

PUBLIC BUILDING COMMISSION OF CHICAGO

Request for Proposals Construction Cost Estimating Services

PS3107

PRE-SUBMISSION CONFERENCE

September 9, 2026, at 11:00am

Mayor Brandon Johnson
Chairman

Ray Giderof
Executive Director

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: **Miguel Fernández | PBC**

Please ADD your name to Chat
EXAMPLE: **Miguel Fernández | PBC**

Please WAIT for Q&A to ask questions
Q&A sessions may be conducted at intervals during the presentation
Feel free to use the 'Chat' feature to ask questions



AGENDA

01 Welcome and Introductions

02 Scope of Services Overview

03 Procurement Details & RFP Highlights

04 Compliance Highlights

05 Q&A



Miguel Fernández

Senior Procurement Coordinator

01

***Welcome and
Introductions***



Welcome And Introductions



Randy Williams

Deputy Director of Construction

02

***Scope of Services
Overview***



Scope of Services Overview

Role of the Selected Respondent:

Construction Cost Estimating and Cost Management

- Provide construction cost estimating services for new construction, renovations, remodeling, site improvements, infrastructure/civil, and conceptual planning projects;
- Develop and update estimates throughout the project design and procurement lifecycle:
 - Preliminary / Conceptual
 - Schematic Design
 - Design Development
 - Construction Documents
 - Pre-Bid / Issue for Bid
- Establish and maintain baseline project budgets and reconcile evolving design scope against Approved budgets;
- Evaluate market conditions, escalation, labor/material availability, project logistics, constructability and other cost drivers;
- Provide quantity takeoffs, cost analysis, and detailed unit-cost estimates.

Scope of Services Overview

From Estimate Development through Project Delivery

- Identify and communicate cost variances, risks, and budget impacts at project milestones;
- Support value engineering / value management and recommend alternatives to maintain budget alignment;
- Prepare pre-bid estimates, incorporate bid addenda, and provide cost-containment recommendations;
- Analyze contractor bids and provide recommendations regarding budget and schedule risks;
- Establish the final project budget following bid award;
- Review change orders, including cost and schedule impacts;
- Participate in project, pre-bid, bid opening, milestone, and value-engineering meetings;
- Prepare Basis of Estimate and Variance Reports documenting assumptions, quantities, pricing and changes.

Scope of Services Overview

Anticipated Term:

- Three (3) years with the option to extend for up to two (2), additional one (1) year periods

Basis of Assignments:

- Rotational Basis
- Solicit competition from Multiple Respondents
- Directed Task Order



Miguel Fernández

Senior Procurement Coordinator

***03 Procurement
Details &
RFP Highlights***



Procurement Details

Procurement Timeline

Issued RFP	Monday, August 24, 2026
Pre-Submission Conference	Wednesday, September 9, 2026 at 11:00AM
Questions Deadline	Wednesday, September 16, 2026 by 2:00PM CDT
Submission Deadline	Tuesday, September 29, 2026 by 11:00AM CDT
Eval Period / Oral Presentations <i>(if necessary)</i>	September 30, 2026 through October 15, 2026
Recommendation to PBC Board	November 2026

Procurement Details

Document Availability: Current Opportunities Page

https://pbcchicago.com/opportunities/costestimating_ps3107/

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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

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Description

Year

Bid Type

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Viewing Result 1-25 of 287

Date Due	Description	Type	Status
09/29/2026	Request for Proposals (RFP) – Construction Cost Estimating Services (PS3107)	RFP	Current
08/07/2026	Advertisement for Bids: C1630 – Sherman Park Branch Library – Repairs and Renovations	AFB	Past
08/05/2026	Advertisement for Bids: C1633 – Chicago Department of Transportation Capital Program – Alleys (Various Locations) – Package 10	AFB	Past

Procurement Details

Document Availability:

Current Opportunities Page (Continued)

RFP Document, including Forms/Exhibits

[RFP for Construction Cost Estimating Services](#)

Pre-Submission Conference Materials

- ☑ Power Point Presentation
- ☑ Sign-in sheets
- ☑ Pre-Submission Conference Recording

Addenda (Presently none)

Procurement Details

Questions Deadline

Wednesday, September 16, 2026, by 2:00pm

Submit in writing, via email to:

- Miguel Fernández, Contract Officer at: miguel.fernandez@cityofchicago.org

Addenda

None issued to-date



The RFP sections

- Key Information Regarding Procurement
- Definitions
- Scope of Services
- Task Order Process
- Submission Requirements
- Submission Checklist
- Evaluation Criteria
- Attachments - Schedule & Exhibits



Anticipated Contractual Obligations

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



Schedule A –

CONSTRUCTION COST ESTIMATING SERVICES – PS3107 SCHEDULE A – COST PROPOSAL

A. HOURLY RATES

PERSONNEL		RATE
1	Principal / Project Executive:	\$
2	Director of Cost Management / Preconstruction Manager:	\$
3	Senior Cost Estimator:	\$
4	Cost Estimator:	\$
5	Junior Cost Estimator:	\$
6	Structural Cost Estimator:	\$
7	Civil Cost Estimator:	\$
8	Architectural Cost Estimator:	\$
9	Mechanical Cost Estimator:	\$
10	Electrical Cost Estimator:	\$
11	BIM / Quantity Takeoff Specialist:	\$
12	Scheduler / Risk Analysis Specialist:	\$
13	Administrative Assistant (Clerical):	\$
14	Blended Hourly Rate:	\$
15	Other:	\$
16	Other:	\$
17	Other:	\$
18	Other:	\$
19	Other:	\$
20	Other:	\$

Notes:
The Hourly Rate table provides various hourly rates for the staff who will work on the projects. The hourly rate shall include typical overhead (except the "Reimbursable Expenses") for each staff member such as driving to and from PBC job sites or meetings, cell phone and computer usage, vehicles, mileage, taxicab fares, parking, tolls, insurance, marketing and any other costs incurred.

Exhibit A – Legal Actions

EXHIBIT A – LEGAL ACTIONS

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
Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	☐	☐
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?	☐	☐
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).		
Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?	☐	☐
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?	☐	☐
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?	☐	☐
Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?	☐	☐
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)?	☐	☐
Has the firm or venture ever failed to complete any work awarded to it?	☐	☐

Exhibits

- Exhibit B – Disclosure Affidavit
- Exhibit C – Disclosure of Retained Parties
- Exhibit D – Schedule B Joint Venture Affidavit (if applicable)
- Exhibit E – Insurance Requirements
- Exhibit F – Sample Form of Agreement



Exhibit G – Sample Task Order



Richard J. Daley Center
50 West Washington Street
Room 200
Chicago, Illinois 60602
(312) 744-3090
Fax: (312) 744-8005
www.pbcchicago.com

Chairman
BRANDON JOHNSON
Mayor
City of Chicago

Executive Director
RAY GIDEROF

EXHIBIT G Sample Task Order

Via E-Mail: JStackem@BCCESllc.com

July 17, 2025

Jack Stackem
Principal
Bean Counter Cost Estimating Services, LLC
123 N. Uphill Avenue
Chicago, IL 60666

RE: Contract / Task Order
Number: 03730-PS3008A-001
Project Number and Name: 03730 City Colleges of Chicago School of Nursing
Services: Cost Estimating
User Agency: The Board of Trustees Community College District No. 508

Dear Contractor/Vendor:

This Task Order is prepared in accordance with, and is subject to, the terms and conditions of Contract PS3008A for Cost Estimating Services (the "Contract"), between the Public Building Commission of Chicago (the "Commission"), and Bean Cost Estimating Services, LLC. The Contract is incorporated herein by reference.

This Task Order acknowledges the Commission's acceptance of Bean Cost Estimating Services, LLC's Task Order proposal, dated May 24, 2025. This Task Order's Scope of Service(s) is attached hereto, is incorporated herein by reference, and includes the following:

<u>\$20,000.00</u>	Cost Estimating Services to one detailed Design Development estimate for architectural, structural, mechanical, plumbing and electrical trades presented in CSI divisions format
<u>\$1,111.00</u>	Cost Estimating Services to participate in Reconciliation at the Design Development estimate phase
<u>\$4,444.00</u>	Cost Estimating Services to prepare one detailed 75% Construction Document Estimate update of the Design Development estimate for minor modifications and detail changes for architectural, structural, mechanical, plumbing and electrical trades presented in CSI divisions format
<u>\$2,222.00</u>	Cost Estimating Services to participate in Reconciliation at the Construction Document estimate phase

The value of this Task Order is a not-to-exceed fee of \$27,777.00 for Cost Estimating Services as described above. The Project Manager will be issuing a Notice to Proceed. All terms and compensation are as per the Contract except as specifically modified herein.

Miguel F. Fernández
Senior Procurement Coordinator

Date

James L. Borkman
Director of Procurement

Date

Exhibit H – References



Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbccchicago.com

EXHIBIT H

REFERENCES FORM

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 '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:		Email Address:	
Reference Role on Project:		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:	☐
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:	☐

Exhibit I – MBE/WBE Participation



EXHIBIT I MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

Instructions:

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.)

SUBMITTING FIRM NAME:

DEMONSTRATE COMMITMENT

Respondent must demonstrate how they intend on meeting the MBE and WBE commitments to utilize minority- and women-owned business enterprises as a Professional Service Provider.

(If using your own document, please follow label Exhibit 4 – MBE/WBE Past Participation).

MBE/WBE PARTICIPATION

PROJECT ONE	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

PROJECT ONE			
MBE Goal	WBE Goal	Actual MBE	Attained WBE Goal
%	%	%	%



EXHIBIT I MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

PROJECT TWO	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

PROJECT TWO			
MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

PROJECT THREE	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

PROJECT THREE			
MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

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



Evaluation Criteria

Criteria	Percentage
Experience and Qualifications of the Firm	30%
Experience and Qualifications of Key Personnel	20%
References	3%
Pricing	20%
Financial Capacity	10%
MBE/WBE Participation	15%
Responsiveness	2%

Evaluation Criteria Summary:

Experience and Qualifications of the Firm

30%

Past Performance

- a. Respondents shall identify a minimum of five projects performed within the last three years.
- b. Include a description that fully showcases the breadth and depth of experience of different-sized projects with varying levels of complexity and during compressed schedules.
- c. Provide history of cost estimating experience in both new construction and renovation in various project types as described in the RFP.
- d. Include comparative history as described in the RFP.
- e. Include one example of an actual completed construction cost estimate as described in the RFP.

Evaluation Criteria Summary:

Experience and Qualifications of the Firm (Continued)

30%

Technical Competence

- a. Respondents shall demonstrate experience in providing the Scope of Services described in the RFP.
- b. Respondents should possess all required licenses.

Approach and Methodology

- a. Respondents shall demonstrate it has adequate capacity and appropriate experience.
- b. A clear understanding of the Scope of Services, tasks and sequences involved.

Quality Assurance/Quality Control QA/QC Plan

- a. Respondents shall demonstrate experience with developing Quality Assurance/Quality Control measures and implementation for each project.
- b. A sample of a Quality Assurance/Quality Control Plan consistent with the size, scope, and complexity of construction projects identified in Respondent's submission.

Evaluation Criteria Summary:

Experience and Qualifications of Key Personnel

20%

Respondent should demonstrate their capacity to employ adequately qualified and experienced Key Personnel, as needed, to provide cost estimating services.

Key Personnel

- a. Respondents shall identify Key Personnel Roles.
- b. Respondents must attach resumes of Key Personnel who will be responsible for performing the Services.

Organizational Chart

Provide an Organizational Chart (in diagram format) as described in the RFP illustrating the structure of the Respondent's proposed team to work on PBC projects.

Evaluation Criteria Summary:

References

3%

References

- a. Please provide a minimum of two (2) references per client by completing the References Form (Exhibit H)

Evaluation Criteria Summary:

Pricing

20%

Pricing

- a. Please complete Schedule A – Cost Proposal.



Evaluation Criteria Summary:

Financial Capacity

10%

Financial Capacity (Submitted Separately w/in SAME Email)

- a. Respondents should demonstrate they have the financial resources necessary to successfully deliver projects and pay Sub-consultants/Sub-Contractors as necessary.
 - i. Three (3) years of Audited Financial Statements;
 - ii. Review compilation prepared by an outside accountant; or
 - iii. Other financial documents as described in the RFP.

Evaluation Criteria Summary:

MBE/WBE Participation

15%

MBE/WBE Past Participation

- a. Respondent must identify and report compliance history for at least three (3) projects from the previous three (3) years. (Exhibit I)
- b. Respondent must describe its commitment to achieve meaningful MBE and WBE participation. The contract specific goal for MBE/WBE participation is 25% MBE and 5% WBE, as noted in Exhibit D.

Evaluation Criteria Summary:

Responsiveness

2%

Responsiveness

- a. PBC will review the quality, completeness, and comprehensiveness of response to the RFP and its compliance with each of the submittal requirements.



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 a PBC Board of Commissioners Meeting.

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



Jesus Rodriguez

Deputy Compliance Officer

04 Compliance Highlights



Compliance – Goals & Certification

MBE: 25%
WBE: 5%

- 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 (Schedule B)

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 – Schedule C

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

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.

Date of Issue: October 20, 2025

PBC: RFP for Construction Document Printing and Online Hosting Services_PS3098R

Page 65 of 69

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

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)

Date

Phone

IF APPLICABLE:
BY:

Joint Venture Partner (Print)

Date

Phone

Signature

Name (Print)

Signature

Name (Print)
MBE WBE Non-MBE/WBE

Date of Issue: October 20, 2025

PBC: RFP for Construction Document Printing and Online Hosting Services_PS3098R

Page 66 of 69

Compliance – Schedule D

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

SCHEDULE D - Affidavit of Professional Service Provider 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 Professional Service Provider 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 Prime 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.

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

SCHEDULE D - Affidavit of Professional Service Provider 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)

Date

Phone

IF APPLICABLE:

BY:

Joint Venture Partner (Print)

Date

Signature

Name (Print)

Signature

Name (Print)

MBE ____ WBE ____ Non-MBE/WBE ____

Compliance – Reporting

Documentation and Monitoring

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

RFP Submission Requirements

Electronic Submission

- **One** complete copy of the RFP document
- **One** complete copy of the Financial Documents (Submitted Separately w/in same email)
- Original Signatures ([blue ink](#)) or Digital Signature
- Tabbed and in the order described 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_ConstructionCostEstimatingServices_PS3107_RFPresponse_YYYYMMDD'
- Emailed to:
PBC-Procurement@cityofchicago.org **AND** miguel.fernandez@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
- Separate secure file within same email

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



Checklist

SECTION VI 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 *Introductory Information*

	Cover Sheet
	Cover Letter – Signed by Authorized Representative
	Table of Contents

TAB 2 *Experience and Qualifications of Firm*

	Experience and Qualifications of Firm
	Licenses

TAB 3 *Qualifications of Key Personnel*

	Qualifications of Key Personnel
	Organization Chart
	References (Exhibit H)

TAB 4 *Pricing*

	Schedule A – Cost Proposal
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TAB 5 *MBE&WBE/Other Criteria*

	MBE/WBE Past Participation (Exhibit I)
	Other Criteria

TAB 6 *Exhibits*

	Exhibit A – Legal Actions
	Exhibit B – Disclosure Affidavit
	Exhibit C – Disclosure of Retained Parties

TAB 7 *Joint Venture Participation*

	Joint Venture Participation – Applicable to Firms submitting as a Joint Venture Partnership
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TAB 8 *Financial Statements (Submitted under separate cover)*

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

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



Sole Point of Contact:

Miguel Fernández

miguel.fernandez@cityofchicago.org



Q & A