



MEETING MINUTES

Pre-Submittal Meeting

DATE: September 29, 2020

PROJECT: IDOT Construction Maintenance Facility
8630 Joliet Road
McCook, IL 60525

CDB PROJECT #: 630-128-005
M2 PROJECT #: 18-0201

DATE OF MEETING: September 17, 2020, 10:30am – 11:30am

PLACE: WebEx Conference Call

PRESENT: **Capital Development Board (CDB)**
Brent Lance
Mohammed Haq

Illinois Department of Transportation (IDOT)
Sean Carver

Muller & Muller, Ltd (M2) Architecture
Susan Thayer

Clark Dietz (CD) MEP Engineering
Nirav Patel

Graef (G) Civil & Structural Engineering
Eric Meschewski

Additional Attendees listed in the Attendee List posted on the website

PURPOSE: The purpose of the meeting was a Pre-Submittal meeting for the Stevenson Maintenance Facility project.

The following minutes are submitted as representative of the items of information exchanged, actions agreed upon, and discussions that took place. If no exceptions are received within five (5) days of issuance of the Minutes, then it shall be deemed all are in agreement with the contents of these Minutes.

Revisions and exceptions are to be included in this typeface.

Regards,
Muller & Muller, Ltd.

A handwritten signature in black ink, appearing to read 'Susan Thayer', written in a cursive style.

SUSAN THAYER AIA, NCARB, CDT, LEED AP BD+C
PROJECT MANAGER

Item No.	Item Description	Action By
1.00	<p><u>Scope Overview:</u></p> <p>The project is to build a new maintenance facility on the same site as the existing facility, and to stage and phase it so that operations are not interrupted throughout construction.</p> <p>The existing Salt Dome and Fuel Pump are to remain in place. Portions of the existing building will be demolished after activities are relocated to the new building.</p>	
2.00	<p><u>Phase I Schedule:</u></p>	
2.01	<p>September 10, 2020 – RFP Issued September 17, 2020 – Pre-Submittal Meeting October 5, 2020 – Last Day to Submit Questions (5:00 PM) October 13, 2020 – Submittals Due by 2:00 PM</p>	
2.02	<p>Submittals are to be uploaded to the CDB ftp site https://filet.illinois.gov Direct the upload to cdb.630-128-005@illinois.gov Attention:</p> <p>Be sure to allow enough time for the files to upload. The time stamp for receipt is when the upload is complete.</p> <p>No hard copies, only digital</p> <p>Send all questions to the same email address</p>	
2.03	<p>Phase I is for Qualifications only Respondents from Phase I will be shortlisted for Phase II Phase II will include technical information and the cost proposal</p>	
3.00	<p><u>Proposal Transmittal Form (DB-PTF):</u></p>	
3.01	<p>Phase I – Section 1 – General Documents</p> <ul style="list-style-type: none"> • Proposal Transmittal Form • Standard Business Terms and Conditions • Financial Disclosures and Conflicts of Interest • Illinois State Board of Section 1 – General Documents • Joint Venture Agreement (if applicable) 	
3.02	<p>Page 1 of the form is filled out by CDB Page 2 is filled in by you</p> <p>Form must be signed by someone with contractual authority for the company</p> <p>Include yourself in the appropriate category on the form (submitter is often the GC) Include everyone on the team, designers, engineers, GC's, subcontractors (if known)</p> <p>Standard Terms and Conditions, Board of Elections Certificates, and Financial Disclosures and Conflicts of Interest documents must be provided for every firm identified on the DB-PTF</p> <ul style="list-style-type: none"> • Failure to include these forms is a material deficiency and will result in rejection 	
3.03	<p>Phase I – Section 2 – Past Performance</p>	

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	<ul style="list-style-type: none"> • Design-Build Entity Qualifications Form (DBQ) • Past Performance Evaluation Questionnaire • Past Performance MBE/WBE/VBE Phase I Utilization Plan <ul style="list-style-type: none"> ◦ Phase II is where you will get into how you intend to meet the goals 	
3.04	<p>There is a 25 Page Limit for this section Past Performance Questionnaires are excluded from this limit</p> <p>Include the Offeror's DBQ and any discussion and/or additional information, awards, letters, etc. concerning past performance.</p>	
4.00	<p><u>Design-Build Entity Qualifications Statement (DBQ):</u></p>	
4.01	<p>The Qualifications Statement Form may be corrected and re-posted to include the title</p>	
4.02	<p>For the example projects, explain who the team was and what the roles were.</p> <ul style="list-style-type: none"> • A minimum of 3 projects must reflect the experience of the Offeror (the company who is submitting) • A minimum of 2 projects must reflect the experience of the Design Team • A minimum of 5 contracts must be represented (maximum of 7) <ul style="list-style-type: none"> ◦ The 5 projects must be unique, if there is overlap among the offeror references and other members of the team, those can count toward the 7 maximum. • Failure to submit the required information is a Material Deficiency. 	
5.00	<p><u>Reference Questionnaire Package:</u></p>	
5.01	<p>Minimum of 5 Maximum of 7</p> <p>The reference questionnaires will be completed on the sender's letterhead and sent directly to CDB, and not you.</p> <p>CDB will reach out if they do not receive the Minimum 5, and give you a chance to comply.</p> <p>Failure to submit a minimum of 5 and maximum of 7 performance questionnaires is a Material Deficiency.</p>	
5.02		
6.00	<p><u>Phase I – Section 3- Technical Capability:</u></p>	
6.01	<p>Technical Approach Narrative</p> <ul style="list-style-type: none"> • Maximum of 5 Pages • Be sure to address "Fast Track" construction <ul style="list-style-type: none"> ◦ The expectation for the Design-Build delivery method, is that it will be faster • Discuss proposed organization and roles/responsibilities of all parties • Propose process for handling field problems 	

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	<ul style="list-style-type: none"> o Since the designers are part of the team, resolving problems during construction will be an internal process and the responsibility of the D-B team 	
6.02		
6.03	<p>Offeror's Team Experience</p> <ul style="list-style-type: none"> • Maximum of 5 Pages • Example Projects no more than 10 years old • Information from Section 2 – Past Performance may be considered • See detailed requirements outlined on Page 11 of the RFP • Discuss MBE/WBE/VBE programs, goals, strategy 	
6.04	<p>Other Capabilities</p> <ul style="list-style-type: none"> • Maximum of 2 pages • Describe office capabilities for using BIM and other forms of technology • Describe capabilities for scheduling along with software used and experience of staff (A sample schedule is not desired) • Describe your office capabilities for ensuring proper administration of a project of this size and complexity • What sets you apart 	
7.00	<u>Phase I – Section 4 – Financial Capability:</u>	
7.01	<ul style="list-style-type: none"> • Bonding • Insurance • Bank References 	
8.00	<u>Phase I – Evaluation Criteria:</u>	
8.01	<ul style="list-style-type: none"> • Evaluation Criteria is a statute that must be followed • This ranking will determine how many will make the short list • At least 2 and a maximum of 6 can be short listed – 3 is typical • Cost will be addressed in Phase II 	
9.0	<u>Questions/Answers:</u>	
	<ol style="list-style-type: none"> 1. The presentation will be posted to the website 2. Answers to questions will be posted to the website, but notifications will not be sent, it is recommended that you check the site daily. 3. If an Amendment is issued, a notification will be sent. 4. A list of attendees of this meeting will be provided, to the extent that we receive information, and can determine the full list. 	

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	<ol style="list-style-type: none"> 5. Provide individual PDF's for each section, zip the files together and upload as one zip file 6. Past performance questionnaires should be filled out by companies you have worked with on past projects, not who you anticipate using for this project. 7. The overall scores will not be shared. Once awarded, you can request a de-brief if you are unsuccessful. 8. A stipend will be provided to Phase II teams who are unsuccessful. Anticipate \$10,000. This is not intended to cover costs, just to help offset them. A contract will be required in order to make this payment. 9. Past performance considerations can be a narrative, but be careful of the page limits. If the proposal is over the page limit, the last pages that are over will be removed. 10. If you have Design-Build experience, demonstrate it. 11. There will not be reimbursables for travel, since this will be a Design-Build contract, and the price ultimately becomes fixed. This will be handled internally within the D-B team. Price will be part of Phase II. 12. The 25 page limit is not intended to include double sided paper. The submittal is electronic, and there should only be 25 pages, period. 13. CDB Standards will apply for this project, not IDOT for CAD and any other standards. 	
10.00	<p>Next Steps / Action Items</p> <p>Send all questions to cdb.630-128-005@illinois.gov</p> <p>Please also email that you attended this meeting with your contact information</p> <p>The attendee list will be posted on the website</p> <p>The presentation will also be posted on the website</p> <p>END OF MEETING SUMMARY</p>	