

**CDB Project 040-010-115
New Nursing Home and Domiciliary
Illinois Veterans' Home at Quincy
CDB Pre-submission meeting
November 19, 2019**

Meeting Purpose:

As Phase 1 submissions from interested parties is due on December 11, the Illinois Capital Development Board (CDB) organized a Phase 1 Pre-submission meeting to help assist in answering questions and offering clarifications and highlights of requirements. The meeting date, time and venue were stated in the RFP released November 12, 2019. The meeting was held on Tuesday, November 19, 2019 between 10 and 11 AM at Lippincott Hall on the campus of the Illinois Veterans' Home at Quincy. The meeting also offered attendees an opportunity to network and build connections with potential team members.

Attendees:

- Illinois Capital Development Board (CDB): Brent Lance, Chris MacGibbon, Greg Swanson, Melissa Porter
- Illinois Department of Veterans Affairs (IDVA): Gwen Diehl
- Illinois Veterans Home Quincy (IVHQ): Troy Culbertson, Dave Clifford, Dawn Whitcomb
- Perkins Eastman (PE): Ramu Ramachandran
- Members of the public (scans of the sign-in sheets are attached to the minutes)

Chris MacGibbon, CDB's Project Manager for the project, welcomed the audience and requested everyone attending to sign-in using the sheets distributed.

Brent Lance, CDB's Administrator of Capital planning/QBS, introduced himself and welcomed the audience to the meeting. He stated that its purpose was different from past vendor forum meetings. He explained that the purpose would be to walk the audience through the requirements for the Phase One submittals for the project, to share some of the documents on the RFP and to share some of the pitfalls that may result in a rejection of submissions. Brent covered the following topics:

1. Brent introduced the CDB and project team that was present at the start of the meeting:
 - a. Brent shared his title as CDB's Administrator of Capital planning/QBS and stated that it was an honor to serve in the role of chairman of the design-build (DB) selection committee.
 - b. Chris MacGibbon, CDB Project Manager.
 - c. Melissa Porter, CDB co-Project Manager.
 - d. Greg Swanson, CDB Staff architect for the project.
 - e. Gwen Diehl, IDVA Coordinator for Veterans Homes.
 - f. Troy Culbertson, Executive Director, IVHQ.
 - g. Dave Clifford, Chief Engineer of the Campus, IVHQ.
 - h. Ramu Ramachandran, Perkins Eastman's Project Manager.
2. The members of the audience were requested to briefly introduce themselves.
3. Schedule for Phase 1
 - a. Nov. 12, 2019 - release of RFP.
 - b. Nov 19, 2019 - Phase 1 Pre-submission meeting.
 - c. Dec 4, 2019 - **Important - last day for submission of RFI's (Requests for Information) for Phase One.** All CDB responses are due before the deadline.
 - d. Dec 11, 2019 - Submission date



4. Brent expected that there may be two to three 'Amendments' that may be released on the CDB website as a result of the RFIs. He requested the audience to check into the CDB website regularly, as RFI responses are posted frequently, sometimes up to two or three times a week. RFI responses would be updated more frequently during Phase 2 of the submission process.
5. Phases:
 - a. Phase 1 will focus on qualifications
 - b. Phase 2 will focus on technical and cost proposals
6. Brent spent the next portion of the presentation sharing some of the forms and attachments required on submissions, and reinforcing expectations. He shared images of some of the forms.
 - a. The Proposal Transmittal Form (DBPTF):
 - i. The form has budget and duration questions.
 - ii. Page 2 is important, as it accounts for the team including the design team.
 - iii. Has to include the author and not just the sub-contractors.
 - iv. Share any contracting partners identified. While not all partners may have been identified, it is considered helpful and productive downstream to identify major partners early.
 - v. Include the lead architects and engineers.
 - vi. Sign and execute by an officer legally able to represent and or bind the organization contractually.
 - b. Standard Business Terms and Conditions:
 - i. Certifications and Disclosures are important.
 - ii. Note: Financial documents, certifications, conflicts of interest and all such documentation requested is needed from every entity identified on the form on each team, not just the primary author.
 - iii. **Not including this information for everyone identified is a material defect and subjects the submission to disqualification.**
 - c. Joint Ventures: In case there was a joint-venture, a copy of the J-V agreement should accompany the submittal. It would need to outline the terms of the agreement and should mention the names of the primary parties involved.
7. Past-performance questionnaire: Supporting information that is in addition to the actual questionnaire is limited to 25 pages of additional narrative. The Committee is expected to stop reading any information beyond the 25th page.
8. Qualifications:
 - a. There are 2.5 pages of instructions and lots of blanks to fill in for the D-B entity's statement of qualifications.
 - b. Key personnel resumes and example projects are required.
 - c. A form similar to the SF330 matrix has been attached and helps the CDB assess past experience working as a team on projects.
9. Example projects:
 - a. A minimum of 3 projects must reflect the experience of the author, and a minimum of 2 projects must reflect the experience of the design team. The 3+2 format is a must. Not meeting this requirement is a material deficiency.
 - b. A minimum of 5 and a maximum of 7 contracts need to be represented.
10. References:
 - a. A questionnaire package is included
 - b. A sample letter is included, it may be cut-pasted and copied from and shared with your intended references.
 - c. **It is very important that all references are received by December 11th.**
 - d. Some references have started coming in as of last Wednesday.



- e. He would advise the authors to call and remind your references of the importance of getting their reference letters submitted before December 11th. He added a suggestion on needing to follow up to make sure of meeting this requirement.
- 11. Section 3 covered the Technical Capabilities:
 - a. The technical approach narrative is important and is limited to a maximum of five pages to help you cover a summary of your approach.
 - b. Fast Track completion is an important element of this project. He reminded the audience that two important reasons the CDB would choose a design-build delivery method are cost and time advantages.
 - c. An organization of your roles and responsibilities and your process for responding to field problems are important.
 - d. A maximum of 5 pages is available for the offeror's team experience.
 - e. Example projects cannot be more than 10 years old. Information from section 2 of the submission related to past performance may be considered by the committee.
 - f. Pages 11 and 12 carry detailed requirements
- 12. MBE/WBE/VBE program goals and strategies:
 - a. Meeting diversity goals is extremely important on this project.
 - b. Design and Construction goals are stated. **Please await an Amendment to be issued shortly.** There are some conflicts in the published documents that the CDB is working to clarify in the next couple of days.
 - c. **Watch out for the new combined goals requirement that applies separately to both for construction and design. This is a new requirement for the design side.**
 - d. Beginning with this project, a change is coming in the way the CDB would handle large Design-Build projects in the future - example in the \$75 to 100M ranges. The CDB is beginning to see a combined goal that includes separate targets on the Design A/E (Architect/Engineer) side as well as targets for the construction side.
 - e. Diversity includes both the BEP program which only covers minority and women owned entities and the separate Veteran owned goals and requirement.
- 13. Other capabilities:
 - a. BIM or similar capabilities are important as mentioned in the RFP.
 - b. Other technologies for improving project delivery are welcome.
- 14. Section 4 - Financial capability:
 - a. Bonding and financial requirements are in this section.
- 15. Evaluation criteria:
 - a. Phase 1 selection has about 885 total points as published in the RFP.
 - b. Many are drawn from the Quincy DB Act
 - c. Experience and familiarity with IDPH and USDVA requirements are important
 - d. **The score for diversity on the team has been strengthened from before.**

This concluded the presentation portion of the meeting. Chris and Brent opened the floor for questions from the audience.

Questions and responses:

- 16. How many firms will be selected or shortlisted?
 - a. Response: The Committee will meet on Jan 8th and decisions will be communicated (notifications) on successful and unsuccessful submissions starting January 9th 2020.
 - b. At least 2 and a maximum of 6 will be notified of shortlisting. Due to the high cost and time demands on Phase 2 submissions, the CDB intends to be careful in the shortlist process.
 - c. The CDB likes to complete scoring in a day where possible.



17. Can you share the evaluation criteria page?
 - a. Response: It is included in the RFP. A copy of the PowerPoint presentation would be shared in a PDF format.
18. Is there a requirement for the offeror to perform 20% of the work themselves?
 - a. Response will be posted on the CDB website.
19. Are all offerors needing to be pre-qualified with the CDB as a contractor or an A/E?
 - a. Response - YES. A 'CM' Construction Manager pre-qualification is not acceptable as stated in the RFP.
20. How is the selection committee assembled?
 - a. Response: It is included in the RFP.
 - b. The CDB has four positions - the Chair (Brent), a project manager, a professional services representative and a fair employment practices representative.
 - c. The IDVA would have a representative, the Quincy Home will have a representative and a resident of the City of Quincy will be the last of the seven members.
 - d. The IDVA and the IVHQ will propose to the CDB their proposed names and their qualifications for review and confirmation to the committee.
 - e. The Quincy resident is chosen by higher authorities in government, after some shortlist and qualifications process. Someone that has an appreciation for and an understanding of the complexities of construction and the process. Sometimes the names are proposed by minority organizations.
 - f. **Important - the public member cannot themselves be or be working for an employer currently contracted and working for the CDB.**
 - g. Committee member scoring is personal judgement and not discussed.
 - h. All members of the selection committee have an equal vote.
21. How does the process account for new Joint-Ventures?
 - a. CDB will look at experience of the teams and firms and any of their past work together.
 - b. Past work in a Design-Build environment is usually more helpful.
 - c. In such cases, it may be possible that the teams have not worked together in the past. This does not disqualify them, but will be considered during selection.

Chris MacGibbon and Brent Lance closed the forum by offering their best wishes to all the participants and offered the following words of advice to the teams:

- Sign up for the CDB notifications on the CDB website.
- Check often for RFI responses - check multiple times a week.
- Remember to reference the Project Number CDB 040-010-115

End of meeting