

PUBLIC BUILDING COMMISSION OF CHICAGO

# 2023 Prequalification of General Contractors for Various Projects

# PRE-SUBMISSION CONFERENCE

August 22, 2023



# Welcome



# Housekeeping

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

## While we wait...

Please ensure you **REGISTER** your name and company name with reception

Please **MUTE** your cellphones

If you must exit the room during the conference, please **EXIT** and **RE-ENTER QUIETLY**

Please **WAIT** for **Q&A** to ask questions

- Q&A sessions will be conducted at intervals during the presentation



# Welcome & Introduction

# AGENDA

Welcome & Introduction

About the PBC

Pre-Submission Conference Details

Compliance

Q&A



# About the PBC



# The PBC Executive Director

2023 Prequalification of General Contractors for Various Projects  
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**Carina E. Sánchez**  
Executive Director



# Mission & Vision

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## Mission

The Public Building Commission of Chicago is committed to client service and strong stewardship of public resources. The PBC plans, designs and builds facilities that reflect the highest standards of environmental and economic sustainability.

## Vision

The vision of the Public Building Commission of Chicago is a built environment in which function, beauty and sustainability are inherent to every community; where physical surroundings inspire and support achievement of the individual goals of those who live, work and visit Chicago and Cook County; and, where people gather to share the common values that truly build our communities.



# Legislative Authority

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The PBC is a **municipal corporation** created pursuant to the provisions to the Public Building Commission Act adopted by the Legislature of the State of Illinois on July 5, 1955.

Pursuant to Section 14 of the Act, the PBC is an **independent agency**, separate and apart from any other municipal corporation or governmental agency.

Because the PBC was formed for the express **purpose of serving other government agencies**, the PBC is uniquely qualified to provide leadership, expertise, service, and support to the capital program of its clients and other public municipalities.



# The PBC Board Of Commissioners

2023 Prequalification of General Contractors for Various Projects  
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**Mayor Brandon Johnson**  
Chairman



**Samuel Wm. Sax**  
City of Chicago



**Toni Preckwinkle**  
Cook County



**Arnold Randall**  
Forest Preserve District  
of Cook County



**José G. Maldonado, Jr.**  
City of Chicago



**David Todd Whittley**  
City of Chicago



**James F. Ellis, Jr.**  
City of Chicago



**Myetie Hamilton**  
Chicago Park District



**Kari K. Steele**  
Metropolitan Water  
Reclamation District  
of Greater Chicago



**Jianan Shi**  
Board of Education



# Client Agencies

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## City of Chicago



**CHI**



Chicago Department of Assets, Information and Services

Chicago Department of Transportation

Chicago Department of Planning and Development

Chicago Housing Authority

Chicago Fire Department

Chicago Office of Emergency Management and Communications

Chicago Park District

Chicago Police Department

Chicago Public Library

Chicago Public Schools

Chicago Transit Authority

City Colleges of Chicago

Cook County Government

Forest Preserve District of Cook County

Metropolitan Water Reclamation District of Greater Chicago



# About the PBC: Development



# The PBC Development Team

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## **Ray Giderof**

Chief Development Officer

## **Mark Lindstrom**

Director of Construction

## **Kerl LaJeune**

Director of Planning and Design



# The PBC Projects

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## Overview

Delivery of public facilities, systems and structures that continue to reshape and revitalize communities throughout the City of Chicago and Cook County

## Objective

Provide technical expertise required for all aspects of capital project delivery on behalf of PBC's clients from planning, design and construction through closeout and turnover

## Responsibilities

Develop procedures, protocols, and training for all aspects of small and large-scale program delivery, including fostering economic and environmental sustainability:

- LEED and Climate Action Plan Initiatives
- Capacity Building and Partnerships
- Maximizing Opportunities for Participation by Minority and Women Business Enterprises
- Continued Support and Empowerment
- Best Practices and Knowledge Sharing



# The PBC Projects

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## Schools



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## First Responders





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## Parks





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## Libraries



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## Other Municipalities

PUBLIC BUILDING COMMISSION OF CHICAGO





# About the PBC: Procurement



# The PBC Procurement Team

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## **James L Borkman**

Director of Procurement

## **Patricia Montenegro**

Deputy Director of Procurement

**CONTRACT OFFICER**

## **Miguel Fernandez**

Senior Program Coordinator

## **Minnie Keys**

Program Coordinator



# The PBC Procurement of Goods and Services

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The PBC procures goods and services through various procurement methods:

## **Invitation for Bid (IFB) (referred to as Design-Bid-Build)**

- Used to acquire construction services over \$25,000.00
- Based on Lump Sum Bid
- Award determined by the lowest responsive and responsible bidder

## **Requests for Qualifications (RFQ)**

- Used to pre-qualify contractors and/or professionals for specific work and/or services
- Evaluation process is required
- Award determined by the highest qualified firm(s) based on technical factors

## **Requests for Proposals (RFP)**

- Used to acquire goods and/or services for any amount
- Design-Build Projects
- Professional Services, including Construction Management Services
- Evaluation process is required
- Award determined by the highest qualified firms based on technical factors, in addition to fee proposals



# The PBC Procurement of Goods and Services (*cont*)

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## **Letters of Interest and Qualifications for Architect of Record and Engineer of Record Services (LIQ)**

- Used for the selection of AOR and EOR firms
- Selection is determined by query of firm's qualifications meeting the needs of the proposed PBC project

## **Short-form Contracts**

- Acquire goods and/or services under \$25,000.00
- Award determined by lowest responsive and responsible quote



# The PBC Invitation

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**Public Notice** (or Invitation) of a PBC solicitation is made known via:

- Posting on the PBC website: [www.pbcchicago.com](http://www.pbcchicago.com)
- Advertisement in the *Chicago Sun-Times* Newspaper
- Posting on social media
- Issuance of a **PBC Alert**



# The PBC Alert

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**PBC Alerts** is a free electronic notification system that alerts you of upcoming PBC procurement opportunities and activities, community hiring events, and other related events.

**Subscribe here**





# Pre-Submission Conference Details



# The PBC

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# 2023 Prequalification of General Contractors for Various Projects



# The PBC 2023 Prequalification of General Contractors

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## 2023 Prequalification

The PBC is seeking to prequalify **General Contractor Classification Types A-E**. General Contractor Classifications are established by the Municipal Code of Chicago.

Each class is defined by the following not-to-exceed (NTE) project size limits:

<b>CLASS A NO LIMIT</b>	<b>CLASS B NTE \$10M</b>	<b>CLASS C NTE \$5M</b>	<b>CLASS D NTE \$2M</b>	<b>CLASS E NTE \$500K</b>
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## Term

Five (5) year term concluding December 31, 2028.



# The PBC 2023 Prequalification of General Contractors

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Contractors interested in becoming prequalified will need to submit their **Statement of Qualifications** and **Financial Condition**.

Typical **Qualification Criteria** may include:

- Staff Experience
- Firm Capacity
- Similar Project History
- Financial Capacity, and
- Familiarity of Scheduling Software



# The PBC 2023 Prequalification of General Contractors

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An **Evaluation Team** is formed to:

- independently review the submissions
- score them based on the weight assigned each criteria and rank highest to lowest
- discuss the findings and agree on an overall consensus score that will help determine **Final Recommendation of Pre-Qualified Bidders**

The **Final Recommendation** is submitted for approval at the following PBC Board of Commissioners Meeting

**Notices of Pre-Qualification Status** are issued to all firms who have been approved for pre-qualification and is posted on PBC's website



# The PBC 2023 Prequalification of General Contractors

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## Procurement Timeline

RFQ Issued	August 7, 2023
Pre-Submission Conference/Contractor Workshop	August 22, 2023 at 10:00am
Questions Deadline	August 29, 2023 by 4:00pm
<b>Submission Deadline</b>	<b>October 3, 2023 by 4:00pm</b>
Board Approval	November 14, 2023
Notice of Prequalification Determination	December 1, 2023

*(all dates are subject to change)*



# The PBC 2023 Prequalification of General Contractors

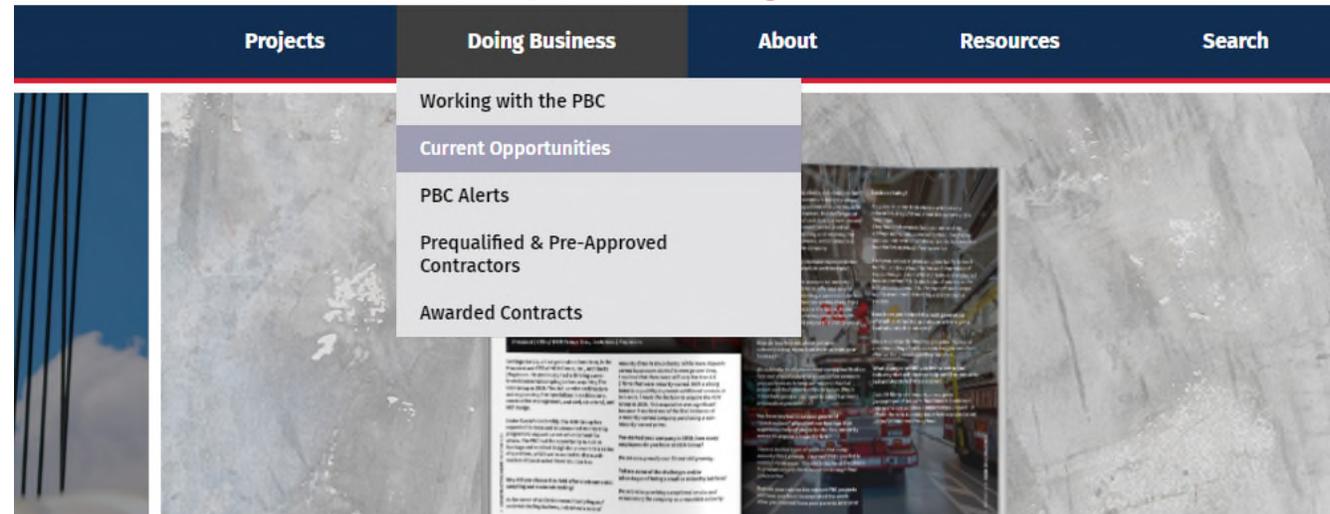
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## Availability of Documents

Documents related to this Procurement can be found on PBC's Current Opportunities page at: <https://pbcchicago.com/?p=116076>

- RFQ w/ Forms and Exhibits
- Addendums
- Pre-Submission Conference Materials

[www.pbcchicago.com](http://www.pbcchicago.com)





# The PBC 2023 Prequalification of General Contractors

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## Questions Deadline

August 29, 2023 by 4:00pm

Questions must be submitted to the **Sole Point of Contact:**

Patricia Montenegro

[patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org)



# The PBC 2023 Prequalification of General Contractors

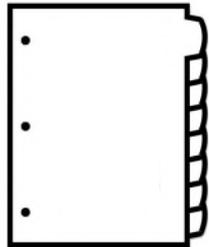
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## Submission Requirements

Document must be:



A single, searchable PDF document  
(File size must not exceed 24MB)



Must be organized according to the Submission Checklist



Submitted via email to:  
Patricia Montenegro, Contract Officer  
[patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org)

NOTE: If file exceeds 25MB, provide access to your submission via Dropbox or similar, secure, file-sharing platform.



# The PBC 2023 Prequalification of General Contractors

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## The RFQ

- Introduction about the PBC
- Key Information Regarding Prequalification
- Project Summary
- Evaluation Criteria
- Submission Requirements
- Forms & Exhibits



# The PBC 2023 Prequalification of General Contractors

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## Contractual Obligations

- MBE/WBE Goals
- Joint Venture Partnerships
- EEO Goals
- Community and City Residency Goals
- Project Labor Agreements
- Bonds
  - Bid Bond
  - Payment and Performance Bonds
- Insurance
- Safety
- Quality Control
- Project Scheduling



# The PBC 2023 Prequalification of General Contractors

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## Evaluation Criteria

### *Technical Competence and Past Performance*

**50%**

- Five (5) projects within past three (3) years (on FORM A)
- Performed locally and within your licensing capacity
- Demonstrate experience with varying levels of complexity, challenges, and ability to perform during compressed schedules



# The PBC 2023 Prequalification of General Contractors

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## Evaluation Criteria

# *Qualifications and Relevant Experience of Key Personnel* **40%**

- Demonstrate your firm employs or has the ability to employ adequately qualified and experienced Key Personnel
- Key Personnel:
  - Project Executive/Principal
  - Project Manager or Project Lead
  - Superintendent
  - Scheduler
  - MEP/FP Coordinator
  - Quality Control Manager
  - Safety Director
  - Sustainability Coordinator
- Include one, 2-page Resume per proposed Key Personnel and complete FORM B



# The PBC 2023 Prequalification of General Contractors

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## Evaluation Criteria

### *Financial Capacity*

### **10%**

- Submit Audited Financial Statements, with notes for the last three (3) years
- If unaudited Financial Statements, submit a review and compilation prepared by outside accountant, and/or other financial support documents (e.g. Tax Returns ) demonstrating financial capacity
- FORM C



# The PBC 2023 Prequalification of General Contractors

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## Organization of Response/Submission Checklist

1

### Cover Letter/Table of Contents

- Identify Contact Information (Name, phone, email)
- Include brief history of firm, experience, no. of years in existence
- Must be signed by authorized representative
- Identify requests for confidential information
- Acknowledge addenda, if any
- Include a Table of Contents, referencing Sections and Page Numbers

2

### Technical Competence

- Identify at least five projects withing last three years
- Include all information requested under the Evaluation Criterion
- Complete FORM A – Technical Competence and Past Performance

3

### Key Personnel

- Identify Key Personnel as identified under the Evaluation Criterion and as applicable to your classification type
- Include copies of resumes
- Complete FORM B – Key Personnel

SUBMISSION CHECKLIST	
TAB 1	Cover Letter Table of Contents
TAB 2	(Evaluation Criteria) Form A - Technical Competence and Past Performance
TAB 3	(Evaluation Criteria) Form B - Key Personnel Resumes
TAB 4 (To be provided as a separate electronic, PDF document with your submission)	(Evaluation Criteria) Form C - Financial Capacity Financial Statements, as applicable
TAB 5	Form D - Licensing and General Information - (Other Criteria) Form E - Disclosure Affidavit - (Other Criteria) Form F - Disclosure of Retained Parties - (Other Criteria) Form G - Legal Actions - (Other Criteria) Copies of applicable licenses Surety Letter
TAB 6	Form H - MBE/WBE, EEO, Community Participation Certification Letter(s), if applicable
TAB 7	Form I - Safety Information Copy of Safety Manual Table of Content, if applicable Quality Control Plan
TAB 8	Project Scheduling
TAB 9	Insurance Certificate
TAB 10 (Applicable only to firms interested in pre-qualifying as a Joint Venture)	Joint Venture Agreement Form J - Joint Venture Affidavit, if applicable



# The PBC 2023 Prequalification of General Contractors

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## Organization of Response/Submission Checklist

4

### Financial Capacity

- Provide financial capacity support documentation requested under the Evaluation Criterion and as applicable to your classification type
- Complete FORM C – FINANCIAL CAPACITY
- SUBMIT AS A SEPARATE FILE

5

### Licensing and General Information, Affidavits and Legal Action

- Provide a copy of all applicable licenses
- Provide Surety Letter
- Complete FORMS D, E, F, and G, as applicable to your classification type

6

### MBE/WBE Participation

- Provide City and/or County Certification Letter, if applicable
- Complete FORM H – MBE/WBE, EEO, CRO, AND CH PARTICIPATION, as applicable to your classification type



# The PBC 2023 Prequalification of General Contractors

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## Organization of Response/Submission Checklist

7

### Safety and Quality Control Plan

- Provide safety information, as applicable to your classification type
- Complete FORM I – SAFETY INFORMATION
- Provide Quality Control Plan, as applicable to your classification type

8

### Project Scheduling

- Provide a sample of your firm's project schedule

9

### Insurance Certificate

- Provide a sample of your firm's existing COI and evidence your firm can meet the coverages listed in Exhibit A – Insurance Requirements

10

### Joint Venture Partnership

- ONLY APPLICABLE TO General Contractors intending on prequalifying as a Joint Venture Partner
- Provide copy of Joint Venture Agreement



# The PBC 2023 Prequalification of General Contractors

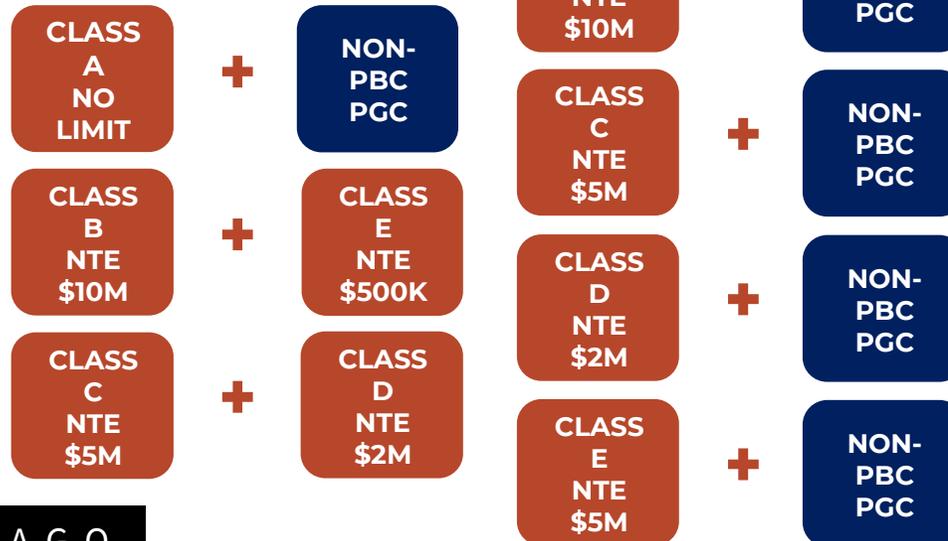
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## Joint Venture (JV) Partnerships

- PBC highly encourages JV Partnerships at time of Prequalification or at time of bid
- JV Partnerships can be any combination of Class A-E, plus another firm.
- *If submitting at time of Bid,*  
Firm with controlling interest must be prequalified

### Various Possible Scenarios

*(if submitting at time of bid)*





# The PBC 2023 Prequalification of General Contractors

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## JV Documentation

Schedule B – Joint Affidavit

Joint Venture Agreement

Certification Letter, if JV'ing with an MBE/WBE firm



# About the PBC: **COMPLIANCE**



# The PBC Compliance Team

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**Patrice L. Doyle**

Director of Compliance

**Jesus Rodriguez**

Manager of Compliance

**Kim Smith**

Manager of Compliance



# The PBC Compliance

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## 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

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## EEO Goals

Maximum **70%**

Minority Journeyworker,  
Apprentice, and;  
Laborer

Maximum **15%**

Female Journeyworker,  
Apprentice, and;  
Laborer





# The PBC Compliance

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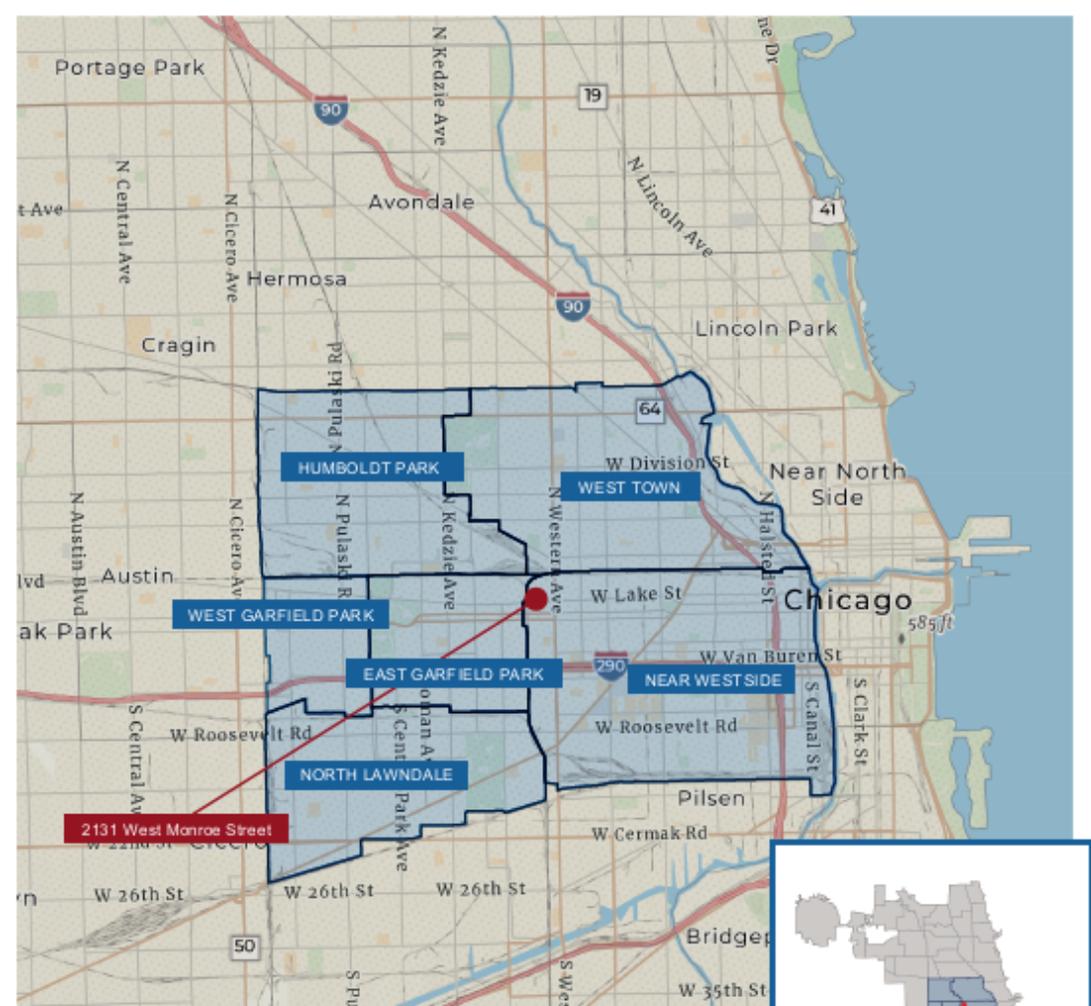
## Community Hiring & City Residency Goals

### Community Hiring Goal

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

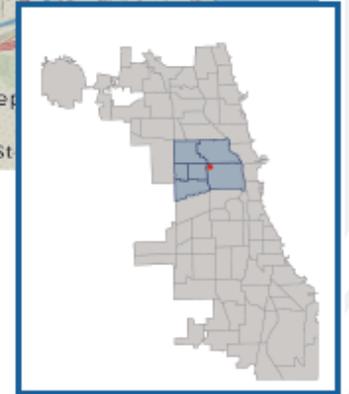
### City Residency Goal

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

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## MBE/WBE Compliance

### Documents

Schedule C

Schedule D

### Reporting

LCP Tracker

B2Gnow

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 lighting is bright, casting shadows on the concrete.

# Q&A