



Meeting Agenda

Meeting Date:	August 21, 2018	Meeting Subject:	Pre-Submission Conference
Meeting Time:	11:00 a.m.	Project Name:	Construction Cost Estimating Services
Meeting Location:	PBC Board Room, 2 nd Floor 50 West Washington Chicago, IL 60602	Contract Number:	PS3008
Meeting Facilitator:	Patricia Montenegro Contract Officer		

1. Welcome and Introductions

2. Program Overview

- a. Scope of Services

3. Procurement Timeline

- a. Timeline
 - i. Issue RFP August 8, 2018
 - ii. Pre-Submission Conference August 21, 2018 at 11:00 AM CT
 - iii. Questions Deadline August 23, 2018 at 4:30 PM CT
 - iv. Submission Deadline September 6, 2018 at 4:00 PM CT**
 - v. Targeted Board Meeting October 2018
- b. Term of the Agreement
 - i. Three (3) year term period with the option to extend for up to two (2), additional one (1) year periods.
 - ii. Task Order-based contract

4. Submission Overview

- a. Number of Submissions (Refer to Cover Page and Section V.A.1)
 - i. Submit 1 signed, single-sided, bound ORIGINAL (marked as such)
 - ii. Submit 1 double-sided, unbound paper copy
 - iii. Submit 4 electronic copies on USB Flash Drives*
 - iv. Submit 1 single-sided, bound copy of Financial Statements

*Electronic copies must be in a single, searchable pdf document. No Compact Discs.
- b. Submission Format (Refer to Section V.A.2)
- c. Submission Checklist (Refer to Section V.B. and Section VI)
 - i. Introductory Information – Tab 1 (Limited to 2 Pages)
 - ii. Experience and Qualifications of Firm – Tab 2 (Limited to 2 Pages)* Subject to Change
 - iii. Experience and Qualifications of Key Personnel – Tab 3 (Limited to 2 Pages)* Subject to Change
 - iv. References – Tab 3 (Complete Schedule)
 - v. Cost Proposal – Tab 4 (Complete Form)
 - vi. MBE/WBE – Tab 5 (Complete Form)
 - vii. Exhibits – Tab 6 (Complete Exhibits A, B, and C)
 - viii. Joint Venture Participation – Tab 7 (If applicable)
 - ix. Financial Statement – Separately Sealed Envelope

5. Evaluation

a. Evaluation Criteria

- i. Experience and Qualifications of Firm (30%)
- ii. Experience and Qualifications of Key Personnel (20%)
- iii. References (3%)
- iv. Hourly Rates (20%)
- v. Financial Capacity (10%)
- vi. Minority and Women Owned Business Participation (15%)
- vii. Responsiveness (2%)

6. Requests for Information

Submit questions in writing to the attention of: Patricia Montenegro, Contract Officer via email at: patricia.montenegro@cityofchicago.org.

7. Q & A

NOTES: