

PUBLIC BUILDING COMMISSION OF CHICAGO

Request for Proposals Construction Signage Services

PS3099



PRE-SUBMISSION CONFERENCE

September 23, 2025 at 10:00am

Mayor Brandon Johnson
Chairman

Ray Giderof
Executive Director

Welcome



Housekeeping

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: Patricia Montenegro | PBC

Please **ADD** your name to Chat

EXAMPLE: Patricia Montenegro | PBC

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

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

Feel free to use the 'Chat' feature to ask questions



AGENDA

01 Welcome, Introductions, & Scope of Services Overview

02 Procurement Details & RFP Highlights

03 Compliance Highlights

04 Q&A

Patricia Montenegro

Deputy Director of Procurement

***01 Welcome,
Introductions,
Scope of Services
Overview***

Scope of Services Overview

Role of the Selected Respondent:

- Fabricate, deliver and install construction signage for the project locations work is being performed at.

Term:

- three (3) year term period with the option to extend for up to two (2), additional one (1) year periods



Scope of Services Overview

Sample Task Order

EXHIBIT C

Sample Task Order and PBC Distribution List

June 14, 2025

VIA EMAIL: PK@pxmmck.net

Ms. Patricia Keys
PXM-MCK Printing Services, LLC
350 East Randolph Street
Chicago, IL 60602

RE:

Contract / Task Order Number: 12345-PS3099-001
Project Number and Name: 22705 Lincoln Square Brown Line Area Improvements
Services: Construction Signage
User Agency: Chicago Park District – Millennium Park

Dear Contractor/Vendor:

This Task Order is prepared in accordance with, and is subject to, the terms and conditions of Contract PS3014B for Construction Signage Services (the "Contract"), between the Public Building Commission of Chicago (the "Commission"), and The Blueprint Shoppe, Inc. The Contract is incorporated herein by reference.

This Task Order acknowledges the Commission's acceptance of The Blueprint Shoppe, Inc.'s Task Order proposal, dated July 17, 2025. This Task Order's Scope of Service(s) is attached hereto, is incorporated herein by reference, and includes the following:

\$1,418.00 Lump Sum Fee for Fabrication and Installation of PBC Construction Signage

Public Building Commission of Chicago
Authorized Commission Representative

Date

Attachments:

1. PBC Issue For Bid Documents Distribution List – Chicago Park District – Millennium Park
2. Approved COI

Attachments:

1. Quote Estimate 5/15/2025
2. PBC Issue for Bid Documents Distribution List
3. Approved MBE/WBE Participation Plan
4. Approved COI

Scope of Services Overview

Sample Order Form

EXHIBIT C
Sample Construction Sign Order Form

ORDER DATE	
CONTACT PERSON	
Project Manager	
Email	
Phone	
Assistant Project Manager	
Email	
Phone	312.74.0878
PROJECT INFORMATION	
Name	
Address	
Project Number	
THE FOLLOWING SECTION TO BE COMPLETED BY PBC COMMUNICATIONS DEPARTMENT	
SIGNAGE INFORMATION	
Vendor	Contact Person
Contract Number	Email
Sign Quantity	Phone
Sign Type	<input type="checkbox"/> Text only <input type="checkbox"/> Text and Rendering
Size	4' x 8' x 1/2" medium density overlay wood sign
Installation Location	Install into grass, must be visible above 8-foot-tall construction fence (see attached Site/Location map for details)
PBC Communications Contact:	Bryant D. Payne, Director of Communications Bryant.Payne@cityofchicago.org 312.742.0878
DELIVERABLES	
<input type="checkbox"/> Artwork	<input type="checkbox"/> Installation Location
<input type="checkbox"/> Contact Info	<input type="checkbox"/> Order Form
<input type="checkbox"/> Other:	

Patricia Montenegro

Deputy Director of Procurement

***02 Procurement
Details &
RFP Highlights***



Procurement Details

Procurement Timeline

Issued RFP	Thursday, September 4, 2025
Pre-Submission Conference	Tuesday, September 23, 2025 at 10:00AM
Questions Deadline	Friday, September 26, 2025 by 12:00PM CDT
Submission Deadline	Tuesday, October 7, 2025 by 11:00AM CDT
Oral Presentations (if necessary)	October 9, 2025 through November 6, 2025
Recommendation to PBC Board	November 2025



Procurement Details

Document Availability

Current Opportunities Page

<https://www.pbcchicago.com/opportunities/rfpforconstructionsignageps3099/>



FOIA Calendar Meetings
Contact

- Projects
- Doing Business
- About
- Resources
- Search

Home > Current Opportunities

Current Opportunities

As the PBC marks the successful completion of a number of projects that are bringing new resources, opportunities and jobs to our communities, we are offering contracting or professional services opportunities to Chicago area businesses.

Those interested in working with the PBC are encouraged register for PBC Alerts – your direct connection to upcoming contracting opportunities with the PBC. This free service notifies you by email each time a contracting or pre-qualification opportunity becomes available. Upcoming opportunities are listed below.

Sign up for PBC Alerts!
your direct connection to the Public Building Commission

[Click here to sign up](#)

Search Opportunities

Viewing Result: 1-25 of 278

Date Due	Description	Type	Status
10/07/2025	Request for Proposals (RFP) – Project Development Services – PS3103	RFP	Current
10/07/2025	Request for Proposal (RFP) – Construction Signage Services (PS3099)	RFP	Current
09/30/2025	Request for Proposal (RFP) – Construction Document Printing and Online Hosting Services (PS3098)	RFP	Current
09/18/2025	RFQ for Project-Specific Prequalification of General Contractors for Morgan Shoal Revetment Reconstruction	RFQ	Current
09/13/2025	Request for Proposals (RFP) Insurance Brokerage Services (PS3097)	RFP	Past
08/12/2025	Request for Proposals (RFP) Audit Services (PS3101)	RFP	Past

Procurement Details

Document Availability

Current Opportunities Page (cont'd)

<https://www.pbcchicago.com/opportunities/rfpforconstruction signageps3099/>

RFP Document, including Forms/Exhibits

[RFP Document for Construction Document Printing and Online Hosting Services - PS3098](#)

Pre-Submission Conference Materials

- Power Point Presentation
- Sign-in sheets

Addenda

(pending)



PUBLIC BUILDING COMMISSION OF CHICAGO'S
ASSIST AGENCIES

Assist Agencies are comprised of Chamber of Commerce and Not-for-Profit agencies that represent the interests of small, minority- and/or women-owned businesses. If your agency would like to be added to the PBC's Assist Agencies list, please send an email to patricia.montenegro@cityofchicago.org.

African American Contractors Association
514 E. 95th Street
Chicago, IL 60619
Omar Shareef
312-446-5984
aaconatfassoc@gmail.com
www.aaconatf.org

CANDO Corporation
1633 S Michigan Ave
Chicago, IL 60615
LaVerne Hall
(312) 488-9338
LHall@candocorp.net

Chatham Business Association: Small Business Development, Inc.
800 E 78th St QGB Building
Chicago, IL 60619
Melinda Kelly
(773) 994-5006
melindakelly@cbaworks.org
cbaworks.org

Chicago Cook Workforce Partnership
69 W Washington Street
Suite 2860
Chicago, IL 60602
Claudia Cattouse
ccattouse@chicookworks.org
chicookworks.org

Chicago Minority Supplier Development Council
140 S. Dearborn Street
Suite 1605 Chicago, IL 60603
Neda Sharp
(312) 755-2554
nsharp@chicagomsdc.org
chicagomsdc.org

Chicago Urban League
4510 S Michigan Ave, 3rd Floor
Chicago, IL 60653
Kelly Evans
(773) 258-8500
kevans@chiul.org
chiul.org

Chicago Women in Trades
2444 W 16th St
Chicago, IL 60608
Jayne Vellinga
(312) 942-1444
jvellinga@cwit2.org
chicagowomenintrades2.org

ConstructConnect
3825 Edwards Road, #800
Cincinnati, OH 45209
Amanda Beyer
(513) 458-5837, Extension 5108336
amanda.beyer@constructconnect.com
ConstructConnect.com

Construction Business Development Center at Prairie State College
202 S Halsted St
Chicago Heights, IL 60411
Cathy Svetanoff
(708) 709-3568
csvetanoff@prairiestate.edu
prairiestate.edu

Federation of Women Contractors
8745 W. Higgins Road
Suite 110
Chicago, IL 60631
Jaemie Neely
(312) 360-1122
info@fwcchicago.com
fwcchicago.com

HIRE360 Chicago
2540 S State Street
Chicago, IL 60616
Deborah Whitaker
(312) 575-2500
dwhitaker@hire360chicago.com
Hire360Chicago.com

Hispanic American Construction Industry Association
650 W Lake St, #415
Chicago, IL 60661
Ivette Trevino, (312) 575-0389
itrevino@haciaworks.org;
Cindy Patino, (773) 900-2095
cpatino@haciaworks.org;
ncintron@haciaworks.org
haciaworks.org

Illinois Black Chamber of Commerce
411 Hamilton Blvd, #1404
Peoria, IL 61602
Larry Ivory & Janis Ivory
(309) 740-4430
larryivory@illinoisblackchamber.org;
jvory@ibcc.org
illinoisblackchamber.org

Rainbow/PUSH Coalition
930 E 50th St
Chicago, IL 60615
John Mitchell
(773) 256-2766
jmitchell@rainbowpush.org
rainbowpush.org

South Shore Chamber, Inc.
1750 E 71st St
Chicago, IL 60649
Tonya Trice
(773) 955-9508
ttrice@southshorechamberinc.org
southshorechamberinc.org



Women's Business Development Center
8 S Michigan Ave, #400
Chicago, IL 60603
Donna Beasley
(312) 853-3477
dbeasley@wbdc.org
wbdc.org

U.S. Minority Contractors Association
1250 S. Grove Ave, #200
Barrington, IL 60010
Larry Bullock
(847) 852-5010
larry.bullock@usminoritycontractors.org
usminoritycontractors.org

Women Construction Owners & Executives
308 Circle Ave
Forest Park, IL 60130
Mary Kay Monaghan
(312) 613-1139
mkm@mkmservices.com
wcoesa.org

Document Availability

Assist Agencies

[PBC Assist Agencies Directory](#)

Procurement Details

Questions Deadline

Friday, September 26, 2025 by 12:00pm

Submit in writing, via email to:

- Patricia Montenegro, Contract Officer at: patricia.montenegro@cityofchicago.org

Addenda

None issued to-date



The RFQ

- Introduction about the PBC
- Key Information Regarding Procurement
- Definitions
- Scope of Services Overview
- Task Order Request
- Evaluation Criteria
- Submission Requirements
- Submission Checklist
- Attachments - Forms & Exhibits



Anticipated Contractual Obligations

- Work Product
- MBE/WBE Participation
- Joint Venture Partnerships
- Insurance



SCHEDULE A – COST PROPOSAL

SUBMITTING FIRM NAME:

I. COST FOR CONSTRUCTION SIGNAGE SERVICES

Base Price:	
4' x 8' x 1/2" Medium Density Overlay (MDO) wood sign ONLY, 4-color process including photos and renderings	\$
Installation:	
Fence-mounted	\$
Wall-mounted	\$
Post height: bottom of sign 4 ft. above ground	\$
Installation in-ground conditions (concrete)	\$
Installation in-ground conditions (concrete)	\$
Post height: bottom of sign 8 ft. above ground	\$
Installation in-ground conditions (concrete)	\$
Installation in-ground conditions (concrete)	\$
Installer - Hourly Rate	\$
Other Specifications:	
Graffiti Guard	\$
Delivery Time	\$
Sign Durability Time Frame (in months)	

II. COST FOR ADDITIONAL SIGNAGE SERVICES

ADDITIONAL SERVICES	
Cost for Additional Signage Services will be requested on a Task-Order Basis. Should Firms have a company catalog, brochure and/or price list identifying pricing for various signage services, provide discounted percentage off of catalog/brochure/price list. <i>(Attach link or provide Catalog/Brochure/Price List)</i>	
DISCOUNTED PERCENTAGE	\$

Schedule A – Cost Proposal



FORM A – LEGAL ACTIONS

I.

SUBMITTING FIRM NAME:

I. LEGAL ACTIONS

If the answer to any of the questions below is **YES**, you must provide a type-written, brief description, and/or explanation on a separate sheet following this page. Each question must be answered.

	Question	Yes	No
1	Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the firm or venture have any legally filed judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?	<input type="checkbox"/>	<input type="checkbox"/>
3	If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and include the date(s) of filing with the corresponding dollar amount of claims (or judgments and the contract value of the contract).		
4	Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?	<input type="checkbox"/>	<input type="checkbox"/>
5	Within the last 3 years, has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any contract as a result of termination, litigation, arbitration or similar matter?	<input type="checkbox"/>	<input type="checkbox"/>
6	Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating?	<input type="checkbox"/>	<input type="checkbox"/>
7	Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?	<input type="checkbox"/>	<input type="checkbox"/>
8	Within the last 3 years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations (including but not limited to MBE, WBE, EEOC violations)?	<input type="checkbox"/>	<input type="checkbox"/>
9	Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input type="checkbox"/>

Form A – Legal Actions

Form D – MBE/WBE Participation

FORM D – MBE/WBE PAST PARTICIPATION

SUBMITTING FIRM NAME: _____

I. MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize Minority-owned Business Enterprises (MBE) and Women-owned Business Enterprises (WBE) as a Professional Services Provider.

Please identify and report compliance history for least **three (3)** projects completed over the last three (3) years for which work is/was performed by your firm (government experience preferred but not required). The experience of any member of the Respondent's team will be deemed responsive to this requirement (lead partners experience preferred.)

PROJECT # 1

Client Contact Name:	
Client e-Mail Address:	
Client Telephone No.:	
Project Name:	
Project Total:	
Year Completed:	

MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

PROJECT # 2

Client Contact Name:	
Client e-Mail Address:	
Client Telephone No.:	
Project Name:	
Project Total:	
Year Completed:	

MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

FORM D – MBE/WBE PAST PARTICIPATION

PROJECT # 3

Client Contact Name:	
Client e-Mail Address:	
Client Telephone No.:	
Project Name:	
Project Total:	
Year Completed:	

MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

I. DEMONSTRATE COMMITMENT

Respondent must demonstrate commitment by affirming and acknowledging the PBC's MBE/WBE goals. Respondent must demonstrate how they intend on meeting the MBE and WBE commitments to utilize Minority- and Women-owned business enterprises where Respondent performed as Professional Service Provider. If Respondent is not able to commit to the MBE/WBE goal stated in the RFP, please submit a narrative requesting relief and explaining why Respondent believes that the goals cannot be achieved.

(If using your own document, please follow label 'FORM D – MBE/WBE Past Participation').

COMMITMENT STATEMENT

FORM E – REFERENCES

Instructions: 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 *Reference Firm Name* box. Firms may submit more than the minimum number of required references or submit Reference Letters in lieu of completing this form. However, if submitting Reference Letters, the minimum information requested below must be provided in the letter. Please mark with "X" in the 'See Attached Reference Letter' in the space provided. Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.

SUBMITTING FIRM NAME:	
------------------------------	--

REFERENCES			
PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Role on Project:	
Email Address:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	

PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Role on Project:	
Email Address:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	

PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm's Role on Project:		See Attached Reference Letter:	

Form E – References



Forms

- Form B – Disclosure Affidavit
- Form C – Disclosure of Retained Parties
- Exhibit D – Schedule B Joint Venture Affidavit (if applicable)



Joint Venture Partnerships

- PBC highly encourages JV Partnerships
- JV Partnerships can be any combination of Non-MBE/WBE joining with MBE/WBE or vice versa

Related Joint-Venture Documents

- Schedule B - Joint Venture Affidavit
- Joint Venture Agreement (Draft)
- Certification Letter, if MBE/WBE



RFP Submission Requirements

Electronic Submission

- **One** complete copy of the RFP document
 - Original Signatures (**blue ink**) or Digital Signature
 - Tabbed and in the order prescribed in the Submission Requirements and Checklist
 - PDF documents should be a single, searchable PDF form and not a scanned copy
 - Document must be labeled as follows:
'SU_YourFirmInitials_ConstructionSignageServices_PS3099_RFPresponse_YYYYMMDD'
 - Emailed to:
PBC-procurement@cityofchicago.org **AND** patricia.montenegro@cityofchicago.org
- NOTE: If file exceeds 25MB, provide access to your submission via Dropbox or similar, secure, file-sharing platform.
- Copies of the Exhibits are not required as part of the submission

RFP Submission Requirements

Financial Statements

- 3 years of financial statements
- Marked as CONFIDENTIAL
- Emailed as a separate, secure file



Checklist

SECTION VIII SUBMISSION CHECKLIST

Please review your firm's submission to ensure all applicable forms are completed and additional required documentation is attached.
Please ensure your firm's electronic and hard copy submissions are also organized as noted below.

TAB 1 Executive Summary and Table of Contents

	Cover Letter – Signed by Authorized Representative
	Table of Contents

TAB 2 Technical Competence and Experience of Key Personnel

	Qualifications of Firm
	Key Personnel Resumes
	Organizational Chart
	Licenses

TAB 3 Past Performance

	Past Performance
	References (FORM E)

TAB 4 Pricing

	Schedule A – Cost Proposal
	Include link or Attach Catalog/Brochure/Price List, if applicable

TAB 5 MBE & WBE Past Participation

	MBE/WBE Past Participation/Statement of Commitment (FORM D)
	City of Chicago or Cook County Certification Letter, if applicable

TAB 6 Other Criteria/Forms

	Other Criteria: Understanding of Contract Terms and Conditions
	Other Criteria: Compliance with Insurance Requirements
	FORM A – Legal Actions
	FORM B – Disclosure Affidavit
	FORM C – Disclosure of Retained Parties

TAB 7 Joint Venture Participation ***Applicable to Firms submitting as a Joint Venture ONLY***

	Schedule B - Joint Venture Affidavit (found under Exhibit D) (if applicable)
	Joint Venture Agreement

Financial Statements are to be submitted separately

	Financial Statements
--	----------------------

Evaluation Team

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 **the Selected Respondents**.

Selected Respondents may be invited to interview.

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

Notice of Award is issued to awarded firm(s).



Evaluation Criteria

Criteria	Percentage
Technical Competence and Experience of Key Personnel	20%
Past Performance	25%
References	3%
Pricing	20%
MBE/WBE Past Participation	10%
Financial Capacity	15%
Responsiveness	2%

PBC Alerts

PBC Alerts is an email and text subscription service that alerts you of upcoming PBC procurement opportunities and activities, community hiring events, and other information and announcements.

Subscribe here



Patrice Doyle

Director of Compliance

***03 Compliance
Highlights***



Compliance – Goals & Certification

MBE/WBE:
30%
(aggregate)

- 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 receive credit as an MBE/WBE firm by the PBC.

Compliance – Joint Venture Opportunities

EXHIBIT D – SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES FOR PROFESSIONAL SERVICES

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.

Compliance – Reporting

Documentation and Monitoring

- ✓ Schedule D (refer to Exhibit D)
- ✓ Schedule C (refer to Exhibit D)



Sole Point of Contact:

Patricia Montenegro

patricia.montenegro@cityofchicago.org



Q & A

