PUBLIC BUILDING
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HOUSEKEEPING ITEMS

While we wait…

Please MUTE your computers and/or cellphones

- Press *6 to unmute (if asked to speak)

Please CHANGE your screen name

- Use ‘Your Name (Company Name (or Initials))
  EXAMPLE: Miguel Fernandez (PBC)

Please ADD your name to Chat

- Use ‘Your Name|Company Name (or Initials)’
  EXAMPLE: Miguel Fernandez (PBC)

Please WAIT for Q&A to ask questions

- Q&A session will be at the end of session
- Feel free to use the ‘Chat’ feature to ask questions

PUBLIC BUILDING COMMISSION of Chicago

Request for Proposals for Photographic Documentation Services

Pre-Submission Conference

March 12, 2025, at 11:00am

PUBLIC BUILDING COMMISSION of Chicago

AGENDA

Welcome and Introductions

Photographic Documentation Overview

Procurement Details

Evaluation and Submission Criteria

Compliance

Q&A

PUBLIC BUILDING COMMISSION of Chicago

Welcome and Introductions

PUBLIC BUILDING COMMISSION of Chicago

INTRO

WELCOME

INTRODUCTIONS

PUBLIC BUILDING COMMISSION of Chicago

Photographic Documentation Overview

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Photographic Documentation Overview

General PBC Program Overview

Scope of Services

- ❖ Comprehensive photographic documentation services to be conducted using various photographic progressions. The services extend beyond documentation and would include organization, management, storage, online viewing, and sharing capabilities of the project imagery to the PBC's stakeholders.

Project Typologies

Market Sectors:

- Education Pre-K to 12;
- Higher Education;
- Libraries;
- Park and Recreational Facilities;
- Municipal Facilities (including but not limited to Police and Fire Stations);
- Site Improvements;
- Sewer and/or water infrastructure;
- Bridges;
- Shoreline;
- Streetscape;
- Viaducts;
- Camera Infrastructure; and
- Other

PUBLIC BUILDING COMMISSION of Chicago

Procurement Details

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Procurement Details

REQUEST FOR PROPOSALS (RFP) OVERVIEW

Procurement Timeline

Issue RFP	February 27, 2025
Pre-Submission Conference (Virtual)	March 12, 2025 at 11:00am
Questions Deadline	March 14, 2025 at 12:00pm Central Time
Submission Deadline	March 20, 2025 at 10:00am Central Time
Successful Respondent Appointed (Tentative)	May PBC Board Meeting

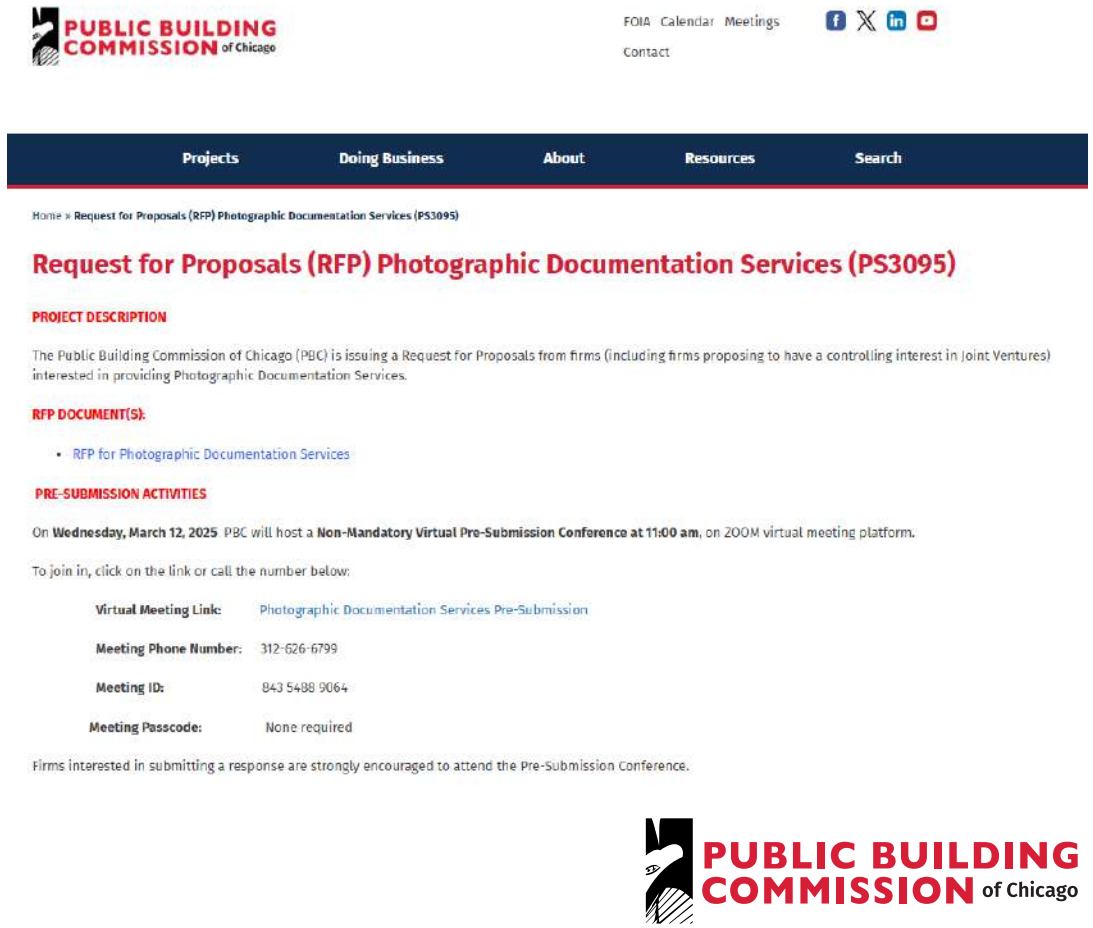
PUBLIC BUILDING COMMISSION of Chicago

Procurement Details

AVAILABILITY OF DOCUMENTS

RFP Availability

[RFP for Photographic Documentation Services]



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Home » Request for Proposals (RFP) Photographic Documentation Services (PS3095)

Request for Proposals (RFP) Photographic Documentation Services (PS3095)

PROJECT DESCRIPTION

The Public Building Commission of Chicago (PBC) is issuing a Request for Proposals from firms (including firms proposing to have a controlling interest in Joint Ventures) interested in providing Photographic Documentation Services.

RFP DOCUMENT(S):

- RFP for Photographic Documentation Services

PRE-SUBMISSION ACTIVITIES

On **Wednesday, March 12, 2025**, PBC will host a **Non-Mandatory Virtual Pre-Submission Conference at 11:00 am**, on ZOOM virtual meeting platform.

To join in, click on the link or call the number below:

Virtual Meeting Link: Photographic Documentation Services Pre-Submission

Meeting Phone Number: 312-626-6799

Meeting ID: 843 5488 9064

Meeting Passcode: None required

Firms interested in submitting a response are strongly encouraged to attend the Pre-Submission Conference.

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Procurement Details

DUE DATE

Due Date/Time

March 20, 2025 at 10:00 a.m.

(Subject to Change via Addendum)

PUBLIC BUILDING COMMISSION of Chicago

Procurement Details

REQUEST FOR INFORMATION (RFI'S)

Sole Point of Contact

Miguel Fernández, Contract Officer
miguel.fernandez@cityofchicago.org

Deadline

Current: Friday, March 14th by 12:00 p.m. CST

Addenda

Addenda No. 1 issued: March 6, 2025

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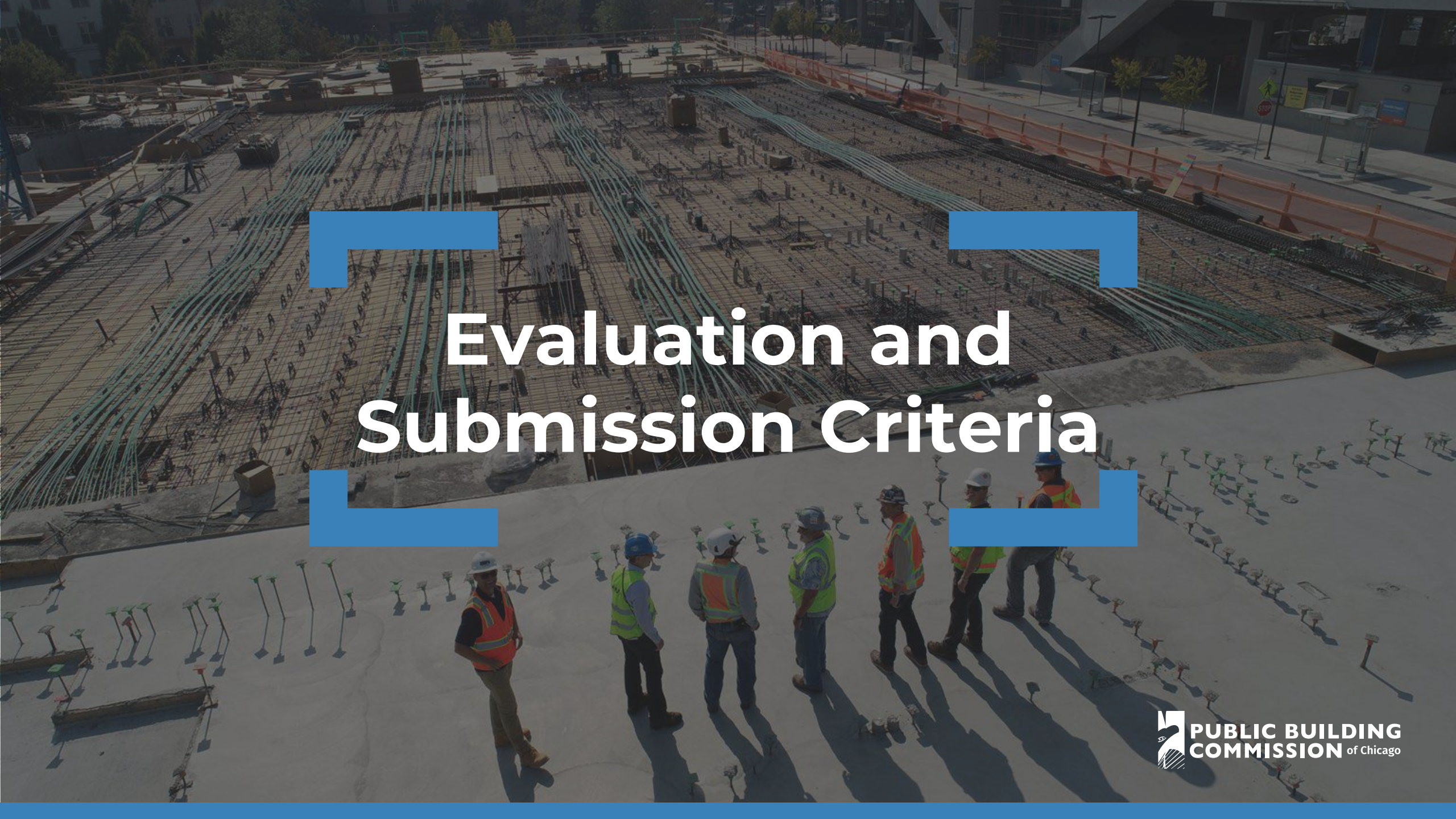


Evaluation and Submission Criteria

PUBLIC BUILDING COMMISSION of Chicago

Evaluation Criteria

Firm Qualifications, Experience and Past Performance(25%)

Quality and Responses from Respondent's References (5%)

Project Approach (15%)

Qualifications and Relevant Experience of Key Personnel (20%)

Hourly Rates (15%)

Commitment to MBE/WBE Participation (20%)

Evaluation and Submission

Firm Qualification, Experience and Past Performance of Respondent (25%)

- The quality of the depth, breadth and relevance of Respondent's recent experience, capabilities and resources in the Chicago Metropolitan area, at both the corporate and individual levels, in providing in-depth photographic documentation services.
- The quality of the Respondent's depth and breadth of completing photographic documentation services in both new construction and renovation of the following project types:

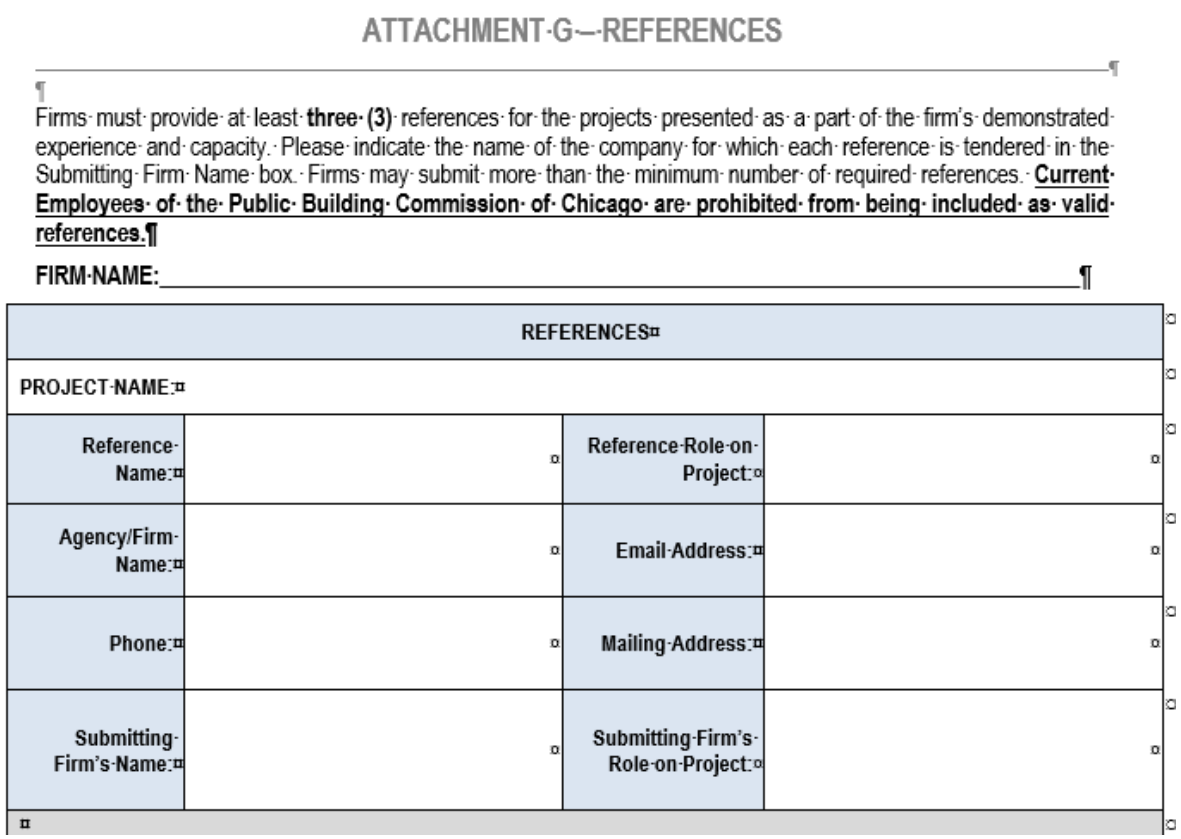
  Education Pre-K to 12;
  Higher Education;
  Libraries;
  Parks and Recreational Facilities;
  Municipal Facilities (including but not limited to Police and Fire Stations);
  Site Improvements;
  Sewer and/or water infrastructure;
  Bridges;
  Shoreline;
  Streetscape;
  Viaducts;
  Camera Infrastructure; and
  Other

- Evidence of your understanding of the State of Illinois and City of Chicago Drone Photography Guidelines and acknowledge understanding of the FAA's Small Unmanned Aircraft Regulations (Part 107). Provide any current certifications and all applicable licenses required for drone photography your firm maintains.

Evaluation and Submission

Quality and Responses from Respondent's References (5%)

Provide, at minimum, three (3) references for the Clients identified in Firm Experience and Past Performance. References cannot be current PBC employees. For purposes of this RFP, all Respondents shall complete Attachment G – References. Duplicate FORM as necessary



ATTACHMENT G—REFERENCES

Firms must provide at least **three (3)** references for the projects presented as a part of the firm's demonstrated experience and capacity. Please indicate the name of the company for which each reference is tendered in the Submitting Firm Name box. Firms may submit more than the minimum number of required references. **Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.**

FIRM NAME: _____

REFERENCES			
PROJECT NAME:			
Reference Name:		Reference Role on Project:	
Agency/Firm Name:		Email Address:	
Phone:		Mailing Address:	
Submitting Firm's Name:		Submitting Firm's Role on Project:	

Evaluation and Submission Criteria

Project Approach (15%)

- Provide an overview of your firms business process from start to finish regarding various project types. Include specifics about your firm's ability to provide ALL services requested in the Scope of Services in the RFP.
- Describe in detail your firm's process to determine project objectives, key project variables, and timelines.
- Detail your firm's ability to apply various project approach methodologies to match the requirements of various projects.

Evaluation and Submission Criteria

Qualifications and Relevant

Experience of Key Personnel (20%)

- The breadth, depth, and relevance of qualifications of key personnel, including education, training, job performance in similar capacities on comparable projects and previous experience in providing the required services.
- The relevance of project types on which key personnel have provided required services.
- Key Personnel matrix of all the proposed Key Personnel that will work on PBC projects in alphabetical order by last name. The matrix shall include the firm with which Key Personnel is employed and the number of years with current firm.
- Resumes of Key Personnel in alphabetical order by last name and applicable licenses

Evaluation and Submission Criteria

Hourly Rates (15%)

Provide a spreadsheet with the hourly rates of the following personnel. If there are additional staff you deem necessary to complete the required services, please provide the title and an explanation for the need of the service that person provides, along with the appropriate billing rate. Add additional positions as necessary:

a. Principal In Charge
b. Operations Manager
c. Photographer
d. Project Implementation Manager
e. Software Technician

Evaluation and Submission Criteria

Commitment to MBE/WBE Participation (20%)

- The quality of the Respondent's statement of understanding and commitment to comply with the PBC's Special Conditions found in Attachment D as evidenced in the Executive Summary. In addition, the PBC will evaluate the Respondent's past performance in meeting and/or exceeding the MBE and WBE goals on PBC and Non-PBC projects as indicated in Attachment D. Please be advised the contract specific goal for MBE/WBE participation is a minimum of 30% MBE/WBE. This goal may be met by participation of a MBE firm, WBE firm, or a combination of both, as noted in Attachment D.

Evaluation and Submission Criteria

RFP SUBMISSION REQUIREMENTS

Electronic Submission

- **One** complete copy of RFP document, tabbed, page numbered, and labeled.
- Include all information requested (including Financial Information sent separately in the same email) in PDF format.
  NOTE: Must be a single, searchable PDF document with the exception of documents that are only available as a copy. (e.g. copies of licenses, certificates, and/or permits)
- Submission Emailed to:
  pbc-procurement@cityofchicago.org AND miguel.fernandez@cityofchicago.org

  NOTE: There is a file size limitation of 25MB. Should your submission exceed 25 MB, please provide access to your firm's submission via Dropbox or another secure program/link.

PUBLIC BUILDING COMMISSION of Chicago

Submission Checklist

Submission Checklist

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – *signed by Authorized Representative*
- ✓ Executive Summary
- ✓ Organization Chart
- ✓ MBE/WBE Experience (Attachment D)
- ✓ References (Attachment G)
- ✓ Key Personnel Matrix
- ✓ Hourly Rate Spreadsheet
- ✓ Attachments

SUBMISSION CHECKLIST

Please review your firm's submission and ensure all applicable forms are completed and additional required documentation is attached. Also, please ensure your firm's electronic submission is organized as noted below.

TAB 1 ***Introductory Information***	
	Cover Sheet – Provide completed Contact Information
	Cover Letter – Signed by Authorized Representative
	Table of Contents
	Executive Summary
	Organization Chart
TAB 2 ***Firm Qualifications, Experience and Past Performance***	
	Qualifications of Firm(s)
	Understanding of State of Illinois and City of Chicago Drone Photography Guidelines including Applicable Certifications and Licenses
TAB 3 ***References***	
	Attachment G - References
TAB 4 ***Project Approach***	
	Provide an overview of the firm's business process from start to finish. Describe firm's process to determine project objectives, key project variables, and timelines. Firm's ability to apply various project approach methodologies to match the requirements of various projects.
TAB 5 ***Qualifications and Relevant Experience of Key Personnel***	
	Qualifications and Experience of Key Personnel
	Key Personnel Matrix
	Key Personnel Resumes & Applicable Licenses
TAB 6 ***Hourly Rates***	
	Provide Hourly Rates spreadsheet for all personnel necessary to complete the required services
TAB 7 ***MBE and WBE Participation***	
	Statement on the understanding and commitment to comply with all Special Conditions for the Utilization of MBE and WBE firms and highlight previous successful MBE and WBE projects
	Current MBE/WBE Certification (if applicable)
TAB 8 ***Financial Statements (Submitted under separate cover)***	
	Financial Statements and Related Information for the last three (3) years (audited or unaudited)
TAB 9 ***Required Forms & Other Documentation***	
	Attachment A – Legal Actions
	Attachment B – Disclosure Affidavit
	Attachment C – Disclosure of Retained Parties
	Attachment D – Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises for Professional Services
	Attachment E – Insurance Requirements (Provide proof of current coverage)
	Attachment G - References

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Compliance
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Compliance Highlights

MBE/WBE PARTICIPATION

MBE/WBE Goals

- MBE/WBE participation is a minimum of 25% MBE/WBE. This goal may be met by participation of a MBE firm, WBE firm, or a combination of both.

MBE/WBE Certifications

- City of Chicago
- Cook County

Compliance: Certification

PBC ensures that only certified and experienced firms perform the required services.

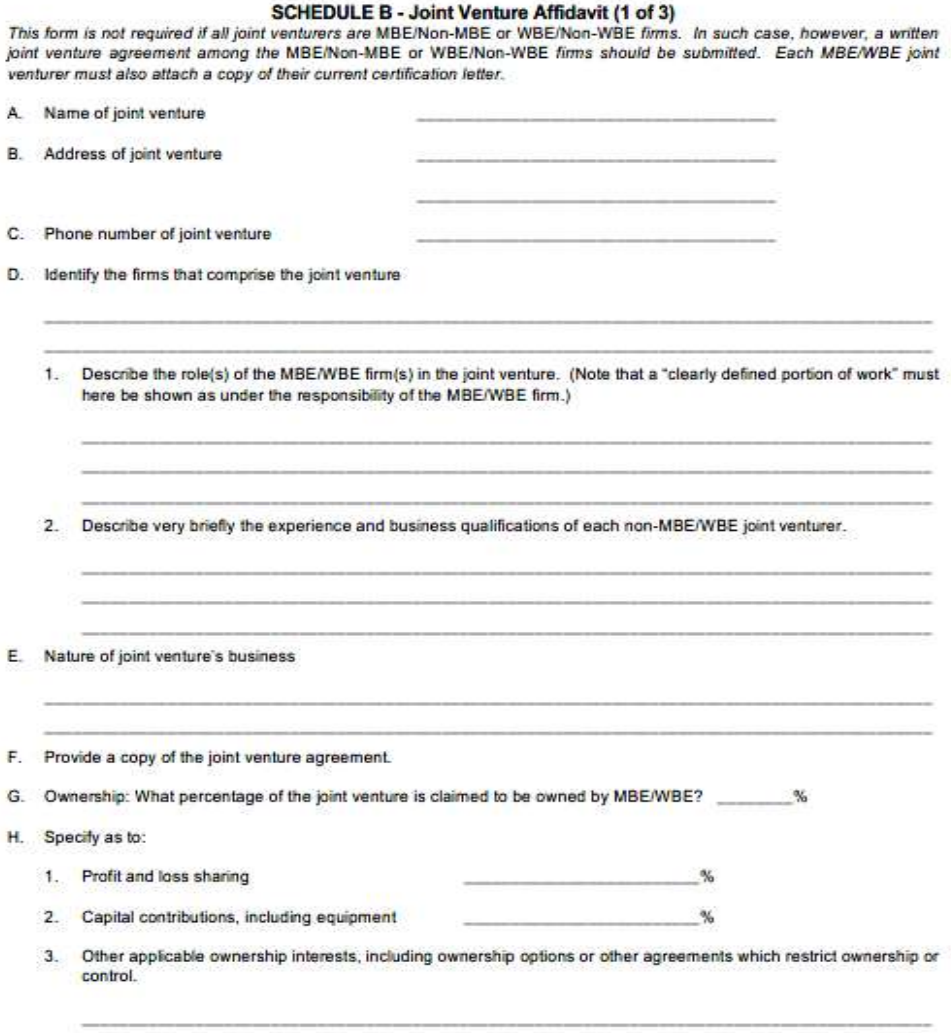
MBE or WBE firms must be certified with the City of Chicago and/or Cook County to be counted as an MBE/WBE firm by the PBC.

PUBLIC BUILDING COMMISSION of Chicago

Compliance Highlights

Respondents and Joint Venture Opportunities

- Schedule B – Joint Venture Affidavit
  - ❖ JV Agreement
  - ❖ Certification Letter



SCHEDULE B - Joint Venture Affidavit (1 of 3)

This form is not required if all joint venturers are MBE/Non-MBE or WBE/Non-WBE *firms. In such case, however, a written joint venture agreement among the* MBE/Non-MBE or WBE/Non-WBE *firms should be submitted. Each MBE/WBE joint venturer must also attach a copy of their current certification letter.*

A. Name of joint venture _____

B. Address of joint venture _____

_____

C. Phone number of joint venture _____

D. Identify the firms that comprise the joint venture

_____

_____

1. Describe the role(s) of the MBE/WBE firm(s) in the joint venture. (Note that a "clearly defined portion of work" must here be shown as under the responsibility of the MBE/WBE firm.)

_____

_____

_____

2. Describe very briefly the experience and business qualifications of each non-MBE/WBE joint venturer.

_____

_____

_____

E. Nature of joint venture's business

_____

_____

F. Provide a copy of the joint venture agreement.

G. Ownership: What percentage of the joint venture is claimed to be owned by MBE/WBE? _____%

H. Specify as to:

1. Profit and loss sharing _____%
2. Capital contributions, including equipment _____%
3. Other applicable ownership interests, including ownership options or other agreements which restrict ownership or control.

_____

PUBLIC BUILDING COMMISSION of Chicago

MBE/WBE COMPLIANCE

Documentation and Monitoring

- Schedule D
- Schedule C

Compliance Highlights

MBE/WBE COMPLIANCE

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 }
} SS
COUNTY OF COOK }

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)

_____ MBE ____ WBE ____ Non-MBE/WBE ___
Phone/FAX

PUBLIC BUILDING COMMISSION of Chicago

Compliance Highlights

MBE/WBE COMPLIANCE

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:

_____ MBE _____ WBE _____
(Name of MBE or 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)
MBE ____ WBE ____ Non-MBE/WBE ___

_____
Phone

PUBLIC BUILDING COMMISSION of Chicago

PBC CONTACT

Miguel Fernández
miguel.fernandez@cityofchicago.org

PUBLIC BUILDING COMMISSION of Chicago

Q&A
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