

Meeting Agenda



Public Building Commission of Chicago • Richard J. Daley Center • 50 West Washington, Room 200 • Chicago, Illinois 60602 • Tel: 312-744-3090 • Fax: 312-744-8005

Date of Issue: Thursday, March 1, 2012
Meeting Date: Tuesday, March 6, 2012
Meeting Time: 9:00 A.M.
Meeting Location: PBC Board Room
Meeting Facilitator: Rosalinda "Rusty" Castillo

Meeting Subject: Pre-Submittal Conference
Project Name: Building Needs Assessment and Preventative Maintenance Services for Existing Facilities – PS1918
Project Number:

Meeting Participants: Terri Haymaker, PBC
Suzie Mosher, PBC
Paul Spieles, PBC
Rosalinda Castillo, PBC
Grace Rappe, PBC
Ivan Hansen, PBC
Art Del Muro, PBC

Distribution: All Participants

1. Welcome and Introductions – Terri Haymaker, Director of Planning
2. Project Overview – Suzie Mosher, Planning Project Manager, and Art Del Muro, Design Project Manager
 - a. Review of PBC Intent for Building Needs Assessment and Preventative Maintenance Services
 - b. Review of Required Building Needs Assessment Services
 - c. Review of Required Preventative Maintenance Plan Services
 - d. Review of Required ADA Evaluation Services
3. Key Information Overview – Rosalinda "Rusty" Castillo, Deputy Director of Procurement
4. Questions & Answers

Requests for Information

Send to Public Building Commission of Chicago, Attn: Rusty Castillo, Deputy Director of Procurement (by email) rusty.castillo@cityofchicago.org or (by fax) 312-744-3572

Addenda and RFQ documents are available on the PBC website.

Submittal Due Date & Time

One original hard copy submittal plus 1 CD are due at the office of the PBC, Richard J Daley Center, 50 West Washington, Room 200, no later than **Thursday, March 8, 2012 at 12:00 P.M.**