new construction and renovation of the following project types:
 - i. Schools
 - ii. Libraries
 - iii. Parks
 - iv. Camera Infrastructure
 - v. Other municipal buildings

b. Technical Competence

Respondents shall demonstrate capacity and ability of their firm to adequately meet the needs of the Commission and the Commission's clients; provide all Project Development support as applicable; and comply with all industry, federal, and State agency standards and procedures.

Demonstrated experience should, at minimum, include the following:

- 1) The administration, organization, and staffing of your firm, including multiple offices, which would service the PBC
- 2) Its capabilities and resources in the Chicago Metropolitan area, at both the corporate and individual levels. Provide technology and equipment available to meet the needs of the PBC
 - i. Include evidence of a thorough working knowledge, understanding, and experience of all aspects of project management from inception through close-out.
- 3) Provide narrative statement regarding any history of failure to complete projects on schedule; quality of work, responsiveness to client needs and the demonstrated measures taken to cure deficiencies

Respondents should possess all required licenses in order to perform the type of work solicited by the PBC. Provide a copy of all applicable business licenses and certifications.

c. Approach and Methodology

Respondents shall demonstrate it has adequate capacity and appropriate experience to manage single, and/or multiple Projects, and multiple disciplines for various projects and at different phases of each project.

Demonstrated experience should include:

- 1) A clear understanding of the Scope of Services, tasks and sequences involved in Project Management and Project Development Services for a public entity.
- 2) A description of the methods, standards, and tools that will be used in the performance of the Services.
- 3) A description and explanation for any additional tasks which may not be listed in the Scope of Services that are anticipated to be performed on a project which may be deemed necessary by the Respondent.

2. Experience and Qualifications of Key Personnel (Tab 3) – Weight 30% – LIMITED TO 10 PAGES

Respondents should demonstrate their capacity to provide adequately qualified and experienced Key Personnel, as needed, to provide Project Development services.

a. Key Personnel

Respondents must attach resumes of Key Personnel who will be responsible for performing the services as described in this RFP. Resumes should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities, and any applicable certifications.

b. Organization Chart

Respondents must provide an organization chart illustrating the structure of the Respondent's proposed Key Personnel to work on PBC projects. This would include Senior Project Managers, Project Managers, Assistant Project Managers, Cost Managers, Contract Administrators, Document Controls personnel, and other professionals that are employed by the firm who are being proposed as part of the team who would be assigned to work on and lead PBC projects. Include the role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement and their on-site availability.

If joint venture or if MBE/WBE firms are included as a sub-consultant/sub-contractor, the flow chart should clearly identify how the management and personnel would be integrated into the team and utilized.

3. References (Tab 3) – Weight 3% – COMPLETE FORM

Provide references of the Clients identified in Section V.B.1. above. Please provide a minimum of 2 references per client by completing the attached form (Exhibit H). Duplicate form as necessary. References cannot be current PBC employees.

4. Rate Sheet (Tab 4) – Weight 15% – COMPLETE SCHEDULE

The PBC will review the competitiveness and reasonableness of the Respondent's proposed hourly rates. Please complete Schedule A – Rate Sheet indicating the hourly rates for the personnel indicated on the Schedule. If there is additional staff you deem necessary to complete the required services, please provide the title(s) and an explanation demonstrating the reason for the additional staff in a Narrative Statement to be included following the Schedule.

5. Financial Capacity (Separately Sealed Envelope) – Weight 5%

Respondents should demonstrate they have the financial resources necessary to successfully provide for their personnel, as well as the resources necessary to provide any/all equipment, tools, transportation, and other required items to the supplied personnel. Demonstrated experience should, at minimum, include the following:

- a. Respondents shall furnish an audited financial statement including notes, such as, but not limited to, balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. If a joint venture, submit financial statements for the joint venture name and each joint venture partner. An independent accountant may provide a copy of a complete financial statement. All notes and schedules must be provided. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation having a material effect on Respondent's ability to provide the Services.
- b. In the event Respondent does not have an audited financial statement, Respondent may submit a review or compilation prepared by an outside accountant with notes. The PBC will consider other financial documents (i.e. Tax Returns) in lieu of financial statements and/or review/compilation.

The Commission, reserves the right to request additional information from Respondents.

6. Minority and Women Owned Business Participation (Tab 5) – Weight 15% – COMPLETE FORM AND PROVIDE STATEMENT

Respondent must identify and report compliance history for at least three (3) projects from the previous three (3) years. (Exhibit H)

Respondent must describe its commitment to achieve meaningful MBE and WBE participation. The contract specific goal for MBE/WBE participation is a minimum of 30% MBE/WBE. This goal may be met by participation of a MBE firm, WBE firm, or a combination of both.

If Respondent is seeking favorable consideration for including MBE/WBE participation through a joint venture or equity participant, submittal must include a completed Schedule B, and the corresponding Joint Venture Agreement.

7. Responsiveness – Weight 2%

The PBC will review the quality, completeness, and comprehensiveness of response to this RFP and its compliance with each of the submittal requirements.

C. OTHER CRITERIA (Non-Weighted)

The following items are prerequisites the Commission requires of contractors, consultants, vendors, and/or suppliers in the performance of any work requested by the Commission. They are not weighted as Evaluation Criterion; however, submission of these documents is required and will be considered for award of a resultant contract.

1. Understanding of Contract Terms and Conditions (Tab 5)

- a. Respondent's understanding of the PBC's standard terms and conditions as found in Exhibit F – SAMPLE Form of Agreement of this RFP.

2. Compliance with Insurance Requirements (Tab 5)

- a. Firms are to provide a copy of its existing Certificate of Insurance, as well as, demonstrate their commitment to comply with the requisite insurance coverage found in Exhibit E – Insurance Requirements. The PBC will assess each Respondent's ability to procure and comply with these requirements.