

Chicago Infrastructure Trust
Procurement Manual
20130327 DRAFT

<u>Topic</u>	<u>Source/Reference</u>
Introduction	
I. Definitions a. Potential Roles for Private Partner <ul style="list-style-type: none"> i. D = Design ii. B = Build iii. F = Finance iv. O = Operate v. M = Maintain 	<ul style="list-style-type: none"> • Torys LLP: “Public Private Partnerships, the Canadian Experience,” 3/26/12 • Texas Facilities Commission: “Public Private Partnership Guidelines,” 10/1/12
II. Best Practices Terms a. Duration b. Shared Revenue Streams c. Transfer of Risk and Risk Allocation d. Full Scale Projects vs. Demonstration Projects e. Lease Terms vs. Concession Terms f. Evaluation Based on Short-term and Long-term Factors <ul style="list-style-type: none"> i. Financial ii. Technical Expertise / Capability g. Exceptions <ul style="list-style-type: none"> i. Examples: Departures from Best Practices Terms 	Multiple documents and discussions <ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011 • Torys LLP: “Public Private Partnerships, the Canadian Experience,” 3/26/12 • Texas Facilities Commission: “Public Private Partnership Guidelines,” 10/1/12
III. Preliminary Project Selection – How CIT Will Identify Projects	<ul style="list-style-type: none"> • Sustainable Chicago 2015 • 2012 – 2016 Capital Improvement Plan, Chicago Park District, 2012 • Chicago Forward, Department of Transportation Action Agenda, 2012 • OECD Regional Plan, 2012 • World Business Chicago Plan for Economic Growth and Jobs, 2012 • Chicago Sustainable Industries, 2011 & On-going • Healthy Chicago, 2011 • Mayor’s Transition Plan, 2011 • Nature and Wildlife Plan Update, 2011 • Chicago Central Area Action Plan, 2010 • Chicago Metropolitan Agency for Planning Go To 2040, 2010

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	<ul style="list-style-type: none"> • Chicago Climate Action Plan, 2008
<p>IV. Chicago Infrastructure Trust Project Approval and Authorization</p> <p>a. Alignment of Stakeholders</p>	<ul style="list-style-type: none"> • Infrastructure Ontario: “Delivering Project Success,” 2010
<p>V. Conflict of Interest</p> <p>a. Real or perceived competitive advantage due to prior or existing relationship, as defined by federal, state, and local law</p> <p>b. Obligation of Bidder to disclose</p> <p>c. The City of Chicago and CIT have discretion to make determinations regarding Conflicts of Interest on a project-basis</p>	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011
<p>VI. Project Advertisement / Announcement</p>	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011
<p>VII. Selection Process</p> <p>a. Solicited Proposals</p> <p style="padding-left: 20px;">i. Competitive Bid: RFI / RFQ / RFP</p> <p>b. Unsolicited Proposals</p> <p style="padding-left: 20px;">i. Authorization to Receive</p> <p style="padding-left: 20px;">ii. Evaluation and Competition</p> <p>c. Collaborative Proposals</p> <p style="padding-left: 20px;">i. CIT Publishes a Note of Interest</p> <p style="padding-left: 20px;">ii. Options based on response received</p> <p style="padding-left: 40px;">1. Move forward with original responder</p> <p style="padding-left: 40px;">2. Competitive process with 2 suppliers</p> <p style="padding-left: 40px;">3. Competitive bid process with multiple suppliers</p>	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011 • Texas Facilities Commission: “Public Private Partnership Guidelines,” 10/1/12
<p>VIII. Proposal Evaluation</p> <p>a. Best Value / Financial Impact</p> <p>b. Technical Expertise / Capability</p> <p>c. Appropriateness of Recommended Approach</p> <p>d. CIT Use of Technical Advisors / Consultants</p>	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011 • Texas Facilities Commission: “Public Private Partnership Guidelines,” 10/1/12

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<p>IX. Negotiation and Award of Contract</p> <ul style="list-style-type: none"> a. CIT selects bid that delivers best combination of evaluation factors and meets budget / financial requirements b. CIT can conduct limited negotiations with selected respondents to clarify remaining issues regarding scope, schedule, financing, etc. c. If RFP evaluation does not indicate a clear winner, CIT has the right to conduct follow-up discussions with RFP responders and request a Best and Final Offer (BAFO) 	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011
<p>X. Rights and Obligations of CIT</p> <ul style="list-style-type: none"> a. CIT Rights <ul style="list-style-type: none"> i. Cancel, withdraw, postpone, or extend RQF / RFP prior to contract execution ii. Issue new RFQ / RFP iii. Reject proposals iv. Terminate evaluations v. Revise evaluation factors prior to submission date vi. Meet or correspond with RFQ / RFP responders to seek improved understanding of responses vii. Appoint members of the evaluation team, and change members viii. Consult technical experts ix. Create a short list of bid-responders x. Waive deficiencies, informalities and irregularities in RFQ responses and to seek clarifications or supplements b. CIT Obligations <ul style="list-style-type: none"> i. No obligation / liability to assume costs incurred by parties responding to RFQs / RFPs ii. CIT will not be bound by or liable for obligations associated with a project until contract is executed 	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011
<p>XI. Protest</p> <ul style="list-style-type: none"> a. Process to protest contract award by unsuccessful participant defined by federal, state and local law 	<ul style="list-style-type: none"> • Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011

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<p>XII. Contract Award</p> <ul style="list-style-type: none">a. Timelinesb. Milestonesc. Reportingd. Remedies	<ul style="list-style-type: none">• Infrastructure Ontario: “Delivering Project Success,” 2010• Texas Facilities Commission: “Pubic Private Partnership Guidelines,” 10/1/12
<p>XIII. Design and Construction</p> <ul style="list-style-type: none">a. Permitting / Licensingb. Standards / Best Practices	<ul style="list-style-type: none">• Commonwealth of Virginia: “VDOT Alternate Project Delivery Office Design-Build Procurement Manual,” October 2011
<p>XIV. Project Acceptance</p> <ul style="list-style-type: none">a. Definition of “Substantial Completion”b. Project hand-off, if appropriate	<ul style="list-style-type: none">• Infrastructure Ontario: “Delivering Project Success,” 2010