



**Welcome to the Pre-Submittal Conference  
LOI #MWJ-KK2405 – CCC School of Nursing Expansion  
at Kennedy-King College  
October 2, 2023**

**LOI solicitation facilitator:**

Marietta Williams-Johnson, Senior Contract Administrator

Email: [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu)

**Attendance:**

Please email confirmation of your attendance to this meeting to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), provide your company contact information and identify if you're an MBE and/or WBE firm. Please reference LOI #MWJ-KK2405 in the subject line.

**Communications:**

All communications are to be directed to the LOI facilitator in writing via email, [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu).

# Meeting Agenda

- A. LOI Timeline - Important Dates**
  - B. Scope of Services Overview (User Department)**
  - C. General Notes/Submittal Requirements**
  - D. MBE/WBE Participation Plan Overview (Procurement - Contract Compliance)**
  - E. Closing – Questions and/or Comments**
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# LOI Timeline– Important Dates

## **Final Questions Due: Wednesday, October 4, 2023, by 12pm (CDT)**

Please email all final questions to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) and reference LOI #MWJ-KK2405 in the subject line. Please do not email or contact any employees of CCC regarding this LOI. Any violations of any procurement rules will disqualify your submitted response.

## **CCC to release Responses to Questions: Tuesday, October 10, 2023**

Questions and/or changes to the LOI document will be provided via an Addendum. Although we try to send out follow-up information via email, **it is the responsibility of the Prospective Responders to check our website for any Addendums and/or additional information on our website, <https://www.ccc.edu/departments/Pages/Procurement.aspx>.**

## **Attachment A - Letter of Intent to Submit a Response due: Tuesday, October 17, 2023, by 12pm**

Please complete the form and email it to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu).

## **LOI Responses due/deadline: Monday, October 23, 2023, by 12pm (CDT)**

**One (1) original signature hard copy (wet signatures required) and two (2) USBs that includes your entire response to this LOI. We are not accepting responses electronically.** Any responses received late will be returned un-opened and at the Responder's expense.

# Scope of Services

**Office of Administrative Services**

**Stakeholder(s) to discuss the scope:**

**Lane Fowlie**

*Director – Capital Planning & Construction*



# General Notes - Submittal Requirements

## **The following qualifications will be considered for selection:**

- Pre-qualification by the Public Building Commission of Chicago and approved by the CCC Board of Trustees, see Board Report #34097
- Valid licenses to practice as an Architect or Engineer in the State of Illinois
- Primary business office of Architect/Engineering firm must be located in Illinois
- Professional Liability Insurance not less than \$5,000,000

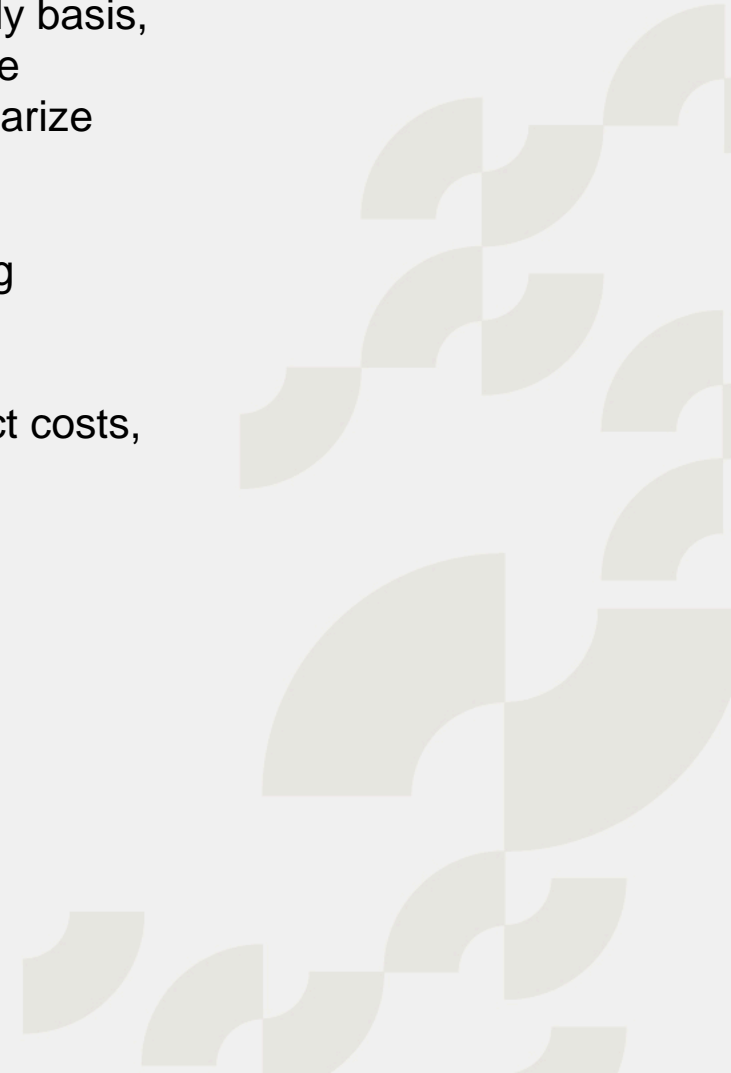
## **The following project related criteria will be used to evaluate the Architect/Engineer requesting consideration for selection:**

- Prior performance of pre-qualified firm and its consultants, areas of expertise, including willingness to meet time and budget requirements
- Appropriate staff size including resumes of key personnel and disciplines of firm and consultants
- A narrative describing the experience and methodology of pre-qualified firm and its consultants with similar projects within the past five (5) years
- Compliance with the CCC's Minority and Women Business Enterprise Commitment Participation Plan, see Appendix I.

# Submittal Requirements

**The following information should be completed and/or included in your responses to this LOI:**

1. A commitment to meet to complete the requirements of the scope of project on a timely basis, within budget and in compliance with the CCC's Minority and Women Business Enterprise Commitment Participation Plan (see Appendix I, complete and submit Schedules and notarize where required)
2. Prior performance of pre-qualified firm and its consultants, areas of expertise, including willingness to meet time and budget requirements
3. Information on projects of similar in nature including scope of services provided, project costs, project schedules, methodology and a minimum of three (3) client references for projects completed within the past five (5) years
4. Proposed staffing plan for selected project and resumes of proposed key personnel
5. Completed Standard CDB Form 330
6. Responses to the evaluation criteria
7. Submissions of the qualification criteria



# Submittal Requirements

**(Please do not re-type any of the required forms provided in the LOI document.)**

8. Copy of firm's Certificate of Insurance meeting CCC's requirements

9. M/WBE Schedules and Certification Letters from Primes and MBE/WBE sub-contractors from agencies recognized by CCC (see Appendix I). Please notarize schedules where required.

10. Ethics Orientation for Contractors/Vendors

11. IRS W-9 Form

12. Economic Disclosure Statement and Affidavit (EDS)

(Note: Please be sure to include ownership and percentages of ownership on Page 3 of 9. If there are no owners in excess of 7.5% please indicate with "NONE". N/A is an unacceptable response. Please also notarize where required.)

**Note: City Colleges of Chicago requires Responders to:**

- be registered and in "Good Standing" with the Office of the Illinois Secretary of State while doing business with the CCC.

# Terms and Conditions Regarding Compliance with the Minority Business Commitment and Women Business Enterprise Commitment – Appendix I



**Tiffany Johnson**

**Contract Compliance Administrator**



# Any Questions?

**Final Questions due: Wednesday, October 4, 2023, by 12pm (CDT) to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu)**

**Attachment A - Letter of Intent to Submit a Response due: Tuesday, October 17, 2023**

**LOI responses due/deadline: Monday, October 23, 2023, no later than 12:00 p.m. (CDT)**

## **Attendance:**

Please confirm your attendance to this meeting and provide your company contact details via email to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). **In the subject line, please reference LOI #MWJ-KK2405 and in all communications regarding this LOI.**

**Thanks for Attending!!!**