



Meeting Agenda

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

Meeting Date: October 3, 2018

Meeting Subject: Pre-Submittal Conference

Meeting Time: 10:00 a.m.

Project Name: Project Development Services

Meeting Location: Malcolm X College
Room 1108
1900 West Jackson Boulevard
Chicago, IL 60612

Contract Number: PS3005

Meeting Facilitator: James Borkman
Contract Officer

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1. **Welcome and Introductions**
 2. **Program Overview – Ray Giderof**
 - a. PDS Overview
 - b. Key Submission Considerations
 3. **Procurement Requirement – James Borkman**
 - a. Questions Deadline: Friday, October 5, 2018
 - b. Submission Deadline: Monday, October 15, 2018 at 1:00pm
 - c. Submission Format
 - i. Requirements
 - ii. Submission Checklist
 - iii. Financial Statements are to be submitted in a Separately Sealed Envelope
 - d. Evaluation Criteria
 - i. Experience and Qualifications of the Firm (20%)
 - ii. Approach and Methodology (30%)
 - iii. Experience and Qualifications of Key Personnel (5%)
 - iv. References (3%)
 - v. Rate Sheet (10%)
 - vi. Value Add (5%)
 - vii. Minority and Women Owned Business Participation (20%)
 - viii. Responsiveness (2%)
 - ix. Financial Capacity (5%)
 4. **Contract Highlights – Lori Ann Lypton**
 5. **Requests for Information:** send to Public Building Commission of Chicago, Attn: James Borkman, Contract Officer, via email james.borkman@cityofchicago.org.
 6. **Submittal Due Date:** The deadline for RFP Submissions is **Monday, October 15, 2018 at 1:00pm** local time. Submit One (1) bound original, one (1) unbound paper copy, plus one (5) USB Flash Drives of the electronic version (PDF) of the submittal in a sealed envelope or container, clearly labeled to the office of the PBC, Richard J Daley Center, 50 West Washington, Room 200, Attn: James L. Borkman (Contract Officer), Chicago, IL 60602
 7. **Q & A**

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