

PUBLIC BUILDING COMMISSION OF CHICAGO

# CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR AIS CAPITAL IMPROVEMENT PROJECTS

Public Building Commission of Chicago  
Richard J. Daley Center, Room 200  
50 W. Washington Street Chicago, Illinois 60602  
[www.pbcchicago.com](http://www.pbcchicago.com)

**Mayor Lori E. Lightfoot**  
Chairman

**Carina E. Sánchez**  
Executive Director

# CONTACT INFORMATION

FIRM NAME:	
CONTACT NAME:	
CONTACT TELEPHONE:	
CONTACT EMAIL:	
ADDRESS:	



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## FORMS:

- Form A. Technical Competence and Past Performance
- Form B. Proposal Acknowledgment and Execution Page
- Form C. MBE/WBE, EEO, CRO, and CH Participation
- Form D. Joint Venture Affidavit
- Form E. Disclosure Affidavit
- Form F. Disclosure of Retained Parties
- Form G. Affidavit of Non-Collusion
- Form H. Safety Information
- Form I. Legal Actions
- Form J. References

## EXHIBITS:

- Exhibit A. Insurance Requirements
- Exhibit B. Performance and Payment Bond Specimen
- Exhibit C. Sample Project Community Area Map
- Exhibit D. Assist Agencies

## ATTACHMENTS (Project Descriptions, Cost Forms, and Supporting documentation):

- NPV Gymnasium Building B
- NPV Administration Building C
- NPV Chapel Building F
- Lakeview Health Center

*(Please note all FORMS, EXHIBITS, and ATTACHMENTS listed above can be found on PBC website at: <https://pbcchicago.com/opportunities/rfp-for-construction-management-at-risk-services-for-ais-capital-improvement-projects/>)*

# SECTION I – INTRODUCTION

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## A. INTRODUCTION

The Public Building Commission of Chicago (“Commission” or “PBC”) has enhanced education, safety, and recreation across the region by building or renovating hundreds of schools, city colleges, libraries, parks, fire houses, police stations and other public facilities. PBC User Agencies include the City of Chicago, Cook County, Chicago Public Library, Chicago Public Schools, Chicago Park District, City Colleges of Chicago and other municipalities. Beginning with land acquisition, the PBC’s staff may manage each project through planning, financing, site preparation and remediation, design, construction and furnishing, functioning as a single point of responsibility for “turn-key” development.

The Commission, through this Request for Proposals (“RFP”), solicits construction management firms (including firms proposing to have a controlling interest in Joint Ventures) to perform Construction Management at Risk (“CMAR”) services for various City of Chicago facilities for the Department of Assets, Information and Services (AIS) under their Capital Improvement Program.

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

## B. PROJECT OVERVIEW

- 1. Objective:** PBC has undertaken various projects on behalf of AIS which include numerous renovation projects. Projects vary in timing, complexity, and dollar-value. The actual scope of services will vary based on the specific needs of each facility. Scope of Services for each facility can be found in requisite Project Description (ATTACHMENTS). The Construction Management firm will be responsible for providing Construction Management at Risk Services as outlined in this RFP.
- 2. Construction Management at Risk Services:** The Construction Manager shall provide Construction Management at Risk Services to assist the PBC, the Architect of Record or Engineer of Record (“AOR/EOR”) and AIS with pre-construction activities, coordination, scheduling, development of a complete budget, estimating and budgeting the probable construction costs for each project and at each design milestone, overall management of the design team, and construction planning. The Construction Manager will also be responsible for reviewing the design documents for constructability, identifying possible cost savings, and supporting the PBC and the AOR/EOR to develop a permitting strategy and obtain all necessary permits and approvals.

Additional responsibilities may include, but not be limited to:

- Pre-Construction;
- Project Management;
- Planning and coordination of all end user relocations, including without limitation, people, functions, services, utilities, fixtures, furnishings, and equipment, necessary to complete the Project;
- Project Control;
- Change Management;
- Reporting;
- Document Management;
- Acquisition of Furniture, Fixtures, and Equipment;
- Collection, Review, and Approval of Shop Drawings, As-Built Drawings, Project Warranties;
- Commissioning; and
- Close-out.

- 3. Trade Contract Award and Management:** All subcontractor awards by Project will be to trade contractors pursuant to a publicly advertised and PBC-approved process. The Construction Manager will administer the procedures and manage the bid and award process. The pre-qualification (if required), bid and award procedures shall conform with the requirements of the Public Building Commission Act, 50 ILCS 20/1 et seq., (the “Act”) and the PBC’s policies concerning MBE/WBE utilization, minority and female hiring and City of Chicago resident and community hiring. Subcontractor awards may be reported to the PBC Board of Commissioners.

## SECTION I – INTRODUCTION

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The Construction Manager shall collaborate with the AOR/EOR to assemble bid packages for trade subcontracts to be bid.

The Construction Manager shall schedule and administer a public bid opening for each trade subcontract, with the supervision and participation of the PBC.

The Act requires that any contract for construction be awarded to the responsible bidder submitting the lowest responsive bid. The Construction Manager shall work closely with the PBC to analyze bids received and determine each bidder's responsiveness. The Commission's decision as to whether a bid is responsive shall be considered a conclusive and final determination.

MBE/WBE participation in Trade Contracts is an important consideration in determining bidder responsibility and the participation goals must be clearly defined in the Construction Manager's Invitation for Bid. The PBC will work closely with the Construction Manager to establish protocols for including appropriate aspirational goals in the Invitation for Bid.

### C. AGREEMENT OVERVIEW

1. **Agreement for Construction Management Services:** The PBC anticipates the successful Respondent will enter into an Agreement for Construction Management Services ("Construction Management Agreement") with the PBC. An example of this agreement can be found at: [http://www.pbcchicago.com/wp-content/uploads/2017/09/articleDoc\\_4546.pdf](http://www.pbcchicago.com/wp-content/uploads/2017/09/articleDoc_4546.pdf)

As described in this RFP, the Construction Manager will provide pre-construction advising, value engineering and constructability reviews as to enable the project to be completed within the timeframe and budget specified.

2. **Guaranteed Maximum Price ("GMP"):** It is anticipated that the Construction Manager will assemble a Guaranteed Maximum Price ("GMP") based on various factors including but not limited to the 100% Construction Drawings. Subject to negotiation with the PBC, the Construction Manager will propose a GMP for its services and all Project work under its management. The GMP will be included in the Construction Management Agreement by amendment at the appropriate time and the Construction Manager will guarantee timely completion of the Project. The GMP and schedule guarantee will be based on the construction documents developed for the Project by the AOR/EOR in collaboration with the Construction Manager and be supported by price proposals received by the Construction Manager from trade contractors.

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## SECTION II – KEY INFORMATION

### KEY INFORMATION RELATED TO THIS PROCUREMENT

- 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:

Patricia Montenegro, Contract Officer  
Public Building Commission of Chicago  
50 West Washington, Room 200  
Chicago, Illinois 60602  
[patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@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 ..... Monday, February 14, 2022
  - Pre-Submission Conference ..... Friday, February 25, 2022 at 10:30AM
  - Site Visit Lakeview Health Center\* ..... Tuesday, March 1, 2022 at 10:00AM
  - Site Visit North Park Village (NPV Buildings B, C, and F)\* ..... Friday, March 4, 2022 at 10:00AM
  - Questions Deadline ..... Tuesday, March 15, 2022 at 4:00PM CT
  - Submission Deadline ..... Thursday, March 24, 2022 at 11:00AM CT
  - Interviews (*tentative*) ..... March 28, 2022 through April 6, 2022
  - Recommendation to PBC Board (*tentative*) ..... April 2022
- \*Site Visit Flyer can be found on the Current Opportunities page for this project on PBC's website.

- 3. Pre-Submission Conference:** The PBC will conduct a virtual Pre-Submission Conference to provide an overview of the submission requirements. Attendance at the Pre-Submission Conference is not mandatory and will not preclude your firm from submitting a response to this RFP. However, attendance is highly recommended.

**Meeting Link:** [CMAR AIS CIP ZOOM](#)  
**Meeting Phone Number:** 312-626-6799  
**Meeting ID:** 817 9315 0331

- 4. Submission Instructions:** Submission instructions can be found in Section IV. Submission Requirements of this RFP. Failure to submit in the manner prescribed in this RFP may deem your submission non-responsive.
- 5. RFP Availability:** This solicitation and RFP details can be found at: <https://pbcchicago.com/opportunities/rfp-for-construction-management-at-risk-services-for-ais-capital-improvement-projects/>.
- 6. Questions:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing to the attention of Patricia Montenegro, Contract Officer via email to: [patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org). Questions may be answered at the discretion of the PBC.
- 7. Addenda, Exhibits, Forms, Attachments, Proposal, and Acceptance:** Any addenda, exhibits, forms, and/or attachments issued with this RFP can be found on the PBC website at: <https://pbcchicago.com/opportunities/rfp-for-construction-management-at-risk-services-for-ais-capital-improvement-projects/>. The Commission is not responsible for a Respondent's failure to obtain or download any addenda, exhibits, forms, and/or attachments issued with this RFP.

Respondent's failure to acknowledge any issued addenda on FORM B – Proposal Acknowledgment and Execution Page or failure to properly execute the document may result in the Commission finding the proposal non-responsive and rejecting the proposal.

Proposals must be submitted with original signatures (Digital signature or in blue ink are acceptable) in the spaces provided on FORM B – Proposal Acknowledgment and Execution Page. If Respondent is a corporation, the President and Secretary must execute the Proposal. In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for said corporation. If

## SECTION II – KEY INFORMATION

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Respondent is a partnership, all partners must execute the Proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Commission must be submitted.

8. **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.”
9. **False Statements:** Any false statement(s) made by the respondent(s) will void the response and eliminate the respondent(s) from further consideration.
10. **Debarment:** Any firm debarred by City of Chicago, Sister Agencies, local, state or federal agencies shall have any award issued under this request, revoked. Any firm debarred by City of Chicago, Sister Agencies, local, state or federal agencies will not be awarded a contract for this solicitation.
11. **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.
12. **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.
13. **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.
14. **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. 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), but Consultants must comply with any other provisions that apply to or in any manner affect any Services performed under the Agreement.
15. **Reservations:** The Commission's approval of a firm pursuant to this RFP does not mean that the Commission approves the firm as qualified to perform a specific project. At the full discretion of the Commission, the Commission holds the following reservations. The right to:
  - request any additional, relevant information determined to be necessary for the proper evaluation of a submission;
  - request interview(s) with the Respondent's team;
  - review a firm's qualifications to perform a specific project;
  - reject a firm's proposal if the Commission determines that the firm is not qualified to perform the project;
  - require additional information regarding project-specific MBE/WBE Participation Goals, EEO, CRO, and Community Hiring provisions; and,
  - negotiate rates, price, and request best and final costs.

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- 16. 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.

### A. ANTICIPATED CONTRACTUAL OBLIGATIONS

Respondents should take into consideration key PBC contractual obligations (or requirements) in the performance of any work performed for the PBC by a Contractor (or its Subcontractors).

Unless otherwise noted, all Respondents should adhere to the submission requirements following each item listed below. A Submission Checklist is provided further in this document to assist your firm in determining which form is applicable to your firm and required with your submission.

- 1. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation and Joint Venture Participation:** It is the PBC's policy to provide for maximum contracting opportunities for MBE/WBEs on all PBC projects. MBE/WBEs are encouraged to submit. The PBC accepts MBE/WBE certifications from City of Chicago and Cook County only.
- MBE/WBE participation requirements will be based on the aggregate value of the construction services.
  - The MBE/WBE participation goal for each Project is **26%**.
  - This goal may be met by participation of a MBE firm, WBE firm, or a combination of both.
  - The PBC will utilize B2GNow for compliance reporting.

*For purposes of this RFP, all Respondents shall complete FORM C – MBE/WBE, EEO, CRO, and CH Participation of which demonstrates commitment to meeting PBC's MBE/WBE Participation Goals.*

- 2. Joint Venture Participation (Only applicable to firms interested in Joint Venture Partnerships):** The PBC accepts Joint Venture Partnerships. Joint Ventures of Contractors with appropriate qualifications, financial capacity and combined construction experience and capacity are eligible to be considered for award.

A completed Disclosure Affidavit (FORM E) must be submitted for the joint venture entity; and Respondent 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 Contract.

The PBC also strongly encourages the participation of MBEs and WBEs as joint venture partners. Joint ventures of MBE/WBE contractors and non-MBE/WBE contractors are also invited to submit a Proposal in response to this RFP.

*For purposes of this RFP, all Respondents must include with their submission, a copy of the entity's joint venture agreement as described above, Form E – Disclosure Affidavit and Form D – Joint Venture Affidavit. Each Joint Venture partner will also be required to submit all applicable forms requested in this RFP.*

- 3. Local Business Subcontracting Participation:** In order to ensure that local businesses that provide subcontracting work to General Contractors on Commission projects and residents of the project communities are provided with the opportunity to benefit from Commission contracts, the Commission requires the following:
- Local Subcontracting Requirement
    - General Contractors that are Local Businesses (as defined below) are required to award 25% of the Work under their contract with the Commission to subcontractors that are Local Businesses.
    - General Contractors that are not Local Businesses are required to award 35% of the Work under their contract with the Commission to subcontractors that are Local Businesses.
    - A Local Business is one that: 1) owns or leases a functioning business office and/or operations facilities within the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 2) is registered and licensed to do business in the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 3) employs City of Chicago residents



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(for City-funded projects) or Cook County residents (for Non-City-funded projects); and 4) is subject to City of Chicago taxes (for City-funded projects) or Cook County taxes (for Non-City-funded projects). In the event that the Commission performs a project for a unit of local government that operates in multiple municipalities, such as the Metropolitan Water Reclamation District, "Local Business" shall be defined in the solicitation documents for that project.

#### 4. City Residency, and Community Hiring, and Equal Employment Opportunity (EEO) Requirements:

- a. City of Chicago Residency Requirements. The Contractor agrees to ensure that the aggregated hours of Work to be performed under this Contract will be performed such that at least 50% of the aggregated hours of Work is performed by City of Chicago Residents.
- b. Community Hiring Requirement. At least 7.5% of the project labor must be performed by "Project Community Residents" and included on a "Project Community Area Map". The aggregate hours of Work to be performed by the Contractor and Subcontractors under this Contract may be complied through residents who are trade or non-trade workers.

*For purposes of the community hiring requirement, "Project Community Residents" shall mean persons domiciled within the Project Community Areas. Refer to sample "Exhibit C – Project Community Area Map".*

- c. EEO Requirements. Contractors will be required to comply with all laws with respect to the employment of labor and payment of local prevailing wage rates.

Minority Journeyworker Project employment goal:	50% or more of total Journeyworker hours
Minority Laborer Project employment goal:	30% or more of total Laborer hours
Minority Apprentice Project employment goal:	20% or more of total Apprentice hours
Female Journeyworker Project employment goal:	1% or more of total Journeyworker hours
Female Laborer Project employment goal:	0% or more of total Laborer hours
Female Apprentice Project employment goal:	1% or more of total Apprentice hours
City of Chicago Resident employment goal:	50% of construction work hours to be performed by City Residents
Community Resident employment goal:	7.5% of construction work hours to be performed by residents of the "Project Community"

- d. The PBC will utilize LCP Tracker for compliance reporting.

*For purposes of this RFP, all Respondents shall complete FORM C – MBE/WBE, EEO, CRO, and CH Participation which demonstrates commitment to meeting PBC's EEO, CRO, and CH requirements and requests the Respondents to provide evidence of past experience achieving commitments to utilize minority and women journeymen, apprentices, and laborers. Additionally, Respondents must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements.*

#### 5. Payment and Performance Bond: A payment and performance bond (PPB) may be required for this Project.

*For purposes of this RFP, all Respondents must submit a letter from Respondent's Surety identifying the Respondent's current Bonding Capacity. The letter must include: 1) Your Bonding Capacity (single and aggregate amounts), 2) The current amount of bonding outstanding; and 3) how long the bonding company has been providing bonds. Please note: a specimen of the PPB is included as EXHIBIT B – Performance and Payment Bond Specimen for review.*

#### 6. Insurance: Contractors must provide and maintain at Contractor's own expense, the minimum insurance coverage and requirements on PBC projects on a project-by-project basis, insuring all operations related to the Contract. The insurance must remain in effect for the duration of the Contract.

*For purposes of this RFP, all Respondents must submit a Certificate of Insurance showcasing their current coverage limits.*

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7. **Safety Program Manual:** Respondents should be able to demonstrate the quality of their overall safety program as evidenced by their history of citations, OSHA incident rate and Experience Modification Rate (EMR).

*For purposes of this RFP, Respondents must complete FORM H – Safety Information and submit a copy of the Table of Contents of the Safety Program Manual.*

8. **Quality Assurance and Quality Control Plan (QA/QC):** Respondents should be able to demonstrate their experience with implementation of QA/QC processes.

*For purposes of this RFP, Respondents must submit a copy of their Quality Assurance and Quality Control Plan.*

9. **Project Scheduling:** The PBC may require Contractors to submit schedules electronically or utilize scheduling software for project management purposes.

*For purposes of this RFP, Respondents must submit a sample of a project schedule.*

10. **Liquidated Damages:** The Contractor agrees that the Work must be executed regularly and diligently to ensure completion within the time specified in the Contract. The Contractor and the Commission understand and agree that the time for the completion of the Work described is a reasonable time. If the Contractor neglects, fails or refuses to complete the Work within the time specified, or any proper extension granted by the Commission, then the Contractor and its surety do hereby agree to pay to the Commission the amount of **\$1,500.00** per day for each day Milestones and Substantial Completion dates are not achieved, not as a penalty, but as liquidated damages for the breach of contract occurring each and every Day that the Contractor after the time stipulated in the Contract for completing the Work.

The Commission may recover liquidated damages by deducting the amount out of any monies due or that may become due the Contractor. Liquidated damages, if any, will be calculated on completion of the Work and submission of the Contractor's final pay request.

11. **Prevailing Wage Rates:** Not less than the prevailing rate of wages as determined by the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. Prevailing wage rates in effect at the time of issuance of Contract Documents will be identified in bid documents. One resource for determining the current prevailing wage rate is the internet site <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/current-prevailing-rates.aspx>, maintained by the State of Illinois Department of Labor.

12. **Online Collaboration and Documentation Management System Requirements:** The Contractor shall use PBC's designated On-line Collaboration and Document Management system to track the Work, manage the Project, and follow the Commission's procedures for electronic submission and receipt of documents as directed by the Commission Representative.

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## SECTION III – EVALUATION CRITERIA

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### A. EVALUATION PROCESS

An Evaluation Committee (EC) will review the Respondent's qualifications and price 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.

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 listed below. The PBC will rely upon the Contractor to verify that all prospective vendor(s) and subcontractor(s) are appropriately licensed, insured, bonded and meet all other requirements specified by the construction contract pursuant to procedures and policies of the Commission.

The Commission reserves the right to add, delete or modify any requirements at its discretion.

#### 1. Technical Competence and Past Performance of the Firm – WEIGHT 25%

##### a) Construction Management at Risk Experience

Respondents shall demonstrate CMAR experience on projects completed within the last five (5) years on the three (3) projects identified and selected by the Respondent as relevant and comparable based on complexity, size and type.

Respondent's role on each project must have been as a Construction Manager at Risk where Respondent provided pre-construction and construction services. Limit description of each project to three (3) pages.

Respondents are to provide information required for the three (3) projects submitted as representative examples of Respondent's CM at Risk experience as follows:

- (i) A brief description of the project including but not limited location, schedule, square footage, construction type, and foundation system;
- (ii) A brief description of the pre-construction services provided on the project specifically addressing:
  - (a) building systems analysis and selection (structural, mechanical, electrical, plumbing, fire protection, building envelope);
  - (b) value engineering analyses performed, and cost savings recommendations made;
  - (c) cost estimating and budget management services provided;
  - (d) constructability reviews performed;
  - (e) bidding and procurement activities;
  - (f) if the building was occupied, please provide approach to phasing/logistics; and
  - (g) construction scheduling services.
- (iii) Original forecast completion date and actual completion date;
- (iv) Original budget/GMP and actual cost of project at completion;
- (v) Amount of construction manager contingency included in the GMP and amount remaining at project completion; and
- (vi) Contact information from each project owner/developer and Architect of Record.

*For purposes of this RFP, all Respondents must identify three (3) projects, completed within the last 5 years, as well as, complete FORM A – Technical Competence and Past Performance. Please note that one sample project must demonstrate an construction activity at an occupied facility.*

#### 2. Project Approach and Methodology – WEIGHT 20%

Respondents shall demonstrate their approach and methodology for providing pre-construction services, bidding and procurement services and construction management services on the Project.

Respondents must demonstrate their understanding of the requirements for Trade Subcontractor pre-qualification and public bidding and must demonstrate Respondent's ability to manage a Trade Subcontractor

## SECTION III – EVALUATION CRITERIA

procurement process that will ensure that the project goals for MBE/WBE participation are met or exceeded and that employment opportunities are maximized for minorities, women, city and community residents.

Respondents are to describe the proposed approach and methodology as follows:

- a) **Pre-Construction.** Discuss your cost estimating, cost control and change management processes; Describe your value engineering approach; Describe your constructability and building systems evaluation process; Describe your bid and procurement management processes: Describe your Scheduling Compliance and Control systems; Describe your approach to regulatory, environmental and permitting management.
- b) **Bidding/Procurement.** Describe your approach to managing Trade Subcontractor bidding process: Describe your current and proposed processes for pre-qualifying Trade Subcontractors; Describe your philosophy and methods for ensuring maximum participation by MBE/WBE firms; maximizing opportunities for minority and female employment; and maximizing City of Chicago Resident and Community Resident employment including compliance with minimum 50% City of Chicago Resident employment and 7.5% Community Resident employment.
- c) **Construction.** Describe your proposed schedule and budget/cost control approach; Describe your construction site safety and security programs: Complete Form H – Safety Information (ATTACHMENT); Describe your Quality Control Plan: Submit a table of contents and a copy of one of the firm's recent Quality Control Programs.

*For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above.*

### 3. Price – WEIGHT 20%

*For purposes of this RFP, all Respondents must complete [all](#) Cost Forms (Refer to FORMS on PBC website).*

### 4. MBE/WBE Past Participation – WEIGHT 15%

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

Respondent must describe its commitment to achieve meaningful MBE and WBE participation as identified in this RFP.

If Respondent is seeking favorable consideration for including MBE/WBE participation through a joint venture or equity participant, Respondent must include a completed (FORM D – Joint Venture Affidavit), and include the corresponding Joint Venture Agreement.

*For purposes of this RFP, all Respondents shall complete FORM C – MBE/WBE, EEO, CRO, and CH Participation. If Joint Venture is a MBE or WBE firm, please include City of Chicago or Cook County certification letter.*

### 5. Qualifications and Relevant Experience of Key Staff – WEIGHT 10%

Respondents shall demonstrate the experience and past performance of the firm and individuals identified on the Project Team in providing pre-construction, bidding and procurement, and construction management services.

- a) **Resumes:** Respondents must submit resumes evidencing project experience of the following proposed Key Staff Members:

- a) Project Executive
- b) Project Manager/Estimator
- c) Quality Control Manager
- d) Safety Manager
- e) Construction Superintendent
- f) Estimator (this may be the PM as well)
- g) MEP/Technical Coordinator
- h) Scheduler

## SECTION III – EVALUATION CRITERIA

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- i) Procurement/Bidding Manger
- j) Compliance/Diversity Manager

**b) Organizational Chart:** Respondents must submit proposed organizational chart indicating who Key Staff Member's potential roles and responsibilities on the Project at each stage: Pre-Construction, Bidding/Procurement, and Construction.

*For purposes of this RFP, all Respondents shall submit resumes for each Key Staff Member. Resumes should be limited to two (2) pages and Organizational Chart.*

### 6. Financial Capacity – WEIGHT 5%

Respondents should demonstrate they have the financial resources necessary to successfully deliver projects and pay sub-contractors as necessary.

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. 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 against the Respondent that may have a material effect in Respondent's ability to provide the Services.

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 (ie Tax Returns) in lieu of financial statements and/or review/compilation.

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

*For purposes of this RFP, all Respondents must provide documents as described above and submitted under Tab 10.*

### 7. References – WEIGHT 3%

Provide, at minimum, three (3) references of the Clients identified in Technical Competence and Past Performance. References cannot be current PBC employees.

*For purposes of this RFP, all Respondents shall complete FORM J – References.*

### 8. Responsiveness to the Solicitation – 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.

*Respondents are to adhere to the Submission Requirements noted in this RFP.*

## C. OTHER CRITERIA

**1. General Information:** The following items are prerequisites the Commission requires of Contractors in the performance of any work requested by the Commission. They are not weighted in the Evaluation Criterion; however, submission of these documents is required and will be considered when determining award.

- a) Licensing: Contractors should possess the licenses listed below and meet all license requirements to perform the type of work solicited by the PBC.
  - a. State business license(s)
  - b. City of Chicago business license
  - c. Contractor license, specific to your capacity
  - d. Applicable certifications

Should a firm's license change during the procurement or performance of the Services, it is the responsibility of the Respondent to submit proof of change to the Commission.

*For purposes of the RFP, all Respondents must include copies of all current, applicable licenses.*

## SECTION III – EVALUATION CRITERIA

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**b) Affidavits, Certifications, and Other**

Contractors should include the following Affidavits with their submission.

- i. Disclosure Affidavit
- ii. Disclosure of Retained Parties
- iii. Affidavit of Non-Collusion

*For purposes of this RFP, all Respondents shall complete FORM E – Disclosure Affidavit, FORM F – Disclosure of Retained Parties, and FORM G. Affidavit of Non-Collusion.*

**c) Legal Actions**

Eligible Contractors must demonstrate a performance history without an indication of recurring defaults or terminations on projects, failures to complete projects on schedule, litigation history, including judgments and outstanding lawsuits, and violation of laws relevant to the evaluation of this criterion.

*For purposes of this RFP, all Respondents shall complete FORM I – Legal Actions.*

**D. EVALUATION SCORING CHART**

Evaluation Criteria	Weighted Percentage
Technical Competence and Past Performance	25%
Project Approach and Methodology	20%
Price	20%
MBE/WBE Past Participation	15%
Qualifications and Relevant Experience of Key Staff	10%
Financial Capacity	5%
References	3%
Responsiveness to the Solicitation	2%
Total	100%

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## SECTION IV – SUBMISSION REQUIREMENTS AND CHECKLIST

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### 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 electronic submission

#### 2. Submission Format

##### a. Electronic Submission

- i. Submit a single, searchable PDF file of your submission to: Patricia Montenegro, Contract Officer, at: [patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org)

**NOTE:** All pages of the proposal document must be a searchable PDF document, with the exception of copies of any applicable licenses and/or documents that are only available as a scanned document

- ii. Label the PDF file name 'SU\_YourFirms'Initials\_CMARAISCIP2\_RFPresponse\_YYYYMMDD'
  - iii. In the Subject Line of the email, please include 'Response to RFP for CMAR Services for AIS Capital Improvement Projects'
  - iv. RFP Contact Information (Page 2) and applicable Forms and Attachments shall be included as part of the submission
  - v. Copies of the Exhibits are not required as part of the submission
  - vi. Proposals shall be organized in accordance with the Submission Checklist described in this RFP
- ##### b. Hard Copy Submissions
- i. No hard copy submissions are required for this solicitation

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## SECTION IV – SUBMISSION REQUIREMENTS AND CHECKLIST

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### A. SUBMISSION CHECKLIST REFERENCE TABLE

The table below has been created to help facilitate the submission process. Submissions are to be organized and labeled in the following order:

#### **TAB 1**

Contact Information Page (Page 2 of RFP)  
Cover Letter  
Proposal Acknowledgment and Acceptance (Form B)  
Table of Contents

#### **TAB 2**

Technical Competence and Past Performance (Form A)  
References (Form J)

#### **TAB 3**

Project Approach and Methodology

#### **TAB 4**

Qualifications and Experience of Key Staff  
Resume  
Organizational Chart  
Licenses and General Information

#### **TAB 5**

Disclosure Affidavit (Form E)  
Disclosure of Retained Parties (Form F)  
Affidavit of Non-Collusion (Form G)  
Legal Actions (Form I)

#### **TAB 6**

Insurance Certificate  
Payment and Performance Bonding Capacity Letter

#### **TAB 7**

Safety (Form H)  
QA/QC Plan  
Sample Project Schedule

#### **TAB 8**

MBE/WBE, EEO, CRO, and CH Participation (Form C)  
Joint Venture Affidavit (Form E)  
Joint Venture Agreement

#### **TAB 9**

Cost Form for the Pershing Road West Building and Tunnel Upgrades Project  
Cost Form for the Pershing Road East Building Upgrades Project  
Cost Form for the Pershing Road East Building Upgrades Project  
Cost Form for the Juvenile Intervention and Support Center Project

#### **TAB 10**

Financial Statements



# PUBLIC BUILDING COMMISSION of Chicago



**PUBLIC BUILDING  
COMMISSION** of Chicago

