



# MEETING AGENDA

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

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<b>Meeting Date:</b>	May 9, 2018	<b>Meeting Subject:</b>	<b>PRE-BID CONFERENCE</b>
<b>Meeting Time:</b>	9:00 AM	<b>Project Name:</b>	Chicago Park District – Douglas Park Facility Rehabilitation
<b>Meeting Location:</b>	Douglas Park Fieldhouse Gym 1401 S Sacramento Drive Chicago, Illinois 60623	<b>Project Address:</b>	1401 S Sacramento Drive Chicago, Illinois 60623
		<b>Project Number:</b>	11310
<b>Meeting Facilitator:</b>	Patricia Montenegro Contract Officer	<b>Contract Number:</b>	C1596

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## 1. Welcome and Introductions

## 2. Project Overview – Andy Quatham, Project Manager

- a. Project Overview
  - i. Architect of Record
    - a) Milhouse, Inc. – Lise Helene, AIA
  - ii. Scope of Work
  - iii. Phasing Plan
- b. Time of Completion {Book 1, Page 6, §II.E.}
  - i. **Douglas Park**
    - a) Schedule Milestone #1: Exterior Stairs, Tunnel and Walkway (September 4, 2018 to October 31, 2018)
    - b) Substantial Completion: (July 9, 2018 to October 31, 2018)
- c. Liquidated Damages {Book 1, Page 6, §II.H.}
  - i. Substantial Completion: \$1,500 per day

## 3. Procurement Requirements and Contract Documents – Patricia Montenegro, Deputy Director of Procurement

- a. Construction Contract Documents
  - i. Books 1, 2, 3, and drawings are available at:  
Cushing and Co.  
213 West Institute Place, Suite 200  
Lombard, Illinois 60610  
Contact Name: Amanda Snyder  
Telephone number: 312.782.2226  
<http://dfs.cushingco.com/pbc.htm>
- b. Non-Mandatory **Technical Review** Meeting {Book 1, Page 5, (II)(A)(10)}
  - i. PBC will host one (1) Non-Mandatory Technical Review Meeting as follows:  
  
**Wednesday, May 9, 2018 at 9:30 a.m.** in the Douglas Park Fieldhouse Gym, located at 1401 South Sacramento Drive, Chicago, Illinois 60623. PLEASE NOTE: Entrance to the Douglas Park Fieldhouse facility cannot be accessed from 1401 Sacramento Drive. Parking and entrance to the Douglas Park Fieldhouse is located at the intersection of S Thompson and S Burkhardt Drive. Attendees are to enter the main entrance of the facility. Sub-contractors may attend the meeting.
- c. Non-Mandatory **Site Visit** {Book 1, Page 5, (II)(A)(11)}
  - i. PBC will host one (1) Non-Mandatory Site Visit as follows:  
  
**Wednesday, May 9, 2018 at 10:00 a.m.** at the Douglas Park Fieldhouse, located at 1401 South Sacramento Drive, Chicago, Illinois 60623. PLEASE NOTE: Entrance to the Douglas Park Fieldhouse facility cannot be accessed from 1401 Sacramento Drive. Parking and entrance to the Douglas Park Fieldhouse is located at the intersection of S Thompson and S Burkhardt Drive. Attendees are to enter the main entrance of the facility. Sub-contractors may attend the meeting.

Bidders shall be responsible for inspecting the Site to become familiar with the conditions relating to the Work to be performed, the facilities involved, and the site logistics required in the successful performance of this Contract. Failure of the Bidders to visit the Site shall not relieve or alter the Bidder's responsibility for completing the Work as required by the Contract Documents.

- d. Requests for Information/Questions Deadline {Book 1, page 8, (III)(A)}
    - i. Questions are due no later than **Friday, May 11, 2018 by 4:30 p.m.**
    - ii. Must be submitted in writing, via email to PBC's Sole Point of Contact: Patricia Montenegro, Contract Officer: [patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org)
  - e. Bid Due Date and Opening/Submittal Requirements {Book 1, Page 5, (II)(A)(13)}
    - i. **Bids are due Thursday, May 31, 2018 by 11:00 a.m.** and a Public Bid Opening will be held immediately following receipt of bids in the PBC Board Room on the 2nd floor of the Richard J. Daley Center, 50 West Washington Street, in Chicago, Illinois 60602.
    - ii. Two single-sided, fully executed, and sealed bids, including Bid Bonds, are due at the office of the Public Building Commission, Richard J Daley Center, 50 West Washington, Room 200, Chicago, Illinois 60602.
    - iii. Sealed packages must be received and stamped by our Front Desk Personnel by the designated due date/time.
  - f. Pre-Award Meeting/Submittal Requirements {Book 1, Page 5, (II)(A)(19)}
    - i. A **Pre-Award Meeting is tentatively scheduled for Tuesday, June 5, 2018 at 9:00 a.m.** in the PBC Board Room on the 2nd floor of the Richard J. Daley Center, 50 West Washington Street, in Chicago, Illinois 60602.  
For this meeting, the Lowest Responsive and Responsible Bidder shall be required to:
      - a. Have, at minimum, the Project Executive, Project Manager (if known), and Cost Estimator in attendance at the meeting
      - b. Invite principals of all MBE/WBE Subcontractors listed on Schedule D
      - c. Provide and be prepared to discuss the Schedule of Values for the project
      - d. Provide a list of Pre-Award meeting attendees in advance of the meeting.
  - g. Notice of Award: {Book 1, Page 6, (II)(A)(20)}
    - i. Anticipated to be issued on or before **June 13, 2018.**
    - ii. The successful General Contractor will be required to return a compliant Certificate of Insurance and Payment and Performance Bond within seven (7) days of the issuance of the Notice of Award.
- 4. Book 1 and Book 2 Highlights – Lori Lypson, Chief of Staff**
- a. Construction Budget (Book 1, page 4) - \$1,500,000.00
  - b. List of Prequalified General Contractors (Book 1, page 5)
  - c. Mandatory Project Staffing (Book 1, page 6)
  - d. Scheduling Software Requirements (Book 1, page 6)
  - e. Liquidated Damages (Book 1, page 5)
  - f. Prevailing Wage Rates (Book 1, page 7) (Prevailing Wage Act 820 ILCS 130/1-12)
    - i. LCP Tracker – Electronic payroll submission
  - g. MBE and WBE (Book 1 Page 5, Book 2 Page 127- 134)
    - i. **13% (This goal may be met by participation of a MBE firm, WBE firm, or a combination of both.)**
    - ii. City and County Certifications only
    - iii. B2Gnow: MBE/WBE Compliance monitoring
    - iv. Established Business, Manufacturers, Suppliers, and Brokers
    - v. Schedule D
    - vi. Schedule C
  - h. Schedule B – Joint Venture Affidavit (Book 1, page 23)
    - i. JV Agreement and Certification Letter
  - i. Bid Form (Book 1, page 15)
  - j. Community Hiring - 7.5% (Book 1, page 10) (Book 2, page 118)
  - k. Basis of Award
    - i. Award Criteria Figure
      - a. Maximum 70% - Minority Journeywork, Apprentice, and Laborer
      - b. Maximum 15% - Female Journeywork, Apprentice, and Laborer
    - ii. 50% - City of Chicago Residents
  - l. Assist Agency List (Book 1, page 52 – Exhibit 4)
  - m. MBE/WBE Special Conditions (Book 2, Article 23, page 127)





# PBC ASSIST AGENCIES

Assist agencies are chambers of commerce and not-for-profit agencies that represent the interests of small, minority- and/or women-owned businesses. For the most up-to-date contact information, visit [pbcchicago.com/doing-business/assist-agencies/](http://pbcchicago.com/doing-business/assist-agencies/)

P.O. Box #19670 Chicago, IL 60619	<b>African American Contractors Association *</b> Omar Shareef (312) 915-5960	aacanatlassoc@gmail.com aacanatl.org
12000 S Marshfield Ave Calumet Park, IL 60827	<b>Black Contractors United *</b> Carole Williams (708) 389-5730	bcunewera@att.net blackcontractorsunited.com
1633 S Michigan Ave Chicago, IL 60615	<b>CANDO Corporation</b> LaVerne Hall (312) 488-9338	LHall@candocorp.net
800 E 78th St Chicago, IL 60619	<b>Chatham Business Association: Small Business Development, Inc.</b> Melinda Kelly (773) 994-5006	melindakelly@cbaworks.org cbaworks.org
4510 S Michigan Ave Chicago, IL 60653	<b>Chicago Urban League</b> Jason Johnson (773) 451-3547	jjohnson@thechicagourbanleague.org thechicagourbanleague.org
2444 W 16th St Chicago, IL 60608	<b>Chicago Women in Trades *</b> Jayne Vellinga (312) 942-1444	jvellinga@cwit2.org chicagowomenintrades2.org
ATTN: Adam Weiss 111 W Washington, #1700 Chicago, IL 60602	<b>ConstructConnect</b> Cassidy Bailey (800) 364.2059 ext. 7204	cassidy.bailey@constructconnect.com ConstructConnect.com
202 S Halsted St Chicago Heights, IL 60411	<b>Construction Business Development Center at Prairie State College</b> Paul Murtagh (708) 709-3692	pmurtagh@prairiestate.edu prairiestate.edu
4210 W Irving Park Rd Chicago, IL 60641	<b>Federation of Women Contractors *</b> Beth Doria (312) 360-1122	fwcchicago@aol.com fwcchicago.com
650 W Lake St, #415 Chicago, IL 60661	<b>Hispanic American Construction Industry Association</b> Jorge Perez (312) 575-0389	jperez@haciaworks.org haciaworks.org
411 Hamilton Blvd, #1404 Peoria, IL 61602	<b>Illinois Black Chamber Of Commerce</b> Kenyatta Fisher (309) 740-4430	larryivory@illinoisblackchamber.org illinoisblackchamber.org
3512 W Fullerton Ave Chicago, IL 60647	<b>Latin American Chamber Of Commerce</b> D. Lorenzo Padron (773) 252-5211	d.lorenzopadron@laccusa.com laccusa.com
930 E 50th St Chicago, IL 60615	<b>Rainbow/PUSH Coalition</b> John Mitchell (773) 256-2766	jmitchell@rainbowpush.org rainbowpush.org
1750 E 71st St Chicago, IL 60649	<b>South Shore Chamber, Inc.</b> Tonya Trice (773) 955-9508	trice@southshorechamberinc.org southshorechamberinc.org
8 S Michigan Ave, #400 Chicago, IL 60603	<b>Women's Business Development Center</b> Frieda Curry (312) 853-3477	fcurry@wbdc.org wbdc.org
308 Circle Ave Forest Park, IL 60130	<b>Women Construction Owners &amp; Executives *</b> Mary Kay Minaghan (708) 366-1250	mkm@mkmservices.com wcoesa.org
1250 Grove Ave, #200 Barrington, IL 60010	<b>U.S. Minority Contractors Association</b> Larry Bullock (847) 852-5010	larry.bullock@usminoritycontractors.org usminoritycontractors.org

5/1/2018 1:14 PM

\* Firm only receives electronic notification of PBC IFB Documents