

UPDATING LETTERS OF INTEREST
AND QUALIFICATIONS FOR **ARCHITECT
OF RECORD SERVICES** FOR PUBLIC
BUILDING COMMISSION PROJECTS

PUBLIC BUILDING COMMISSION OF CHICAGO
www.pbcchicago.com



CONTACT INFORMATION

DATE:	
FIRM NAME:	
ADDRESS:	
WEBSITE:	

PRIMARY

NAME:	
TITLE:	
TELEPHONE:	
EMAIL:	

SECONDARY

NAME:	
TITLE:	
TELEPHONE:	
EMAIL:	

OTHER

NAME:	
TITLE:	
TELEPHONE:	
EMAIL:	

Mayor Rahm Emanuel
Chairman

Carina E. Sánchez
Executive Director

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SECTION I

GENERAL INFORMATION

I. **INTENT**

The Public Building Commission (PBC) at times solicits Architects of Record, Design Architects, and Programming Architects (hereinafter AOR) for projects undertaken. The PBC is encouraging firms who previously submitted Letters of Interest and Qualifications (LIQ) to update their submission as necessary so that the PBC can reference the AORs' most current information.

Once selected for a project, the AOR will collaborate with the PBC to (i) procure sub-consultant services appropriate for the project; (ii) provide pre-planning, planning, and design and/or complete the construction documents for the Project and solicit stakeholder approvals; (iii) prepare and stamp the documents that will be issued by the PBC for regulatory approvals, bidding and construction; and (iv) assist the PBC in the oversight of the construction of the Project.

The AOR will typically be responsible for the following disciplines as a part of their basic services: architectural, structural engineering, civil engineering, landscape architecture, MEP/FP engineering, accessibility, and/or sustainability (LEED) consulting services. In addition, reimbursable consultant requirements may include acoustical, theatrical, roofing, cost estimating, natatorium, food service, audio/visual, lighting and hardware consulting services.

Sub-consultants and reimbursable consultants must not be included in Respondent's updated submittal. Only in-house services shall be included in the LIQ.

PBC's goal is to achieve high quality design projects in partnership with LIQ firms.

II. **KEY INFORMATION**

SUBMIT INFORMATION TO: The Public Building Commission of Chicago, located at 50 West Washington Street, Room 200, Chicago, Illinois 60602.

SUBMISSION DEADLINE: NONE. All interested firms already enrolled in the LIQ Database are encouraged to submit updates. Submissions must include this packet.

QUESTIONS: Please direct all questions (and requests for American Disabilities Act accommodations) in writing via email to liq@pbcchicago.com or James Borkman, Contract Officer, james.borkman@cityofchicago.org. Questions may be answered at the discretion of the PBC.

SECTION II

INSTRUCTIONS TO UPDATE SUBMITTAL

I. **SUBMITTAL INFORMATION**

Hard copies of the **Updating Letters of Interest and Qualifications for Architect of Record Services (ULIQ)** are available at the Richard J. Daley Center, 50 West Washington Street, Room 200, Chicago, IL 60602, at the Reception Desk. Our office hours are from 9AM to 5PM, Monday through Friday. Download copies at <http://www.pbcchicago.com/doing-business/architects-of-record/>.

It is the Respondent's responsibility to see that the submittal is received as stipulated. When responses are delivered by mail or messenger to the PBC, the Respondent is responsible for delivery receipt.

Submissions may be submitted via email to: lig@pbcchicago.com. If updated material exceeds emailing capacity or hand-delivery is preferred, please submit one (1) bound signed original, one (1) unbound paper copy, and two (2) electronic copies (flash drive only) of your updated LIQ. Receipts for packages delivered to the Reception Desk are provided upon request. Submissions must include this packet (ULIQ).

SUBMIT INFORMATION: Respondent shall ensure the outside of each envelope or package must be addressed and returned to:

Updating LIQ for Architect of Record Services
Public Building Commission of Chicago
Richard J. Daley Center, Room 200
50 W. Washington Street
Chicago, Illinois 60602
Attention: James L. Borkman – Contract Officer

II. **AOR DATABASE**

The PBC will review updates for general compliance to the LIQ request. The PBC may also request additional documentation in order to seek clarification of the submittal and/or request one or more meetings with Respondent in order to clarify respondent's qualifications and capabilities for any upcoming Project.

After receipt of the updated submissions, the PBC will review the information and update the AOR Database. The PBC will notify the Respondent once the update is complete.

Enrollment in the Database does not indicate PBC's determination of your firm's experience and/or qualifications and does not guarantee your firm will receive a project from the PBC.

III. **EVALUATION PROCESS**

The PBC reserves the right to determine an evaluation process for each Project.

IV. RIGHT TO CANCEL

The PBC reserves the right to cancel this ULIQ request whenever the best interest of the PBC or the public is served. The PBC shall not be liable for costs incurred by Respondents associated with this request, including but not limited to any and all costs of preparing the ULIQ and participation in any conferences, presentations or negotiations.

V. RESERVATIONS

The PBC reserves the right to reject any and all submittals and to waive any informality in the submittals whenever it determines such rejection or waiver is in its best interest or in the interest of the public.

VI. CONFIDENTIALITY

Respondent may designate those portions of the submittal which contain trade secrets, or other information the Respondent deems as proprietary or privileged (including financial information) as confidential. If a Respondent includes data that is not to be disclosed to the public for any purpose or used by the PBC except for evaluation purposes, the Respondent must clearly mark each page containing confidential information as "CONFIDENTIAL."

VII. FALSE STATEMENTS

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

VIII. OWNERSHIP OF SUBMITTALS

The PBC owns all submitted materials. Submittals will not be returned to Respondents. All submittals remain the property of the PBC. The PBC shall not be responsible for expenses incurred in preparing the submittal. Such costs shall not be included in the submittal.

IX. IMPROPER PRACTICES

The Respondent shall not offer any gratuities, favors, or anything of monetary value to any member of the Board of Commissioners of the PBC, to any official of the PBC, to any employee of the PBC, or to any Authorized Commission Representative of the PBC for the purpose of influencing consideration of the submittal. The Respondent shall not collude in any manner or engage in any practices with any other Respondent(s) or potential Respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Respondent's response to this ULIQ to be rejected by the PBC. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses or subcontracts.

X. COMPLIANCE WITH LAWS

Respondent must comply with all laws, statutes, ordinances and regulations of any governmental body, including the PBC and federal, state, local and city governments. The Respondent should review provisions of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. (as amended).

SECTION III

SUBMITTAL REQUIREMENTS

Submittals shall be bound and prepared on standard 8½" x 11" letter size paper. Separate each section by labeled tabs and organize in accordance with submittal requirements. Expensive papers and bindings are discouraged since no materials will be returned. Electronic copies should be condensed into a single searchable pdf where possible.

Please place a check mark  on all the sections you intend on providing updated materials.

TAB 1: Updated Letter of Interest (LOI)

The updated LOI must be signed by an individual authorized to legally bind the Respondent. The LOI should include the following:

1. Changes to Respondent's firm name, regional office's mailing address, email address, fax number, telephone number or website address.
2. Changes to Respondent's interest to provide AOR services for future PBC projects.
3. Update to the Respondent's MBE and/or WBE status.

TAB 2: Table of Contents

TAB 3: Updated Executive Summary

The updated Executive Summary shall include:

1. Changes to the description of the firm's philosophy, which may include firm history and updated achievements/awards.
2. Updated organizational chart which should clearly indicate the following information:
 - a. The manner in which the entire firm is structured;
 - b. Firm name, subsidiaries, and/or satellite office locations, organized by market or services;
 - c. Key executive, design and technical leadership, including their professional licensure, LEED and other accreditation and certifications; and
 - d. Provide number of staff and licensed professionals
3. New business and professional license(s) that are relevant or required by law.
4. New accreditations or memberships in professional organizations and/or regulatory organizations, which are standard for the services to be provided.

TAB 4: Updated Firm - Market/Project Experience

Respondents are requested to supply current/updated project citations that demonstrates the quality, breadth and depth of experience and past performance in the market categories listed. Firms should include citations of specific projects for which the Respondent has completed both design and/or construction administration services that are relevant to the categories listed.

Respondents are encouraged to include new construction, additions, renovations and asset improvements whenever possible. Examples must be no more than 10 years old. Any additional market and project experience of Key Staff while employed elsewhere must be included in Tab 5.

EXHIBIT A shall be used to summarize firm experience and denotes the following categories:

1. Education: Pre K through Grade 12
2. Higher Education
3. Libraries
4. Park and Recreation
5. Municipal (including but not limited to Police and Fire Stations)
6. Specialties
7. Site Improvements
8. JV and/or Mentorship
9. Other (This section is optional and provides opportunity for Respondents to demonstrate other markets of experience)

*A fillable **EXHIBIT A** form is found at <http://www.pbcchicago.com/doing-business/architects-of-record/>*

Each project citation must be limited to two (2) pages and must include a brief narrative description, photograph, project name, firm's specific role in project, location, construction cost, construction budget, project delivery method, fee, date completed, Key Staff names, client name and reference contact information.

TAB 5: Updated Regional Key Staff – Market/Project Experience

Provide updated resumes for regional Key Staff most likely to be assigned to PBC projects based on market and project experience. Provide five or more years of employment history for each of the proposed Key Staff positions. Resumes shall indicate the experience and quality of past performance of team members. Regional Key Staff are defined as follows:

1. Corporate or Principal Executive(s)
2. Design Lead(s)
3. Project Manager(s)
4. Technical Manager(s)
5. Quality Assurance/Quality Control Lead(s)
6. Other (examples include: LEED, ADA, Planner, Landscape, etc.)

Please note that Key Staff should be current employees of the Respondent team. Key staff resumes must be limited to two (2) pages and should include name, number of years with current employer, and number of years of total professional experience, as well as relevant education, certifications and licensing. For business/professional licenses and memberships, provide evidence that such licenses and memberships are current and in good standing.

TAB 6: Updated MBE/WBE Goals Past Participation

The PBC is seeking the history of Respondent's firm in delivering professional services that met or exceeded MBE/WBE goals. Respondents are requested to report compliance history for at 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). Respondents wanting recognition on file as MBE/WBE certified firm must provide a current copy of their certification letter from either the City of Chicago or Cook County. Please update **EXHIBIT B** or provide **new/updated certification letter** if applicable. Firm may duplicate form if necessary.

TAB 7: Updated References

Respondents may update their client references **EXHIBIT C** if applicable. Firm may duplicate form if necessary.



EXHIBIT B

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 | pbccchicago.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:	
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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 add Exhibit B – MBE/WBE Past Participation as your header)

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 B

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 | pbccchicago.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
%	%	%	%



EXHIBIT C

REFERENCES FORM

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

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:	
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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:	