

A high-angle photograph of construction workers on a site, wearing hard hats and safety vests, working on a large concrete slab. The scene is overlaid with a semi-transparent dark blue and grey gradient.

PUBLIC BUILDING COMMISSION OF CHICAGO

2023 Prequalification of General Contractors for Various Projects

CONTRACTOR WORKSHOP

August 22, 2023



PUBLIC BUILDING COMMISSION

Contractor Workshop

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Part I. Submission Overview



Sample Submission

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Review Sample Submission Package



Submission Overview

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Prior to submitting...

- Review the Request for Qualifications
- Did I follow instructions?
- Did I complete all the forms as applicable to my classification?
- Did I fill in all the blanks as applicable?
- Did I include relevant and current references?
- Did I sign where needed?
- Did I notarize where needed?
- Have I obtained all addendums and taken into account any changes, clarifications, additions?
- Is it organized and tabbed according to the Submission Checklist?
- Am I allowing enough time to submit BEFORE the due date and time?
- Have I checked to see how large the file is before I submit?
- If too large, do I have an account with a secure file sharing platform (eg Dropbox)?





Contractor Workshop

2023 Prequalification of General Contractors for Various Projects August 22, 2023

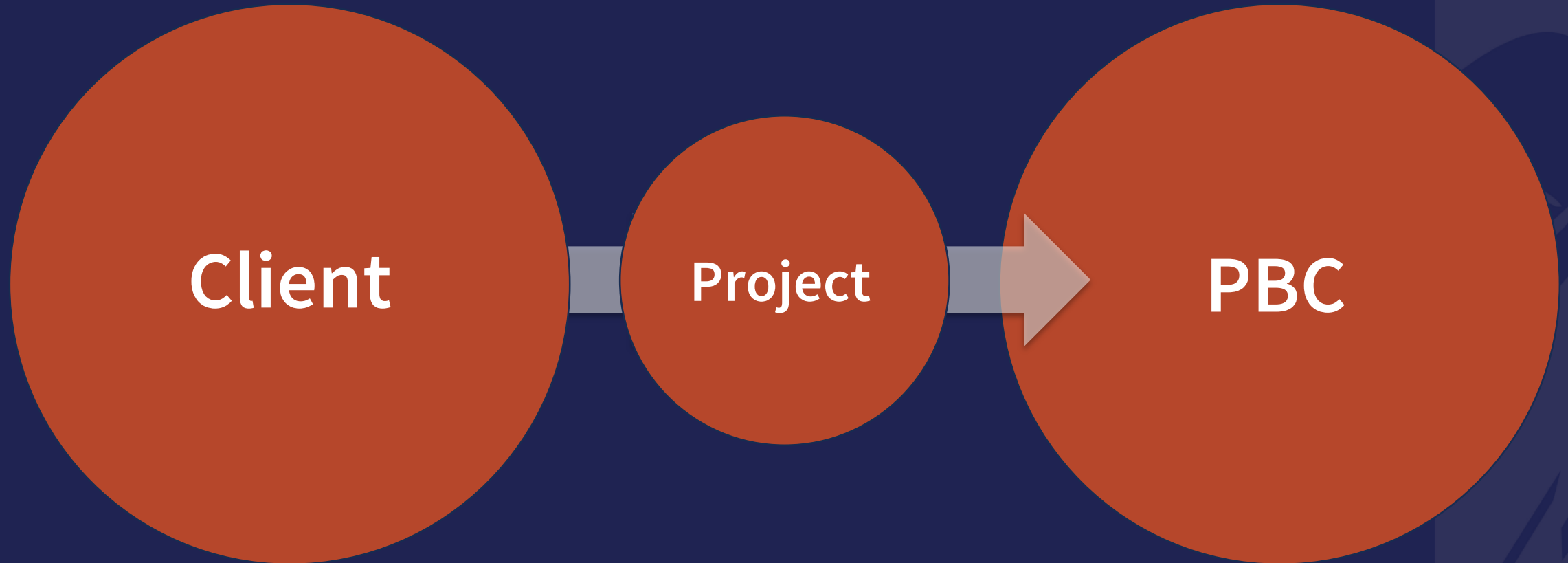
Part II.

I've Been Prequalified



A Project Underway

2023 Prequalification of General Contractors for Various Projects August 22, 2023





A Project Underway

2023 Prequalification of General Contractors for Various Projects August 22, 2023

PBC TEAM

Identifies
Project
Details/
Requirements

Determines
Procurement
Method

Identifies
bidding class
based on
project size

Prepares the
solicitation
documents

Issues an
Invitation To
Bid



The PBC Invitation to Bid

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Public Notice (or Invitation) of an Invitation For Bid (IFB) to Prequalified Bidders:

- Email to Prequalified Bidders
- Post on the PBC website: www.pbcchicago.com
- Post on social media
- Issue a **PBC Alert**



The PBC Invitation to Bid

2023 Prequalification of General Contractors for Various Projects August 22, 2023



NOTICE OF INVITATION TO BID

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 290 | Chicago, Illinois 60602 | (312) 744-3090 | pbccicago.com

Date of Issue: Tuesday, July 11, 2023

Dear PBC Class C Prequalified Bidders:

The Public Building Commission of Chicago (PBC) is informing PBC Class C Prequalified Bidders of the availability of bid documents for the below-referenced project.

CONTRACT DETAILS

Contract No.: C2023	Project#: 00000
Contract Name: PBC Sample Construction and Renovation Project	
Project Address: 50 West Washington Street Chicago, Illinois 60602	Construction Budget: \$4,500,000.00

Location of Bid Documents: [Printer's Planroom](#)

ELIGIBLE BIDDERS

Class C

Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here; Name of Contractor Here

BID DOCUMENTS

The complete set of bid documents includes the following attachments:

- 1) **Book 1:** Project Information, Instructions to Bidders, and Execution Documents
- 2) **Book 2:** Standard Terms and Conditions for Construction Contracts
- 3) **Book 3:** Technical Specifications
 - a. Volume 1 of 3: Technical Specifications
 - b. Volume 2 of 3: Technical Specifications
 - c. Volume 3 of 3: Technical Specifications
- 4) **Drawings:**
 - a. Drawings – Issue For Bid Drawings

NOTICE OF INVITATION TO BID
PBC Sample Construction and Renovation Project
Date of Issue: Tuesday, July 11, 2023

RELATED MEETINGS/DEADLINES

1. **Sneak Peek Meeting Date, Time, and Location:** NONE.
 2. **Pre-Bid Meeting Date, Time, and Location:** Thursday, July 27, 2023 at 11:00 a.m. via ZOOM virtual meeting platform.
 3. **Technical Review Meeting Date, Time, and Location:** Thursday, July 27, 2023 at 11:30 a.m. via ZOOM virtual meeting platform.
 4. **Site Visit:** Bidders shall be responsible for inspecting the Site to become familiar with the Project. Bidders are advised that access to the school is restricted. Failure of the Bidders to become familiar with the Project shall not relieve or alter the Bidder's responsibility for completing the Work as required by the Contract Documents.
- *NOTES REGARDING MEETINGS:**
- a. Meetings referenced in Items #2 Pre-Bid and #3 Technical Review above are NOT mandatory.
 - b. Subcontractors and Suppliers are encouraged to attend the meetings.
 - c. Proper PPE must be worn at all times on the site.
 - d. Bidders shall comply with all COVID-19 protocols in accordance with applicable guidelines.
5. **Questions Due:** Tuesday, August 1, 2023 by 4:30 p.m.
 6. **Bids Due and Public Bid Open:** Bids are due Thursday, August 10, 2023 at 11:00am followed by public bid opening via live stream on the PBC's [YouTube](#) page.
 7. The **Pre-Bid/Technical Review Meetings** will be held on ZOOM virtual meeting platform. To join click on the link or call the number below:

Meeting Link:	PBC Sample Construction and Renovation Project ZOOM
Meeting Phone Number:	312-626-6799
Meeting ID:	000 0000 0000
Meeting Passcode:	None required

ADDITIONAL INFORMATION

Questions/Communications: All questions and communications related to this Invitation to Bid must be directed solely to the attention of the Contract Officer at patricia.montenegro@cityofchicago.org.

Addendums: It shall be the Bidder's responsibility to inquire as to the addenda issued. Addendums are posted on the PBC website at www.pbccicago.com and on the [Printer's Planroom](#).

After the Bid Opening:

- 1) The Lowest Responsive and Responsible Bidder shall be required to attend a Pre-Award Meeting immediately following the Bid Due Date. The **Pre-Award meeting is tentatively scheduled for Friday, August 10, 2023 at 10:00 a.m.** via virtual meeting platform. Meeting details will be issued to the Apparent Low Bidder.
- 2) The Lowest Responsive and Responsible Bidder shall be required to:
 - a. Have, at minimum, the Project Executive, Project Manager (if known), and Cost Estimator in attendance at the meeting
 - b. Invite principals of all MBE/WBE Subcontractors listed on Schedule D
 - c. Provide and be prepared to discuss the Schedule of Values for the Project
- 3) The PBC anticipates awarding this contract at the September 2023 PBC Board of Commissioners meeting.



The PBC Bid Documents

2023 Prequalification of General Contractors for Various Projects August 22, 2023

BOOK 1

- Introduction
- General Project Details
- IFB Instructions
- Submission Requirements
- Related Exhibits

BOOK 2

- Standard Terms and Conditions for Construction Contracts

BOOK 3

- Technical Specifications

DRAWINGS



The PBC Procurement Milestones

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Pre-Submission Conference

- General Overview of the Project
- Review of Book 1: Instructions to Bidders

Technical Review

- Detailed Review of Project
- w/Drawings

Site Visit

- Visit proposed construction site and/or renovation areas

Questions Deadline/Addendums

- Interested bidders submit Questions by stipulated deadline
- PBC answers Questions via Addendum



The PBC Procurement Milestones

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Bids Due/Public Bid Opening

- Interested bidders submit their Bid to do the work
- PBC publicly opens Bids

Administrative Review

- PBC reviews the bids and determines APPARENT LOW BIDDER

Pre-Award Meeting

- PBC reviews bid and scope with/Apparent Low Bidder
- PBC determines responsiveness

Recommendation and Board Approval

- Contract Officer submits recommendation for approval
- Recommendation is approved and/or denied



The PBC Procurement Milestones

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Notice of Award

- PBC issues Notice of Award
- Requests Certificate of Insurance & Payment and Performance Bond

Notice to Proceed

- PBC issues Notice to Proceed





Bidder's Response

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Prior to submitting...

- Review the Invitation for Bid
- Did I follow instructions?
- Did I fill in all the blanks as applicable?
- Did I include any required documents?
- Did I populate the Bid Form correctly?
- Did I sign where needed?
- Did I notarize where needed?
- Have I obtained all addendums and taken into account any changes, clarifications, additions?
- Is it organized?
- Did I secure and provide Bid Bond?
- Am I allowing enough time to submit BEFORE the due date and time?
- Have I checked to see how large the file is before I submit?
- If too large, do I have an account with a secure file sharing platform (e.g. Dropbox)?



The PBC Compliance

2023 Prequalification of General Contractors for Various Projects August 22, 2023

MBE/WBE Goals

(project-specific)

At least **26%** MBE participation

At least **6%** WBE participation

MBE/WBE Certifications

Only City of Chicago & Cook County



The PBC Compliance

2023 Prequalification of General Contractors for Various Projects August 22, 2023

EEO Goals

Maximum **70%**

Minority Journeyworker,
Apprentice, and;
Laborer

Maximum **15%**

Female Journeyworker,
Apprentice, and;
Laborer

PROJECT NAME: Robert Nathaniel Dett Elementary School Annex and Renovations	
CONTRACT NO: C1604	
PROJECT NO: 05445	
AWARD CRITERIA FIGURE FORMULA (For Electronic Submission Copy)	
	FORMULA
Line 1. (Based on Total Base Bid)	\$1,095,000.00
Line 2. Minority Journeyman (Maximum figure 0.70)	
Line 3. Multiply Line 2 by Line 1 by 0.04	\$0.00
	\$1,095,000.00
Line 4. Minority Apprentice (Maximum figure 0.70)	
Line 5. Multiply Line 4 by Line 1 by 0.03	\$0.00
	\$1,095,000.00
Line 6. Minority Laborer (Maximum figure 0.70)	
Line 7. Multiply Line 6 by Line 1 by 0.01	\$0.00
	\$1,095,000.00
Line 8. Female Journeyman (Maximum figure 0.15)	
Line 9. Multiply Line 8 by Line 1 by 0.04	\$0.00
	\$1,095,000.00
Line 10. Female Apprentice (Maximum figure 0.15)	
Line 11. Multiply Line 10 by Line 1 by 0.03	\$0.00
	\$1,095,000.00
Line 12. Female Laborer (Maximum figure 0.15)	
Line 13. Multiply Line 12 by Line 1 by 0.01	\$0.00
	\$1,095,000.00
Line 14. Total of Lines 3, 5, 7, 9, 11, and 13	\$0.00
Line 15. Total Award Criteria	\$1,095,000.00
TOTAL AWARD CRITERIA (Line 15)	\$1,095,000.00

Award Criteria



The PBC Compliance

2023 Prequalification of General Contractors for Various Projects August 22, 2023

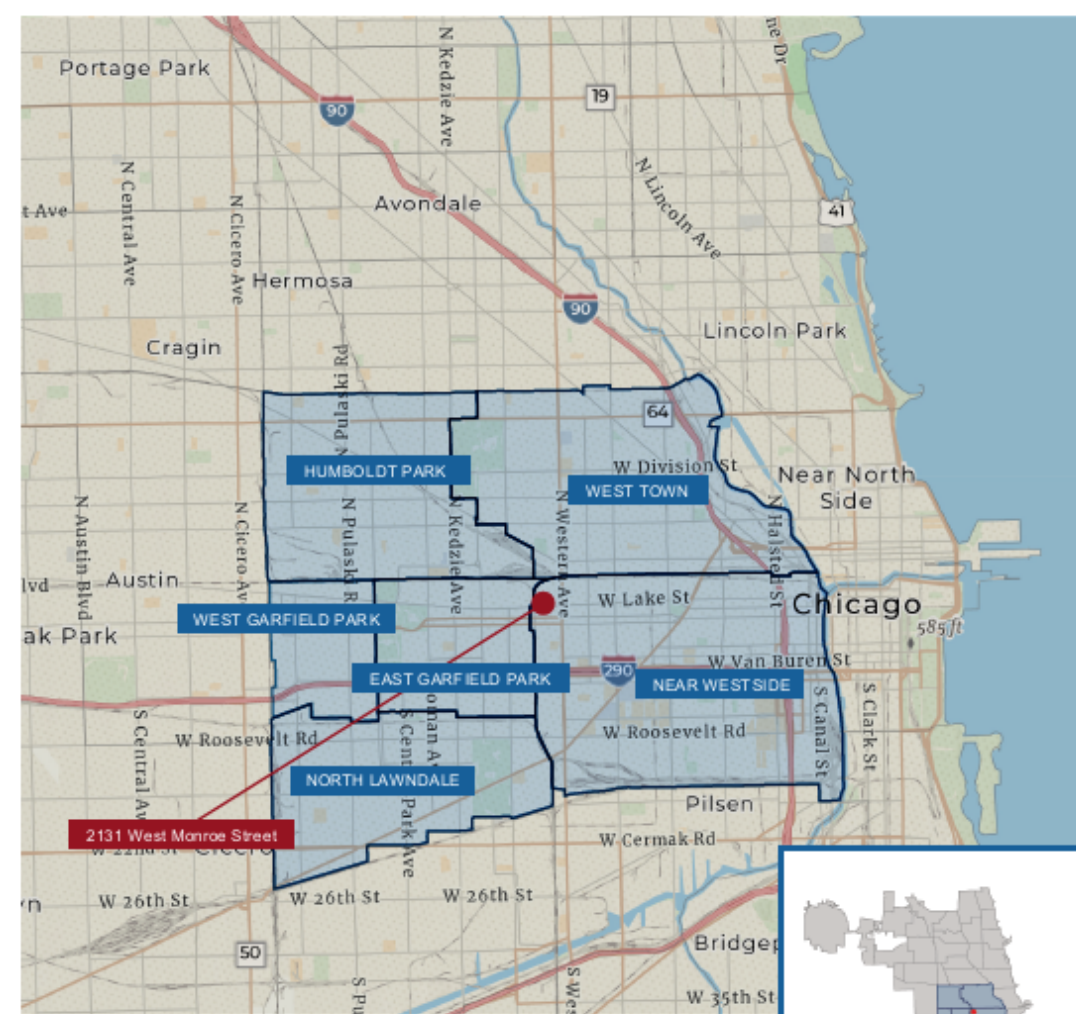
Community Hiring & City Residency Goals

Community Hiring Goal

At least **7.5%** of project labor performed by community residents

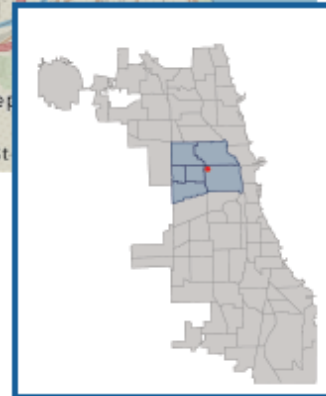
City Residency Goal

At least **50%** of project labor performed by City of Chicago residents



Robert Nathaniel Dett Elementary School Annex & Renovations

- Robert Nathaniel Dett E.S. 2131 West Monroe Street
- Community Areas





The PBC Compliance

2023 Prequalification of General Contractors for Various Projects August 22, 2023

MBE/WBE Compliance

Documents

Schedule C

Schedule D

Reporting

LCP Tracker

B2Gnow



The PBC Compliance

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Schedule C

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE C - Letter of Intent from MBE/WBE (1 of 2) To Perform As Subcontractor, Subconsultant, and/or Material Supplier

Name of Project: _____

Project Number: _____

FROM:

(Name of MBE or WBE) MBE _____ WBE _____

TO:

_____ and Public Building Commission of Chicago
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

_____ a Sole Proprietor _____ a Corporation
_____ a Partnership _____ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated _____. In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE C - Letter of Intent from MBE/WBE (2 of 2) To Perform As Subcontractor, Subconsultant, and/or Material Supplier

PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

SUB-SUBCONTRACTING LEVELS*

% of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

% of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

***If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.**

The Undersigned (Contractor) will enter into a formal agreement for the above work with the Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

Name of MBE/WBE Firm (Print)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

BY:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone

MBE ___ WBE ___ Non-MBE/WBE ___



The PBC Compliance

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Schedule D PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (1 of 2)

Name of Project: _____

STATE OF ILLINOIS }
 COUNTY OF COOK } SS

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

_____ Title and duly authorized representative of

_____ Name of General Contractor whose address is

in the City of _____, State of _____ and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		%	%

The General Contractor may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (2 of 2)

The Undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Contractor of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

_____ Name of Contractor (Print)

_____ Signature

_____ Date

_____ Name (Print)

_____ Phone

IF APPLICABLE:

BY:

_____ Joint Venture Partner (Print)

_____ Signature

_____ Date

_____ Name (Print)

_____ Phone/FAX

MBE ____ WBE ____ Non-MBE/WBE ____



The PBC Prohibitions

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Prohibitions

Bid rigging – When two or more bidders that would otherwise be competitors cooperate so that one of them wins the bid

Bid rotation – When two or more bidders take turns winning bids

Acquisition or disclosure information of bidding information by Public Officials or interference thereof

Kickbacks

Collusion

Bribery

False Statements

A circular graphic featuring a section of barbed wire on the left side and a large, bold, brown 'NO' sign in the center, set against a light gray background.

NO



The PBC Archives

2023 Prequalification of General Contractors for Various Projects August 22, 2023

Archives

Information that can be obtained on our website is:

- Open and closed bids
- Bid Tabulations
- Pre-Submission Conference Attendance Record
- Awarded contracts

Freedom of Information Act (FOIA)

For additional public information not found on PBC's website, please submit a FOIA request to:

Bryant Payne, Director of Communications
FOIA@pbcchicago.com

An aerial photograph of a construction site showing several workers in safety gear (hard hats and high-visibility vests) working on a large concrete slab. They are using long-handled tools like screeds and trowels to finish the surface. The scene is captured from a high angle, showing the layout of the slab and the workers' positions. The image has a dark, blue-tinted overlay.

Q&A