



Richard J. Daley Center  
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[www.pbcchicago.com](http://www.pbcchicago.com)

May 18, 2021

**Re: Morgan Shoal Project**

Dear Interested Firm:

The Public Building Commission of Chicago ("PBC") is seeking submissions for an AOR/EOR for the Morgan Shoal Project. Your firm's submission should be tailored to the qualifications and experience specifically relevant to this Project. Your firm will be evaluated by an Evaluation Committee in conformity with the criteria and process described herein.

### **GENERAL SUBMISSION INFORMATION**

Please provide a submission with a detailed explanation of your firm's understanding of the Project.

More specifically, your firm should provide specific information, including:

- **Letter of Interest (5% of overall score)**
  - Provide a letter committing to Project Scope, Schedule, Budget, and MBE/WBE participation, signed by an authorized representative of your firm
- **Key Staff & Team Organizational Chart (20% of overall score)**
  - Team Organizational Chart
    - Include all team members including sub-consultants
    - Please note all MBE/WBE firms
  - MBE/WBE Compliance Plan
    - Provide firm certification letter from City of Chicago and/or Cook County
  - Key Staff
    - Provide one page bio/resume per key staff
- **Past Project Experience (30% of overall score)**
  - Provide a minimum of three (3) Projects from the last ten years, including actual Budget, Schedule, and Community Engagement, which had a similar level of complexity
- **Project Approach/Methodology (45% of overall score)**
  - Provide details of your firm's work on projects with similar scopes and complexities
  - Explain your methodology to addressing this Project and it's requirements
  - Provide a detailed understanding of Schedule
  - Explain your community engagement strategy

Submission may NOT exceed 30 pages. Any pages beyond this limit will not be evaluated.

### **SUBMISSION DUE DATE & TIME**

Submissions are due on Thursday, June 10, 2021 at 3:00pm via email to [james.borkman@cityofchicago.org](mailto:james.borkman@cityofchicago.org).

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**NEXT STEPS & POSSIBLE INTERVIEWS**

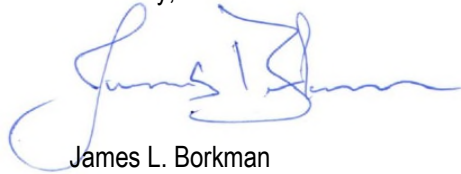
After review by the Evaluation Committee, firms deemed to have the necessary experience, capacity, and ability to accomplish the project goals may be offered the opportunity to interview. Firms will be notified June 21, 2021 if they have been selected for an interview. Interviews are tentatively scheduled June 28-30, 2021.

Please note all details regarding this project can be found at the below link.

<https://www.pbcchicago.com/opportunities/morgan-shoal-revetment-reconstruction-project/>

Thank you for your continued interest.

Sincerely,



James L. Borkman  
Contract Officer  
Director of Procurement