



**PUBLIC BUILDING COMMISSION**  
**MINUTES OF THE ADMINISTRATIVE OPERATIONS COMMITTEE MEETING**  
**MAY 7, 2025**

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

---

The Administrative Operations Committee of the Public Building Commission of Chicago held a meeting on May 7, 2025, at 1:00 p.m., at the Richard J. Daley Center, 2<sup>nd</sup> floor Boardroom. The meeting was live streamed.

The following Committee members were present:

Chairman Jose Maldonado  
 Commissioner Arnold Randall

Also present:

Ray Giderof, Executive Director

James Borkman  
 Patrice Doyle  
 Lisa Giderof  
 Gabriela Herrera  
 Rudy Manning (remote)  
 Patricia Montenegro  
 Bryant Payne (remote)  
 Tanya Foucher-Weekley  
 Mary Pat Witry

The reading of the minutes of the Administrative Operations Committee meeting held on April 1, 2025, which was previously distributed, was dispensed with. Upon motion duly made and seconded, the minutes were unanimously adopted.

Pursuant to Section 2.06(g) of the Open Meetings Act, a public comment period was held. No comments or statements were presented.

The Director of Procurement reported on task order awards for Specialty Consultant Services for Environmental Engineering Services to GSG Consultants, Inc., MBE firm, in the amount of \$90,117.00 for the Malcolm X College West Campus Addition and Renovation Project and to Carnow, Conibear & Associates, Ltd., MBE/WBE firm, in the amount of \$19,752.00 for the CIP Police Motor Maintenance Garage 4 Renovation Project. Task order awards for Environmental Reno/Demo Services to Specialty Consulting, Inc., MBE firm, in the amount of \$41,340.00 for the Hall Library Project and in the amount of \$38,460.00 for the Malcolm X College West Campus Addition and Renovations Project. Task order awards for Geotechnical Services to GSG Consultants, Inc., MBE firm, in the amount of \$36,321.60 for the Kells Park Fieldhouse Project and to Geo Services, Inc., MBE firm, in the amount of \$63,786.00 for the Malcolm X College Washington Park Campus Project.

The Director of Procurement provided a recommendation for the appointment of three firms to provide Photographic Documentation Services to the Public Building Commission. The PBC currently has one firm that provides Photo Documentation Services. The services include construction photo and video documentation and organization, management, storage, online viewing, and sharing capabilities of the project imagery.

On February 27, 2025, the PBC issued a Request for Proposals for Photographic Documentation Services. Four proposals were received.

An evaluation committee reviewed the respondents' qualifications, experience, and commitment to Minority and Women Business participation.

Following the committee's initial review, three firms were invited to an interview with the evaluation committee. Each respondent was asked to detail their proposed organizational structure and personnel with relevant experience that met the PBC's requirements and a detailed approach to the services.

Following the interviews, the evaluation committee recommends the appointment of all three firms;

- Moreno Architects Ltd d/b/a JGMA, a Certified Minority Business Enterprise Firm.
- Munsterman Services, LLC d/b/a Multivista
- Pixel Rated Media, Inc., a Minority owned firm.

All three recommended firms provided a value add and commitment to maximizing the utilization of Minority and Women Business Enterprise participation throughout the life of the agreement.

The Task Order based Master Term Agreements will be valid for an amount not-to-exceed \$500,000.00 for a term of three (3) years with two (2) one-year extension options.

Commissioner Randall asked about the scope of work for the photo documentation services. The Executive Director responded that services could include photography before, during and after construction in addition to providing drones as needed, depending on the project location and safety requirements. The Executive Director commended the Procurement staff for identifying multiple firms to provide the services. Depending on the task, the PBC will ask for proposals. Each project may require a different type of service.

The Director of Procurement reported on the bid opening for Contract C1620 for the CDOT Capital Program – Alleys (various locations) Package 3. Three competitive bids were received. The PBC will provide a recommendation for the lowest apparent responsive, responsible bidder at an upcoming board meeting.

The Director of Procurement reported on the bid opening for Contract C1621 for the CDOT Capital Program – Alleys (various locations) Package 4. Three competitive responsive bids were received. The PBC will provide a recommendation for the lowest apparent responsive, responsible bidder at an upcoming board meeting.

Commissioner Randall inquired regarding a non-responsive bidder. The Director of Procurement stated that the bidder inadvertently included an extra document with the bid documents, deeming the bid non-responsive.

The Director of Procurement reported on a bid opening for Contract C1622 for Works Progress Administration (WPA) Street Reconstruction Project at North Mason Avenue, West 56<sup>th</sup> Place and South Hoyne Avenue. The PBC received three responsive bids. The PBC will make a recommendation for the lowest apparent responsive, responsible bidder at an upcoming board meeting.

The Director of Procurement asked to defer the next item on the agenda regarding the utilization of the City of Chicago's agreement with Enterprise Fleet Management, Inc. The PBC is awaiting a letter, and this item will be deferred.

The AO Committee accepted the reports provided by the Director of Procurement.

The Executive Director reported on two Field Orders above the reporting threshold. The full Field Order Report is listed below:

**Kenwood Academy Link and Mechanical Project/** General Contractor / C1602R F.H Paschen, S.N. Nielsen & Associates, LLC / Original Contract Value: \$9,985,000.00 / Approved Change to Date: \$0.00 / Revised Contract Value: \$9,985,000.00.

- |     |                        |   |
|-----|------------------------|---|
| 004 | 3/27/2025 \$216,154.40 | Provide labor, material and equipment associated with landscaping revisions (trees, additional sod and concrete walkway) in the north parking lot/garden, landscape structures and irrigation in south parking lot/courtyard, irrigation line installation restoration and new manhole to replace existing collapsed water manhole. |
| 009 | 4/17/2025 \$3,920.40   | Provide labor, material and equipment associated with clarifications to the scope of new CMU walls at the connection to the existing Kenwood Building.  |

**CDOT WPA Street Reconstruction (E. 94<sup>th</sup> Street)** / General Contractor / C1618 Sumit Construction Company / Original Contract Value: \$9,695,936.50 / Approved Change to Date: \$0.00 / Revised Contract Value: \$9,695,936.50.

001      03/08/2025 \$107,250.00 Provide labor, material and equipment associated with revision to the specified 36" diameter reinforced concrete pipe to 36" diameter ductile iron pipe for the sewer line system in coordination with CDOT and DWM.

The Executive Director provided a recommendation to ratify a Change Order in the credit amount of (\$74,113.88) for the Dett Elementary School Annex and Renovation Project. The closeout Change Order is deduct unused Allowances for site work, environmental, camera and moisture mitigation.

The Executive Director reported on regular reports, development status and other matters.

On April 9<sup>th</sup> the PBC participated in HACIA's Vertical Design Panel Discussion with representatives from the Capital Development Board, DuPage County and The University of Illinois at Chicago. It was a good opportunity for the agencies to engage with HACIA's membership to talk about status of work and upcoming opportunities.

Since the last Administrative Operations Committee Meeting, six Community Hiring events have been held.

- Virtual hiring events were held on April 10<sup>th</sup> and 14<sup>th</sup> for CDOT WPA Street Reconstruction Projects at seven locations.
- In-person Community Hiring events were held on April 23<sup>rd</sup> and 25<sup>th</sup> for the Beaubien Woods Boat Launch Restroom and Utilities Project at the Altgeld Branch Library located at 955 East 131<sup>st</sup> Street
- In-person events were also held on May 2<sup>nd</sup>, at the Mount Greenwood Branch Library, located at 11010 S. Kedzie Avenue, and on May 5<sup>th</sup>, at the West Pullman Branch Library, located at 830 West 119<sup>th</sup> Street, both events were for the 112<sup>th</sup> Street and South Loomis Street WPA Reconstruction Projects.

The hiring events provide community residents with the opportunity to apply for available jobs both in person and in a virtual setting.

On April 17<sup>th</sup>, the PBC hosted the sixth Quarterly Assist Agency Conference, with representatives from Chicago Cook Workforce Partnership, HACIA, Hire 360 and the Illinois State Black Chamber of Commerce. As a result of these conferences, HACIA and Hire360 have invited the PBC to present at upcoming membership meetings. The next Assist Agency Conference is scheduled for July 17, 2025.

On April 28<sup>th</sup>, PBC staff attended a Master Class presented by Harriett's Daughters on the topic of Diversity, Disparity and Discrimination and safeguarding inclusion programs in today's legal landscape. As a participant in the city's Government Procurement Compliance (GPC) Taskforce the PBC was honored to join the city's Procurement Department and other leaders for this important conversation.

On May 1<sup>st</sup>, the PBC attended the Chicago Department of Aviation Expo and Job Fair at the UIC Forum. PBC staff were able to network and connect with several small business owners, subcontractors, vendors and suppliers.

On May 21<sup>st</sup>, the PBC will host the 2<sup>nd</sup> Annual PBC Connection Session, at Malcolm X College. The idea for the initial Connection Session was the result of a conversation at a PBC Assist Agency Conference. The Connection Session will focus on upcoming opportunities and doing business with the PBC with on-site networking with the PBC's pre-qualified General Contractors, Pre-Approved Job Order Contracting firms, MBE/WBE firms, subcontractors, vendors, suppliers, and Assist Agencies.

In addition, administrators and students from partners at the Dawson Technical Institute and CPS's Chicago Builds Program will attend. The students will have an opportunity to meet face-to-face with contractors to discuss employment opportunities.

The AO Committee accepted the reports from the Executive Director.

The meeting was adjourned.