



# Meeting Agenda

Meeting Date: November 19, 2018 Meeting Subject: Pre-Submittal Conference  
Meeting Time: 9:30 a.m. Project Name: Constructability Review Services  
Meeting Location: Public Building Commission Board Room  
50 West Washington  
Chicago, IL 60602 Contract Number: PS3016  
Meeting Facilitator: James Borkman  
Contract Officer

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1. **Welcome and Introductions**
2. **Program Overview – Ray Giderof**
  - a. Public Building Commission Overview
  - b. Constructability Review Services
  - c. Key Submission Considerations
3. **Procurement Requirement – James Borkman**
  - a. Questions Deadline: Friday, November 23, 2018 at 4:00pm
  - b. Submission Deadline: Thursday, December 6, 2018 at 1:00pm
  - c. Submission Format
    - i. Requirements
    - ii. Submission Checklist
    - iii. Financial Statements are to be submitted in a Separately Sealed Envelope
  - d. Evaluation Criteria
    - i. Experience and Qualifications of the Firm (30%)
    - ii. Past Performance (20%)
    - iii. References (3%)
    - iv. Cost Proposal (20%)
    - v. Minority and Women Owned Business Participation (15%)
    - vi. Responsiveness (2%)
    - vii. Financial Capacity (10%)
4. **Contract Highlights – Lori Ann Lypson**
5. **Requests for Information:** send to Public Building Commission of Chicago, Attn: James Borkman, Contract Officer, via email [james.borkman@cityofchicago.org](mailto:james.borkman@cityofchicago.org).
6. **Submittal Due Date:** The deadline for RFP Submissions is **Thursday, December 6, 2018 at 1:00pm** local time. Submit One (1) bound original, one (1) unbound paper copy, plus one (5) USB Flash Drives of the electronic version (PDF) of the submittal in a sealed envelope or container, clearly labeled to the office of the PBC, Richard J Daley Center, 50 West Washington, Room 200, Attn: James L. Borkman (Contract Officer), Chicago, IL 60602
7. **Q & A**

