



PUBLIC BUILDING COMMISSION OF CHICAGO
www.pbcchicago.com

**LETTERS OF INTEREST AND
QUALIFICATIONS FOR ARCHITECT OF
RECORD SERVICES FOR PUBLIC
BUILDING COMMISSION PROJECTS**

**NEW SUBMISSION
REPLACEMENT SUBMISSION**

CONTACT INFORMATION

DATE:

FIRM NAME:

ADDRESS:

WEBSITE:

PRIMARY

NAME:

TITLE:

TELEPHONE:

EMAIL:

SECONDARY

NAME:

TITLE:

TELEPHONE:

EMAIL:

OTHER

NAME:

TITLE:

TELEPHONE:

EMAIL:

Mayor Rahm Emanuel
Chairman

Carina E. Sánchez
Executive Director

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SECTION I GENERAL INFORMATION

I. INTENT

The Public Building Commission of Chicago (PBC) at times solicits Architects of Record, Design Architects, and Programming Architects (hereinafter AOR) services for projects undertaken. The PBC is therefore requesting Letters of Interest and Qualifications (LIQ) from firms (the Respondents) to perform as AOR on potential projects developed through the PBC.

Once selected for a project, the AOR will collaborate with the PBC to (i) procure sub-consultant services appropriate for the project; (ii) provide pre-planning, planning, and design and/or complete the construction documents for the Project and solicit stakeholder approvals; (iii) prepare and stamp the documents that will be issued by the PBC for regulatory approvals, bidding and construction; and (iv) assist the PBC in the oversight of the construction of the Project.

The AOR will typically be responsible for the following disciplines as a part of their basic services: architectural, structural engineering, civil engineering, landscape architecture, MEP/FP engineering, accessibility, and/or sustainability (LEED) consulting services. In addition, reimbursable consultant requirements may include acoustical, theatrical, roofing, cost estimating, natatorium, food service, audio/visual, lighting and hardware consulting services.

Sub-consultants and reimbursable consultants must not be included in Respondent's submittal and will not be enrolled as part of this LIQ. Only in-house services shall be included in the LIQ.

II. GENERAL INFORMATION

The PBC has a robust program in development for planning, design, and construction. From state-of-the-art municipal facilities and innovative schools to welcoming public libraries and vibrant recreational facilities, the PBC's project development and project management abilities touch the lives of many in the Chicagoland area.

As good stewards of the public fund, the PBC is committed to a high level of excellence. This includes receiving an exemplary standard of service from our AORs, inclusive of delivering inspiring and cost-effective design, employing durable construction practices, and utilizing sustainable development principles.

PBC's goal is to achieve high quality design projects in partnership with LIQ firms. This partnership works closely with stakeholders for the successful delivery of projects. Providing a unique blend of project typologies, the PBC fosters opportunities for innovating and exceeding best practice standards for buildings.

This request for Letters of Interest and Qualifications is for the foreseeable range of project types to be developed by the PBC in the near future. This LIQ process offers AORs the opportunity to introduce their firm as well as express their interest to provide AOR services. Additionally, the LIQ allows the AORs to have their portfolio on file at the PBC. The PBC reserves the right to individually request additional qualifications/information at any time. The PBC encourages all capable firms (including minority and women owned firms and those firms without PBC experience) to respond to this LIQ.

The AORs will be responsible for providing a full range of architectural services, which may include but is not limited to: programming, planning, conceptual design, schematic design, design development, construction documentation, permitting, bidding, construction administration, and project close-out.

III. **KEY INFORMATION**

The PBC, located at 50 West Washington Street, Room 200, Chicago, Illinois 60602, is soliciting LIQs from firms experienced in providing AOR services for future PBC projects.

SUBMISSION DEADLINE: NONE. The PBC has opened this LIQ to all architectural firms with relevant experience and qualifications. *Firms requesting to replace an existing submittal may respond using this packet.* All interested firms are encouraged to submit.

NUMBER OF COPIES: Submit one (1) bound signed original copy (with name on spine if applicable), one (1) unbound paper copy, and two (2) electronic copies (flash drive only). Firm must ensure each electronic copy is labeled in a sealed envelope or container.

SUBMIT INFORMATION TO: Respondent shall ensure the outside of each envelope or package must be addressed and returned to:

Letters of Interest and Qualifications for Architect of Record Services
Public Building Commission of Chicago
Richard J. Daley Center, Room 200
50 W. Washington Street
Chicago, Illinois 60602
Attention: James L. Borkman – Contract Officer

LIQ INQUIRIES: Please direct all questions (and requests for American Disabilities Act accommodations) in writing via email to liq@pbcchicago.com or James Borkman, Contract Officer, james.borkman@cityofchicago.org. Questions may be answered at the discretion of the PBC.

RIGHT TO CANCEL: The PBC reserves the right to cancel this LIQ request whenever the best interest of the PBC or the public is served. The PBC shall not be liable for costs incurred by Respondents associated with this request, including but not limited to any and all costs of preparing the LIQ and participation in any conferences, presentations or negotiations.

CONFIDENTIALITY: Respondent may designate those portions of the submittal 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 mark each page containing confidential information as “CONFIDENTIAL.”

FALSE STATEMENTS: Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

SECTION II

NATURE OF SERVICES

The AOR will provide all services required to complete the coordinated design of the assigned project or projects.

The term of the Agreement will terminate when all Services required have been completed to the reasonable satisfaction of the PBC. The terms and conditions of the Architect of Record Agreement will be executed on a project by project basis.

It is the policy of the PBC to ensure competitive business opportunities for MBE and WBE firms in the performance of Contracts, to prohibit discrimination in the award of or participation in Contracts, and to abolish arbitrary barriers to full participation in Contracts by all persons, regardless of race, sex or ethnicity. The Commission requires that the AOR also agree to take affirmative action to ensure that MBE and WBE firms have the maximum opportunity to compete for and perform on any solicitation.

The Services may include the following:

1. **Part 1: Planning, Building Assessment, Concept, and Scope Development**

The AOR shall create a concept design and narrative based work product containing sufficient detail to allow the PBC's cost estimator to provide a cost estimate. This product shall also contain information provided by landscape, structural, mechanical, electrical, plumbing, and fire protection engineers as necessary. The following steps may be appropriate in order to provide this deliverable:

1. Site visits and review of as-built drawings;
2. Building assessments including but not limited to: architectural, landscape, structural, mechanical, electrical, plumbing, life safety, security, and civil disciplines;
3. Meeting with User Agency representatives; and
4. Meeting with City Agencies, as necessary, including Bureau of Fire Prevention, Mayor's Office for People with Disabilities, Department of Planning and Development, Department of Buildings, and others.

The Deliverables (and any other work product) of each of the phases must be approved by the Authorized Commission Representative in writing before commencement of the subsequent or dependent phase.

2. **Part 2: Contract Documents Development** is divided into four (4) phases: Schematic Design Phase, Design Development Phase, Construction Documents Phase, and Bidding Phase.

The Deliverables (and any other work product) of each of the phases must be approved by the Authorized Commission Representative in writing before commencement of the subsequent or dependent phase.

3. **Part 3: Construction Administration and Project Close-Out** is divided into two phases: Construction Administration Phase and the Project Close-Out Phase.

The Deliverables (and any other work product) of each of the phases must be approved by the Authorized Commission Representative in writing before commencement of the subsequent or dependent phase.

SECTION III

INSTRUCTIONS TO RESPONDENTS AND SUBMITTAL REQUIREMENTS

I. **SUBMITTAL INFORMATION**

Hard copies of the Request for [Letters of Interest and Qualifications for Architect of Record Services](#) are available at the Richard J. Daley Center, 50 West Washington Street, Room 200, Chicago, IL 60602, at the Reception Desk. Our office hours are from 9AM to 5PM, Monday through Friday. Download copies at <http://www.pbcchicago.com/doing-business/architects-of-record/>.

It is the Respondent's sole responsibility to see that the submittal is received as stipulated. When responses are delivered by mail or messenger to the PBC, the Respondent is responsible for delivery receipt. Incomplete forms may result in disqualification from the LIQ Database. The PBC reserves the right to reject any submittals and waive any informality whenever it determines such rejection or waiver is in its best interest or in the interest of the public.

Submissions may be submitted via email to: liq@pbcchicago.com. If updated material exceeds emailing capacity or hand-delivery is preferred, please submit one (1) bound signed original, one (1) unbound paper copy, and two (2) electronic copies (flash drive only) of your updated LIQ. Receipts for packages delivered to the Reception Desk are provided upon request. Submissions must include pages 1, 8 -10).

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

Letters of Interest and Qualifications for Architect of Record Services
Public Building Commission of Chicago
Richard J. Daley Center, Room 200
50 W. Washington Street
Chicago, Illinois 60602
Attention: James L. Borkman – Contract Officer

II. **OWNERSHIP OF SUBMITTALS**

The PBC owns all submitted materials. Submittals will not be returned to Respondents. During the review 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 submittal. Such costs shall not be included in the submittal.

III. **IMPROPER PRACTICES**

Respondent shall not offer any gratuities, favors, or anything of monetary value to any member of the Board of Commissioners of the PBC, to any official of the PBC, to any employee of the PBC, or to any Authorized Commission Representative of the PBC for the purpose of influencing consideration of the submittal. The Respondent shall 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 Respondent's response to this LIQ to be rejected by the PBC. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses, or subcontracts.

IV. **COMPLIANCE WITH LAWS**

Respondent must comply with all laws, statutes, ordinances and regulations of any governmental body, including the PBC, Federal, state, local and city governments. Respondent's attention is directed to the provisions of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. (as amended).

V. **SUBMITTAL REQUIREMENTS**

Submittals shall be prepared on standard 8½" x 11" letter size paper. Separate each section by labeled tabs and organize in accordance with submittal requirements. Expensive papers and bindings are discouraged since

no materials will be returned. Electronic copies should be condensed into a single searchable pdf, where possible.

VI. SUBMITTAL CONTENT

The following documents and responses shall be included in the submission and tabbed as such in the order given below.

TAB 1: Letter of Interest (LOI). LOI should be no longer than 2 pages.

The LOI must be signed by an individual authorized to legally bind the Respondent. The LOI should include the following:

1. Respondent's firm name;
2. Regional office's mailing address (if applicable);
3. E-mail address;
4. Fax number;
5. Telephone number;
6. Website address;
7. Respondent's interest in providing Architect of Record services for future PBC projects; and
8. The Respondent's MBE and WBE status (if applicable).

TAB 2: Table of Contents (no longer than 1 page)

Respondent shall include a Table of Contents in its Submission. Submissions must be page numbered sequentially from front to back. All pages should match the Table of Contents.

TAB 3: Executive Summary

The Executive Summary shall include:

1. A clear description of the firm philosophy, which may additionally include firm history, and achievements.
2. An organizational chart which should indicate the following information:
 - a. The manner in which the entire firm is structured;
 - b. Firm name, subsidiaries, and/or satellite office locations, organized by market or services;
 - c. Key executive, design and technical leadership, including their professional licensure, LEED and other accreditation and certifications; and
 - d. Number of staff and licensed professionals (including type of licenses) in the Regional Office.
3. Business and professional license(s) that are relevant or required by law.
4. Accreditations or memberships in professional organizations and/or regulatory organizations, which are standard for the services to be provided.

TAB 4: Firm - Market / Project Experience

Respondents are requested to supply firms' experience that demonstrates the quality, breadth and depth of experience and past performance in the market categories listed. When possible, Respondents are strongly encouraged to include projects that correlate with the experience of Key Staff included in this LIQ. Include citations of specific projects for which the Respondent has completed both design and or construction administration services that are relevant to the categories listed below. Any additional market and project experience of Key Staff while employed elsewhere must be included in Tab 5.

To demonstrate breadth of experience, Respondents are encouraged to submit examples of new construction, additions, renovations and asset improvements whenever possible. Examples must be no more than ten (10) years old. There is no limit to the citations for each market category

EXHIBIT A shall be used to summarize firm experience in the following categories:

1. Education: Pre K through Grade 12
2. Higher Education
3. Libraries
4. Park and Recreation
5. Municipal (including but not limited to Police and Fire Stations)
6. Specialties (including but not limited to Envelope, Roofing, etc...)
7. Site Improvements
8. JV and/or Mentorship
9. Other (This section is optional and provides opportunity for Respondents to demonstrate other markets of experience).

*A fillable **EXHIBIT A** form is found at <http://www.pbcchicago.com/doing-business/architects-of-record/>*

Each project citation must be limited to two (2) pages and must include a photograph, project name, firm's specific role in project, location, construction cost, construction budget, project delivery method, fee, date completed, key staff names, client name and reference contact information. A brief narrative description of each project should also be included.

TAB 5: Regional Key Staff – Market / Project Experience

Provide current resumes for regional Key Staff most likely to be assigned to PBC projects based on market and project experience. Provide five or more years of employment history for each of the proposed Key Staff positions. Resumes shall indicate the experience and quality of past performance of team members. For purposes of this LIQ, Regional Key Staff are defined as follows:

1. Corporate or Principal Executive(s)
2. Design Lead(s)
3. Project Manager(s)
4. Technical Manager(s)
5. Quality Control / Quality Assurance Lead(s)
6. Other (i.e... LEED, ADA, Planner, Landscape)

Please note that Key Staff should be current employees of the Respondent team. Key staff resumes must be limited to two (2) pages and should include name, number of years with current employer, and number of years of total professional experience, as well as relevant education, certifications and licensing. For business and professional licenses and memberships, provide evidence that such licenses and memberships are current and in good standing.

TAB 6: MBE/WBE Goals Past Participation

The PBC is seeking the history of Respondent's firm in delivering professional services that met or exceeded MBE/WBE goals. Respondents are requested to report compliance history for at 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).

Respondents wanting recognition on file as MBE/WBE certified firm must provide a current copy of certification from either the City of Chicago or Cook County. No other certifying bodies shall be acknowledged for the purpose of MBE/WBE certification.

Please complete **EXHIBIT B**. Firm may duplicate form if necessary.

TAB 7: References

Respondents are asked to provide a minimum of three (3) client references by completing the attached Reference Form. Please complete **EXHIBIT C**. Firm may duplicate form if necessary.

SECTION IV

DATABASE ENROLLMENT AND EVALUATION PROCESS

I. DATABASE ENROLLMENT

PBC representatives will review the Respondent's submittal for general compliance to the LIQ request. The PBC may also request additional documentation in order to seek clarification of the submittal and/or request one or more meetings with Respondents in order to clarify Respondents' qualifications and capabilities for any upcoming Project.

After receipt of the LIQ, the PBC will compile the information and enroll the AOR into the AOR Database. The PBC will notify the AOR when their LIQ is enrolled into the AOR Database.

Enrollment in the Database is the PBC's recognition of receipt of your firm's interest in performing AOR Services for the Commission. Enrollment in the Database does not indicate PBC's determination of your firm's experience and/or qualifications and does not guarantee your firm will receive a project from the PBC.

II. EVALUATION PROCESS

The PBC reserves the right to determine an evaluation process for each Project or appoint an AOR directly from the AOR Database. Additionally, the PBC reserves the right to shortlist firms from the AOR Database that are best suited for the project based on criteria including experience, capacity, design acumen, and/or local/community knowledge.

Firms that are appointed or shortlisted may be required to submit supplemental documentation and/or attend an information session and/or interview. If a firm is requested to participate in an information session, they will receive an email with the necessary details. If a firm is shortlisted for an interview, they will receive an invitation with requisite project information.

Prior to the interview and/or informational session, the PBC will appoint an Evaluation Committee and establish project-specific criteria. An example of evaluation criteria and weights is as follows:

- Project Approach **(45% of overall score)**
 - Design phase Staffing and Schedule (15% of overall score)
 - Construction phase staffing and approach (15% of overall score)
 - Approach to meeting PBC/Client goals (15% of overall score)
- Key Staff and Team Organization Chart **(30% of overall Score)**
 - Key Staff (26% of overall score)
 - Organization Chart (4% of overall score)
- Strategy to Meet or Exceed MBE/WBE Goals **(15% of overall score)**
- Cost Proposal **(10% of overall score)**

The Evaluation Committee individually scores the interview and/or informational session. Afterwards, the Evaluation Committee meets to review scoring and deliberate, culminating in a consensus and qualifications based AOR recommendation. PBC staff will present a final recommendation to the Commission Board for approval.

A Request for Proposal may be requested before or after PBC Board approval. Following negotiation of the Proposal (fee, scope, staffing, team composition), the Respondent may be required to submit additional information and must provide completed PBC forms (Legal Actions, Disclosure of Retained Parties, Joint Venture Affidavit, Schedule D, Schedule C) in order to execute an Agreement. A sample of an AOR Professional Services Agreement is available on our website.



EXHIBIT B

MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

Instructions:

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.)

SUBMITTING FIRM NAME:	
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DEMONSTRATE COMMITMENT

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

(If using your own document, please add Exhibit B – MBE/WBE Past Participation as your header)

MBE/WBE PARTICIPATION

PROJECT ONE	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

PROJECT ONE			
MBE Goal	WBE Goal	Actual MBE	Attained WBE Goal
%	%	%	%



EXHIBIT B

MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

PROJECT TWO	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

PROJECT TWO			
MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

PROJECT THREE	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

PROJECT THREE			
MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%



EXHIBIT C

REFERENCES FORM

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

Instructions:

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 *Reference Firm Name* box. Firms may submit more than the minimum number of required references or submit Reference Letters in lieu of completing this form. However, if submitting Reference Letters, the minimum information requested below must be provided in the letter. Please mark 'See Attached Reference Letter' in the space provided. **Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.**

SUBMITTING FIRM NAME:	
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REFERENCES

PROJECT NAME:

Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	

PROJECT NAME:

Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	

PROJECT NAME:

Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	