



Pre-Submittal Conference
AGENDA
PBC website: www.pbcchicago.com

REQUEST FOR PROPOSALS (RFP) – PHASE I
FOR DESIGN-BUILD SERVICES FOR CHINATOWN BRANCH LIBRARY – PS1953

Thursday, March 21, 2013 at 2:00 P.M., Room CL 115

Attendance: Please sign in.

1. **Welcome and Introductions** – Erin Lavin-Cabonargi, Executive Director
2. **Program Overview-** Arthur Del Muro, Director of Design and Ed Bark, Project Manager
3. **Exhibit Overview-** Paul Spieles – Chief Development Officer
 - a. Book 1 – Design-Build Agreement
 - b. Book 2 – Standard Terms and Conditions
 - c. Book 2A – Standard Terms and Conditions Procedures Manual for Design-Build Contracts
4. **Procurement Timeline and Instructions** – Rosalinda “Rusty” Castillo, Deputy Director of Procurement
 - a. Phase I and II Timeline
 - b. RFP submission requirements
 - c. Targeted Board Meeting: July 9, 2013
5. **Phase I Evaluation Criteria and Weighted Scoring Criteria-** Rosalinda “Rusty” Castillo, Deputy Director of Procurement and Arthur Del Muro, Director of Design
 - a. Lead Designer's or Lead Design Entity's ability and past performance of exceptional architectural design
 - b. Successful experience with projects of similar or greater size.
 - c. Successful experience with projects of similar type.
 - d. Quality of Proposer's Consultants.
 - e. Capacity or Past performance in Design-Build project delivery.
 - f. Past performance with timeliness and completion of projects.
 - g. Quality of Proposer's Project Approach and Methodology
 - h. Ability or past performance with MBE/WBE Participation
 - i. Quality of experience of Proposer's Key Staff Members
 - j. Proposer's commitment to assign Key Staff Members for the duration of the project
 - k. Proposer's Financial Capability
 - l. Quality and Content of references provided on representative projects.
 - m. Ability or past performance with CoC Equal Opportunity Participation.
 - n. Completeness and comprehensiveness of Proposer's response to Phase I of the RFP
6. **Special Contract Provisions** – Chuck Kelly, Deputy Director of Diversity and Compliance
 - a. MBE/WBE Goals
 - b. Local Business Participation
 - c. Workforce Requirement
7. **Phase II – Review**
 - a. Scope and Performance Criteria
8. **Q & A**

Requests for Information: send to Public Building Commission of Chicago, Attn: Rosalinda “Rusty” Castillo, Deputy Director of Procurement by (email) rusty.castillo@cityofchicago.org or (fax) 312-744-3572.

Submittal Due Date: The Deadline for submittal of Part I Proposal is Friday, April 5, 2013 by 10:00 a.m.. Submit One (1) bound original, three (3) bound paper copies, one (1) unbound copy plus one (1) CD copy should be enclosed in a sealed container, clearly labeled to the office of the PBC, Richard J Daley Center, 50 West Washington, Room 200.