



MEETING AGENDA

Pre-Submission Conference for the 2016 Prequalification of General Contractors for Various Projects

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

Meeting Date: March 30, 2016 Meeting Subject: Pre-Submission Conference

Meeting Time: 10AM Project Name: 2016 Prequalification of General Contractors for Various Projects

Meeting Location: The Renaissance Collaborative
3757 South Wabash
Chicago, Illinois 60653

Meeting Facilitator: Patricia Montenegro
Senior Contracts Manager

1. Welcome and Introductions – Felicia S. Davis, Executive Director
 - a. Pamela Tuggle – The Renaissance Collaborative
2. PBC 101 – Prequalification – Raven A. DeVaughn, Director of Procurement
3. Procurement Timeline and Instructions – Patricia Montenegro, Senior Contracts Manager

a. Sole Point of Contact:

The PBC has selected the Contract Officer, Patricia Montenegro, as the *sole point of contact* regarding this prequalification. From the date of issuance through pre-qualification status, Respondent’s communication with the PBC concerning this prequalification must be exclusively with:

Patricia Montenegro, Contract Officer
Public Building Commission of Chicago
50 West Washington, Room 200
Chicago, Illinois 60602
Fax (312) 744-3572
patricia.montenegro@cityofchicago.org

b. Procurement/Project Timeline:

The following dates are set forth for informational and planning purposes; however, the PBC reserves the right to change the dates.

Issue RFQ Tuesday, March 8, 2016
 Pre-Submission Conference/Contractor Workshop Wednesday, March 30, 2016
 Questions Deadline Friday, April 1, 2016 at 4:30PM Central Time
 Submission Deadline Wednesday, April 13, 2016 by 4:00 PM Central Time

c. RFP submission requirements:

Submit 1 signed, bound original copy; and,
 Submit 2 signed, bound copies; and,
 Submit 5 electronic copies in PDF form on USB Flash Drive (preferred); or submit 5 signed, bound copies

d. Selection Process

The PBC is seeking to qualify General Contractor Classification Types A-E. General Contractor types are established by the Municipal Code of Chicago.

Each class is defined by the following not-to-exceed (NTE) project size limits:

Class A	Class B	Class C	Class D	Class E
no limit	NTE\$10M	NTE \$5M	NTE \$2M	NTE \$500K

e. Organization of Response:

- i. Cover Letter (applicable to GCs Class A – E)
 - Brief description of company history, experience, and number of years
 - Identify Contact Information (Name, phone, email)
 - Must be signed by authorized representative
 - Identify requests for confidential information
 - Acknowledge addenda, if any
- ii. Technical Competence and Past Experience (applicable to GCs Class A – E)
 - Complete Form A – Technical Competence and Past Performance by identifying 5 projects performed within the last 3 years.
 - Attach narratives as necessary

- iii. Key Personnel
 - Complete Form B – Key Personnel by identifying Key Personnel who would serve in the following capacities:
 - Project Manager (or Project Lead for GCs Class D and E)
 - Superintendent
 - MEP Coordinator
 - Safety Manager
 - Quality Control Manager
 - Scheduler
 - Sustainability Coordinator
- iv. Financial Capacity (applicable to GCs Class A – E)
 - Complete Form C – Financial Capacity and provide support documentation as follows:
 - For GCs Class A – C – Provide audited, unaudited or compiled financial statements
 - For GCs Class D and E – Provide tax returns for years 2013, 2014, and 2015 and any additional support documents to demonstrate financial capacity
- v. Licenses and General Information (applicable to GCs Class A – E)
 - Complete Form D – Licenses and General Information and provide support documentation as follows:
 - Copies of all applicable licenses
 - MBE/WBE Certification Letter(s) – (City or County Only)
 - Identify labor union affiliations
- vi. Disclosure Affidavit (applicable to GCs Class A – E)
 - Complete Form E – Disclosure Affidavit
 - Attach narratives as necessary
- vii. Legal Actions (applicable to GCs Class A – E)
 - Complete Form F – Legal Actions
 - Attach narratives as necessary
- viii. MBE/WBE, EEO, & Community Participation (applicable to GCs Class A – E)
 - Complete Form G – MBE/WBE, EEO, and Community Hiring Participation by identifying and reporting compliance history for the 3 most recent projects completed over the last 3 years
 - For GC Class A – C – Complete Sections I – III.
 - For GC Class E – Complete Section IV., if no data is available.
- ix. Project Scheduling (applicable to GCs Class A – E)
 - Provide a sample of a Project Schedule you've recently completed for a project
- x. Insurance Certificate (applicable to GCs Class A – E)
 - Provide a copy of your current Certificate of Insurance
- xi. Safety (applicable to GCs Class A – E)
 - Complete Form H – Safety
 - For GC Class A – C – In addition to Form H - Safety, also provide a copy of the Table of Contents of your Safety Manual.
 - For GC Class D and E – In addition to Form H – Safety, also provide a summary describing how your firm handles precautionary Safety Measures (should your firm not have a Safety Manual)
- xii. Quality Assurance/Quality Control (applicable to GCs Class A – C)
 - Provide your Quality Assurance and Quality Control Plan
- xiii. Joint Venture Participation (applicable only to firms submitting as a Joint Venture)
 - Provide Joint Venture Agreement

f. Addendums:

- i. Check website regularly: www.pbcchicago.com

g. Additional website postings:

- i. Sign-in Sheets
- ii. FAQ
- iii. Power Point Presentation
- iv. Sample RFQ

4. Evaluation Criteria

- Technical Competence and Past Experience – 50%
- Qualifications and Relevant Experience of Key Personnel – 40%
- Financial Capacity – 10%

5. Q & A

6. Networking Session (Intermission)