

PUBLIC BUILDING COMMISSION OF CHICAGO

Property Management Services for Richard J. Daley Center

PRE-SUBMISSION & Site Visit

August 31, 2023

AGENDA

Welcome & Introduction

Pre-Submission

Q&A

Site Visit

Program Overview



Pre-Submission & Site Visit
Property Management Services for the
Richard J. Daley Center
August 31, 2023

The Richard J. Daley Center and Property Occupants – James Borkman

- Occupants
 - Cook County Courts
 - Cook County Sheriff
 - Sates Attorney
 - Cook County Comptroller
 - Illinois Liquor Control Commission
 - Illinois Workers Compensation Commission
 - Public Building Commission
- Operations & Maintenance
 - Custodial Services
 - Maintenance & Engineering Services
 - Security Services
- Reports

Program Overview Continued...

Budget & Management – Carina Sánchez

- Management
- Budget
- Brokerage Services



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Program Overview Continued...

Capital Planning/Work – Ray Giderof

- Upgrades & Planned work
- GEPC Management



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Procurement Timeline & Instructions

Richard J. Daley Center Site Visit: Thursday, August 31, 2023 @ 1:00 p.m.

Questions Deadline: Friday, September 1, 2023 at 3:00 p.m.

Tentative Interview Dates: September 25-27, 2023

Targeted Board Meeting: October 2023

Term of the Agreement

3 years plus two (2) extensions of one (1) year each – may be exercised solely at PBC’s discretion

Electronic Submissions *only** (25mb limit – Dropbox or similar if larger)



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*Firms unable to submit electronically must submit a request in writing to the Contract Officer detailing reasons for the request.

Submission Overview Highlights

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – *signed by Authorized Representative*
- ✓ Cost Proposal Summary
- ✓ MBE/WBE Experience (Exhibit 7)
- ✓ References (Exhibit 6)
- ✓ Project Matrix (Exhibit 5)
- ✓ Implementation Plan
- ✓ Attachments



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SUBMISSION CHECKLIST

Please review submission and ascertain that all applicable forms are complete and additional required documentation is attached. The submission must be signed by an Authorized Representative of the firm.

TAB 1 <i>Introductory Information</i>	
	Cover Letter – Signed by Authorized Representative
	Table of Contents
	Executive Summary
TAB 2 <i>Qualifications and Experience of the Respondent</i>	
	Qualifications and Experience of Respondent
	Exhibit 5 – Project Matrix
	Exhibit 6 – References
TAB 3 <i>Qualifications and Experience of Key Personnel</i>	
	Qualifications and Experience of Key Personnel
	Staff Organization Chart
	Key Personnel Resumes
TAB 4 <i>Implementation Plan</i>	
	Implementation Plan
	Implementation Team Chart
TAB 5 <i>MBE / WBE Participation Plan and Commitment</i>	
	Schedule C
	Schedule D
	Exhibit 7 – MBE/WBE Experience
TAB 6 <i>Cost Proposal Summary</i>	
	Exhibit 1 – Cost Proposal Summary
TAB 7 <i>Financial Qualifications and Experience (Submitted Separately)</i>	
	Audited/unaudited financial statements for the last three (3) years
	Proof of Insurability
TAB 8 <i>Attachments and Exhibits</i>	
	Attachment A – Disclosure Affidavit
	Attachment B – Legal Actions
	Attachment E – Disclosure of Retained Parties

Evaluation Criteria

Qualification and Experience of Respondent (25%)

Quality and Responses from Respondent's References (3%)

Qualifications and Experience of Key Personnel (15%)

Quality of Implementation Plan (20%)

Commitment to MBE/WBE Participation (15%)

Cost Proposal Summary / Management Fee (15%)

Financial Qualification and Experience (5%)

Overall RFP Compliance / Responsiveness (2%)



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Q&A