



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: November 19, 2018
Meeting Time: 9:30 a.m.
Meeting Location: Public Building Commission
Board Room
50 West Washington
Chicago, IL 60602
Meeting Facilitator: James Borkman
Contract Officer

Meeting Subject: Pre-Submittal Conference
Project Name: Constructability Review Services
Contract Number: PS3016

1. **Welcome and Introductions**
2. **Program Overview – Ray Giderof**
 - a. Public Building Commission Overview
 - b. Constructability Review Services
 - c. Key Submission Considerations
3. **Procurement Requirement – James Borkman**
 - a. Questions Deadline: Friday, November 23, 2018 at 4:00pm
 - b. Submission Deadline: Thursday, December 6, 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 (30%)
 - ii. Past Performance (20%)
 - iii. References (3%)
 - iv. Cost Proposal (20%)
 - v. Minority and Women Owned Business Participation (15%)
 - vi. Responsiveness (2%)
 - vii. Financial Capacity (10%)
4. **Contract Highlights – Lori Ann Lypson**
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 **Thursday, December 6, 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**

