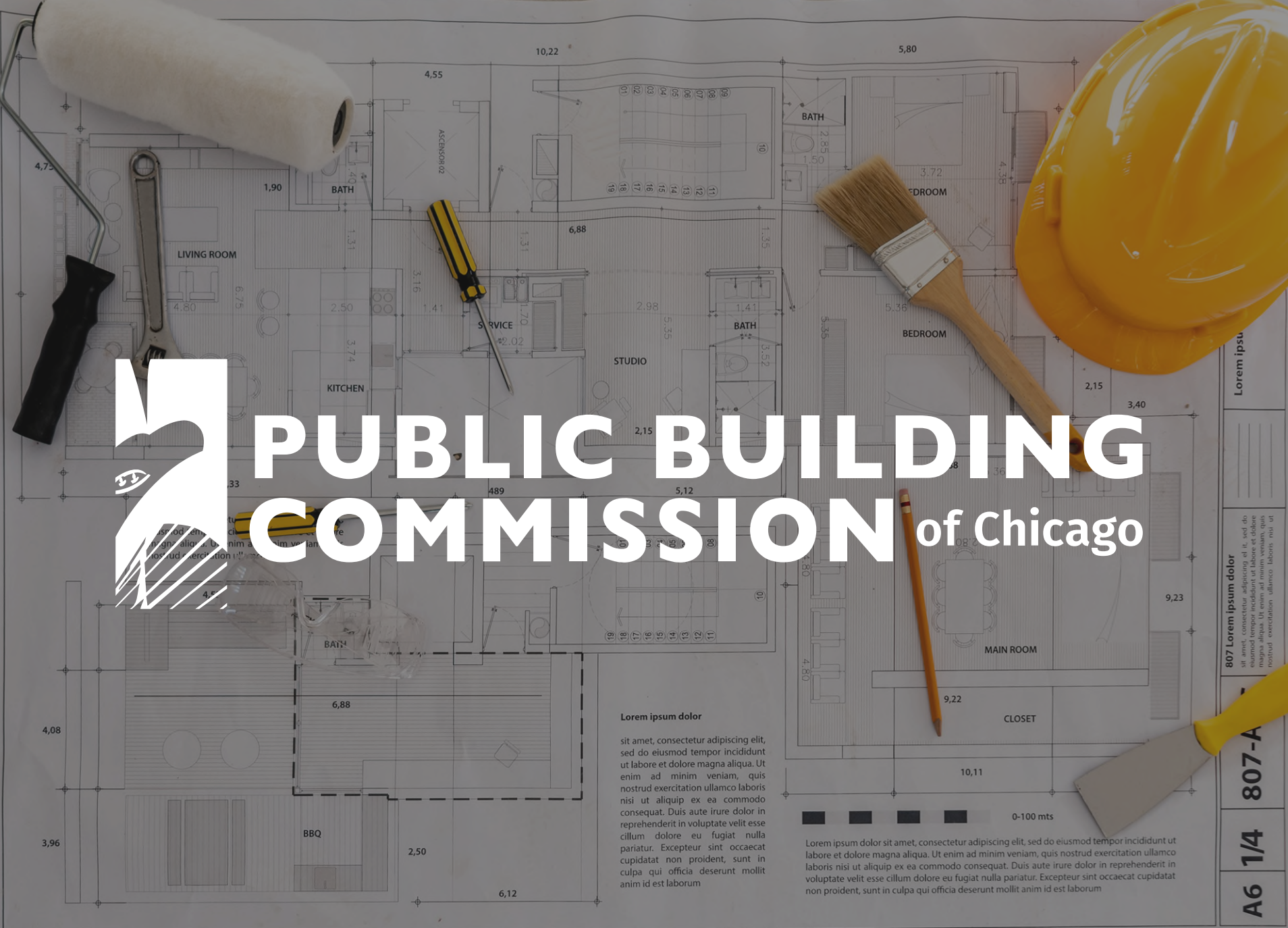




# PUBLIC BUILDING COMMISSION of Chicago



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# HOUSEKEEPING ITEMS

## While we wait...

### Please **MUTE** your computers and/or cellphones

- Press \*6 to unmute (if asked to speak)

### Please **CHANGE** your screen name

- Use 'Your Name (Company Name (or Initials))'  
EXAMPLE: James B (PBC)


### Please **ADD** your name to Chat

- Use 'Your Name|Company Name (or Initials)'  
EXAMPLE: James Borkman (PBC)

### Please **WAIT** for Q&A to ask questions

- Q&A session will be at the end of each meeting
- Feel free to use the 'Chat' feature





# Request for Qualifications for Various Specialty Services

Pre-Submission Conference

June 21, 2023 at 9:30am

# AGENDA

Introductions

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Program Overview

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Procurement Details

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Evaluation & Selection Process

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Compliance

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# Introductions

# INTRO

PBC

Potential Respondents

Sub-Contractors/Suppliers



# Program Overview

# Program Overview

## General PBC Program Overview

Goals and Objectives of this RFQ

- ❖ Identify and Pre-Qualify Specialty Consultants to work with PBC and its partners to provide meaningful contributions, efficiencies, and excellence.
  - Task Order Based Master Agreement
  - Multi-Year
  - Multi-Facility
  - Multi-Agency

## Specific Specialty Services Requested

Specialty Service Providers are sought for the following:

- Environmental Engineering
- Environmental Renovation/Demolition
- Geotechnical Investigation Services
- Surveyor Services
- Traffic Study Services
- Material Testing (ITL) Services



# Program Overview

## ENVIRONMENTAL ENGINEERING

### Goals and Objectives

- Identify and Pre-Qualify a group of Environmental Engineering Consultants to perform various services, including but not limited to:
  - ❖ Planning Phase Environmental Services, including but not limited to:
    1. Phase I Environmental Site Assessments (ESAs)
    2. Phase II ESAs and Soil Management Assessments
    3. Geophysical Surveys
    4. Test Pit Excavation and Site Restoration
    5. Environmental Grant Applications
    6. Environmental Remediation Budget Preparation
  - ❖ Environmental Design Phase Services, including but not limited to:
    1. Phase II ESAs
    2. IEPA Site Remediation Program Management
    3. IEPA Leaking Underground Storage Tank Program Management
    4. Environmental Coordination and Management during Project Design
    5. Bid Package Generation
    6. Environmental Grant Administration
  - ❖ Construction Phase Oversight Services, including but not limited to:
    1. Contract Administration
    2. Environmental Submittal Review and Approval
    3. Remediation and Soil Management Oversight
    4. Underground Storage Tank Removal and Management
    5. Field Meetings Related to Environmental Matters
    6. Soil Management and Remediation Report Generation
    7. IEPA Site Remediation Program Management
    8. Environmental Engineering and Remediation Tasks as requested by the PBC



## ENVIRONMENTAL RENOVATION/DEMOLITION

### Goals and Objectives

- Identify and Pre-Qualify a group of Environmental Renovation & Demolition Consultants to perform various services, including but not limited to:
  - ❖ Asbestos Containing Materials Inspections
  - ❖ Lead-Based Paint Inspections
  - ❖ Hazardous Material Building Inspections
  - ❖ Design Drawings and Specifications including:
    - ACM/LBP/Hazardous Materials
  - ❖ Oversight of Waste Removal Activities
  - ❖ Oversight of Asbestos Abatement Activities
  - ❖ Oversight of Lead Abatement Activities



# Program Overview

## GEOTECHNICAL INVESTIGATION

### Goals and Objectives

➤ Identify and Pre-Qualify a group of Geotechnical Investigative Consultants to perform various services, including but not limited to:

- ❖ Permitting
- ❖ Benchmarking
- ❖ Locations, Plans
- ❖ Soil Borings
- ❖ Percolation Tests
- ❖ Drilling and Sampling Methods
- ❖ Laboratory Testing
- ❖ Field Measurements
- ❖ Additional Contingency Work
- ❖ Protection and Restoration of Property
- ❖ Specific Reporting for Field and Laboratory
- ❖ Foundation Engineering Evaluation and Recommendations



# Program Overview

## SURVEYOR

### Goals and Objectives

- Identify and Pre-Qualify a group of Surveyor Consultants to perform various services, including but not limited to:
  - ❖ Coordination and Access to Property
  - ❖ AutoCAD files as needed
  - ❖ Various Surveys, including, but not limited to:
    - ALTA
    - Boundary
    - ACSM Land Title
    - Plat
  - ❖ Zoning and Council Exhibits
  - ❖ Schedule
  - ❖ Utilities
  - ❖ Comply with Formatting and other Requests



# Program Overview

## TRAFFIC STUDY

### Goals and Objectives

- Identify and Pre-Qualify a group of Traffic Study Consultants to perform various services, including but not limited to:
  - ❖ Data Collection
    - Reconnaissance & Inventory
    - Existing Operations & Traffic Data
    - Existing Conditions
  - ❖ Field Investigation
    - Traffic Count, Observation, and Summary
  - ❖ Trip Generation and Traffic Assignment
  - ❖ Analysis and Recommendation
    - Intersection Capacity Analysis
    - Background Traffic
  - ❖ Documentation
  - ❖ Additional Studies as Directed



# Program Overview

## MATERIAL TESTING (ITL) SERVICES

### Goals and Objectives

- Identify and Pre-Qualify a group of Material Testing (ITL) Consultants to perform various services, including but not limited to:
  - ❖ Inspection and Testing Plans
    - Define methods to implement inspections and tests
    - Verify and document results
    - Confirm conformance to contract requirements
  - ❖ Control of Measuring and Testing Equipment
    - Control the calibration and maintenance of inspection, measuring, and testing equipment
  - ❖ Meet all Necessary Laboratory Performance Requirements
  - ❖ Reporting





# Procurement Details

# Procurement Details

## REQUEST FOR QUALIFICATIONS OVERVIEW

### General Information for this Procurement

- Timeline
  - Pre-Submission Conference
  - Questions Deadline
  - Submission Deadline
  - Evaluation
  - Request for Pricing
  - Board Approval
- Anticipated Term
  - 5 Years with two (2) one-year optional extensions

Issue RFQ .....	May 31, 2023
Pre-Submission Conference (Virtual) .....	June 21, 2023 at 9:30am
Questions Deadline .....	June 28, 2023 at 4:00pm Central Time
Submission Deadline .....	July 13, 2023 at 11:00am Central Time
Pricing Requests from Firms (Tentative).....	July through September
Successful Respondents Appointed (Tentative) .....	December PBC Board Meeting



# Procurement Details

## AVAILABILITY OF DOCUMENTS & DUE DATE

### RFQ Availability

[PBC Website – Current Opportunities](#)

### Due Date/Time

July 13<sup>th</sup>, 2023 at 11:00 a.m.

(Subject to Change via Addendum)



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[Home](#) » [Request for Qualifications \(RFQ\) to Provide Various Specialty Services](#)

### Request for Qualifications (RFQ) to Provide Various Specialty Services

#### Project Description:

The Public Building Commission of Chicago (PBC) is issuing a Request for Qualifications (RFQ) for firms (including firms proposing to have a controlling interest in Joint Ventures) interested in providing the following Specialty Services:

- Environmental Engineering Services
- Environmental Renovation & Demolition Services
- Geotechnical Investigation & Reporting Services
- Surveyor Services
- Traffic Study Services
- Construction Material Testing & Inspection (ITL) Services

#### Solicitation Documents:

[RFQ for Environmental Engineering Services](#)

[RFQ for Environmental Renovation & Demolition Services](#)

[RFQ for Geotechnical Services](#)

[RFQ for Surveyor Services](#)

[RFQ for Traffic Study Services](#)

[RFQ for Material Testing \(ITL\) Services](#)

#### Pre-Submission Activities:

A ZOOM VIRTUAL Pre-Submission Conference will be held on **Wednesday, June 21, 2023 at 9:30am:**

**ZOOM LINK:** [PBC Specialty Services RFQ: Pre-Submission Conference](#)

# Procurement Details

## REQUEST FOR INFORMATION (RFI'S)

### Sole Point of Contact

Miguel Fernández, Contract Officer

[miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org)

### Deadline

Current: June 28<sup>th</sup> by 4:00 p.m. CST

### Addenda

None issued to date



# Evaluation & Selection

# Procurement Details

## Evaluation and Selection Criteria

### Evaluation Criteria for each Specialty – Section VII

- ❖ Evaluation Criteria varies for each Specialty Consultant Service. Please pay close attention to the Evaluation Criteria for the Specialty Consultant Service(s) for which you are submitting.

### Additional Information Required

- ❖ Additional Forms for All Specialties

1. Exhibit 1 – Relevant Experience
2. Exhibit 2 – Sample Authorized Task Order Packet
3. Exhibit 3 – Sample Authorized Notice to Proceed
4. Exhibit 4 – MBE/WBE Past Participation
5. Attachment A – Legal Actions
6. Attachment B – Disclosure Affidavit
7. Attachment C – Disclosure of Retained Parties
8. Attachment D – Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises
9. Attachment E – Insurance Requirements
10. Attachment F – Sample Form of Agreement

- ❖ *Material Testing Additional Forms:*

- *Attachment G – PBC Application for Acceptance of Material Testing Facility*
- *Attachment H – Procedures: Structural Steel Fabrication Shop Inspection “Stamped Manifests”*

# Procurement Details

## RFQ SUBMISSION REQUIREMENTS

### Electronic Submission (Strongly Encouraged)

- **One** complete copy of RFQ document, tabbed, page numbered, and labeled.
- Include all information requested (including Financial Information sent separately in the same email) in PDF format.  
**NOTE:** ALL these documents should be submitted in searchable PDF form and not a scanned copy.
- Email to:  
[bids@pbcchicago.com](mailto:bids@pbcchicago.com) **AND** [miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org)

### Hardcopy Submission

- **One** signed, single-sided, bound ORIGINAL (marked as such)
- Include **two**, double-sided unbound paper copies
- **Four** electronic copies on USB Flash Drives – Must be in a single searchable .pdf document
- **One** single-sided, bound copy of Financial Statements (separate envelope labeled as such)
- Label envelope as directed in Instructions to Bidders Section VI A (3)
- Mail or hand-deliver/messenger to:
  - Public Building Commission of Chicago (PBC)
  - 50 West Washington Street, Suite 200
  - Chicago, Illinois 60602
- PBC offices will be open from 9:30a.m.

**NOTE:** Mail has been sporadic due to COVID-19. The PBC **strongly** recommends firms submit their bid electronically



## QUALIFIED FIRMS – PRICING

### Qualified Firms and Pricing

- Firms deemed “Qualified” will be invited to submit pricing.
- Firms invited to submit pricing must follow all instructions, and include all information required in order to be deemed responsive.
- Details regarding format, services, pricing structure will be provided following selection of Qualified Firms – date TBD

### Pricing Evaluation & Next Steps

- Each firm will be further evaluated based on the pricing information submitted.
- Following review, the Commission may further negotiate prices with firms deemed to be qualified.
- The Commission reserves the right to request a Last Best and Final Offer.
- Firms selected will enter into a Task Order Based Master Agreement with the Commission and may be required to submit additional documentation.



# Compliance

# Compliance Highlights

## MBE/WBE PARTICIPATION

### MBE/WBE Goals

- Environmental Engineering Services 25% MBE and 5% WBE
- Environmental Renovations/Demolition Services 25% MBE and 5% WBE
- Geotechnical Services 30% MBE/WBE Aggregate
- Surveyor Services 30% MBE/WBE Aggregate
- Traffic Study Services 30% MBE/WBE Aggregate
- Material Testing (ITL) Services 25% MBE and 5% WBE

### MBE/WBE Certifications

- City of Chicago
- Cook County

### Compliance: Certification

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PBC ensures that only certified and experienced firms perform the required services.

**MBE or WBE firms must be certified with the City of Chicago and/or Cook County to be counted as an MBE/WBE firm by the PBC.**





# Compliance Highlights

## RFQ HIGHLIGHTS

### Respondents and Joint Venture Opportunities

- Schedule B – Joint Venture Affidavit
  - ❖ JV Agreement
  - ❖ Certification Letter

#### SCHEDULE B - Joint Venture Affidavit (1 of 3)

*This form is not required if all joint venturers are MBE/Non-MBE or WBE/Non-WBE firms. In such case, however, a written joint venture agreement among the MBE/Non-MBE or WBE/Non-WBE firms should be submitted. Each MBE/WBE joint venturer must also attach a copy of their current certification letter.*

A. Name of joint venture \_\_\_\_\_

B. Address of joint venture \_\_\_\_\_  
\_\_\_\_\_

C. Phone number of joint venture \_\_\_\_\_

D. Identify the firms that comprise the joint venture

\_\_\_\_\_  
\_\_\_\_\_

1. Describe the role(s) of the MBE/WBE firm(s) in the joint venture. (Note that a "clearly defined portion of work" must here be shown as under the responsibility of the MBE/WBE firm.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe very briefly the experience and business qualifications of each non-MBE/WBE joint venturer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Nature of joint venture's business

\_\_\_\_\_  
\_\_\_\_\_

F. Provide a copy of the joint venture agreement.

G. Ownership: What percentage of the joint venture is claimed to be owned by MBE/WBE? \_\_\_\_\_%

H. Specify as to:

1. Profit and loss sharing \_\_\_\_\_%

2. Capital contributions, including equipment \_\_\_\_\_%

3. Other applicable ownership interests, including ownership options or other agreements which restrict ownership or control.

\_\_\_\_\_

# Compliance Highlights

## MBE/WBE COMPLIANCE

### Documentation and Monitoring

- Schedule D
- Schedule C

# Compliance Highlights

## MBE/WBE COMPLIANCE

### Schedule D

#### PUBLIC BUILDING COMMISSION OF CHICAGO

##### SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (1 of 2)

Name of Project: \_\_\_\_\_

STATE OF ILLINOIS    )  
                                  )SS  
COUNTY OF COOK    )

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

\_\_\_\_\_ Title and duly authorized representative of

\_\_\_\_\_ Name of General Contractor whose address is

\_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_ and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		%	%

The General Contractor may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

#### PUBLIC BUILDING COMMISSION OF CHICAGO

##### SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (2 of 2)

The Undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Contractor of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

\_\_\_\_\_ Name of Contractor (Print)

\_\_\_\_\_ Date

\_\_\_\_\_ Phone

IF APPLICABLE:

BY:

\_\_\_\_\_ Joint Venture Partner (Print)

\_\_\_\_\_ Date

\_\_\_\_\_ Phone/FAX

\_\_\_\_\_ Signature

\_\_\_\_\_ Name (Print)

\_\_\_\_\_ Signature

\_\_\_\_\_ Name (Print)

MBE \_\_\_ WBE \_\_\_ Non-MBE/WBE \_\_\_



# Compliance Highlights

## MBE/WBE COMPLIANCE

### Schedule C

#### PUBLIC BUILDING COMMISSION OF CHICAGO

##### SCHEDULE C - Letter of Intent from MBE/WBE (1 of 2) To Perform As Subcontractor, Subconsultant, and/or Material Supplier

Name of Project: \_\_\_\_\_

Project Number: \_\_\_\_\_

FROM:

\_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_  
(Name of MBE or WBE)

TO:

\_\_\_\_\_ and Public Building Commission of Chicago  
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

\_\_\_\_\_ a Sole Proprietor                      \_\_\_\_\_ a Corporation  
\_\_\_\_\_ a Partnership                              \_\_\_\_\_ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated \_\_\_\_\_ . In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PUBLIC BUILDING COMMISSION OF CHICAGO

##### SCHEDULE C - Letter of Intent from MBE/WBE (2 of 2) To Perform As Subcontractor, Subconsultant, and/or Material Supplier

#### PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

#### SUB-SUBCONTRACTING LEVELS\*

\_\_\_\_\_ % of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

\_\_\_\_\_ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

**\*If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.**

The Undersigned (Contractor) will enter into a formal agreement for the above work with the Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

\_\_\_\_\_  
Name of MBE/WBE Firm (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

IF APPLICABLE:

BY:

\_\_\_\_\_  
Joint Venture Partner (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
MBE \_\_\_ WBE \_\_\_ Non-MBE/WBE \_\_\_

# PBC CONTACT

Miguel Fernández  
miguel.fernandez@cityofchicago.org



# Q&A