



**HARLEY ELLIS DEVEREAUX**

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**Project Report No. 06**

October 4, 2013

Pre-Proposal Conference  
830-010-332  
Integrated Bioprocessing Research Lab  
UIUC  
CDB Building Number R0243

11 AM, October 1, 2013; Room 350B - Madigan Lab, 1201 West Gregory Drive, Urbana, IL 61801

**Project No:** HED: 2013- 40004-000 CDB: 830-010-332  
**From:** Richard J. Rucks, AIA  
**Subject:** Integrated Bio-processing Research lab Phase II proposals.  
**Meeting Participants  
And Distribution:** Per enclosed Attendance Record  
**Additional  
Distribution:** Design Team

Item

1. **& 2. General and Introductions** – All present introduced themselves and gave their affiliations.
  - a. Agendas were distributed and are attached.
  - b. Chris Mac Gibbon (CM) said that the meeting minutes are not binding
3. **CDB FEP:** Peggy Morgan (PM) of CDB explained and added to the points outlined in the agenda as written below.
  - a. 4105 forms need to be issued along with the Phase II proposals and that MBE/FBE goals of 5% and 3% respectively had been established. PM said that one contract (01) could not be applied to meet both the FBE and MBE goals.
  - b. PM said CDB only accepted CMS certifications,
  - c. PM said that “double certified” firms could be used.
  - d. PM cautioned that all the firms one might list on the 4105 form should be double checked to make sure they were still CME certified.
  - e. PM said there are also workforce goals in place for this project.
4. **Proposal Process** - CM of CDB explained and added to the points outlined in the agenda as written below.
  - a. CM said any changes will be distributed by Amendment
  - b. CM asked that all proposers pay close attention to the website, all changes are posted there.
  - c. CM said there was a Project Labor Agreement (PLA) in affect for the subject project.
  - d. CM said the due date for Phase II proposals was Wednesday, October 30, not as it is currently listed on CDB website.
  - e. CM stressed that there were to be 3 volumes in the Phase II submittal as outlined in the Agenda and RFP.



- f. CM reminded the proposers to highlight any changes or deviations from the Bridging Documents. The benefit of the change or deviation must be explained as well.
- g. CM said the interviews would be in the CDB Board Room on Thursday, November 7; actual times are to be announced. CM said no projectors or other audio-visual equipment would be available; all proposers would need to supply their own. Each interview is to take an hour, with 45 minutes devoted to the presentation and 15 minutes for a question and answer session.
- h. CM reminded everyone that Phase I scores are not counted towards Phase II.
- i. CM said the Bridging Document design team might review the technical portions of the proposals.

## 5. A/E Outline and Questions

- a. Richard Rucks (RJR) briefly outlined the project. Scope as follows: A total 42000 SF building with 2 small basements, an approximately 12000S SF double high space, an offices, preparation spaces, and testing laboratory..
- b. RJR said that the outline specs contained many references to UIUC standards and that those should always be followed unless noted otherwise.
- c. RJR said the design was largely schematic/programmatic, showing the requirements for the project, but that the exterior appearance of the building was "largely complete" and that the design had been approved by the University's various reviewers. RJR said the building documents clearly stated that the exterior appearance was not to be changed.
- d. RJR said specific items of particular interest include the accessible utility trenches in the double high space, the blast panel on the north end, the double high space itself, the future terrazzo floors in the lobbies and the ramps and docks for material delivery at the north end.
- e. RJR said maintaining access to the other buildings during construction was important to the university and said particular attention should be paid to the requirements outlined.
- f. CM added that the building contained offices, classrooms and research spaces.
- g. RJR confirmed that all sole source items listed in the "outline specifications" had been approved.
- h. A question was asked about how equipment was to be assigned to various spaces. RJR said he would review this.
- i. A questioner asked why there were two small basements and if they could be expanded. RJR said that basically the basements are shown only large enough to contain those spaces deemed suitable for a basement..
- j. A question was asked about the exterior utility trench going from the north and east, RJR said the drawing showed a very long trench and that he believed this was correct.
- k. A question was asked whether the transformer was pad mounted. RJR said he thought it was to be pad mounted and directed the questioner to the narratives.
- l. Questions were asked about the purpose of the 2<sup>nd</sup> floor level connection between the subject project and the existing AG-Bio Building and whether or not the structure of the AG-Bio Building was to be used to structurally support the connection. RJR said the purpose was convenience and to allow handicapped accessibility to the 2<sup>nd</sup> floor of the AG-Bio Building and that the AG-Bio Building structure was not to be used to support this connection.

## 6. D. User Agency Comments.

- a. Hans Blaschek (HB) added that the overall intent of the space was to allow the larger scale development of bio-processing techniques and that outside users could be coming in to use the building. HB added that the divisibility of the double height space, as shown by the curtains, was very important.
- b. HB stated that the equipment was very particular for this project and might have some very limited availability.



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After the end of the questions and answers, all presented who carried to went out to look over the site and then looked into the existing processing and preparation room in the AG-Bio Building.

The above constitutes the writer's understanding of items discussed and conclusions reached. Should there be any significant errors or omissions, please contact Harley Ellis Devereaux in writing within seven (7) days of receipt of these Minutes.

Submitted by:  
**Harley Ellis Devereaux**

A handwritten signature in cursive script that reads "Richard J. Rucks".

Richard J. Rucks, AIA  
Project Manager / Architect

**Attachments:**

Agenda  
Attendance Sheet

State of Illinois  
CAPITAL DEVELOPMENT BOARD

**ATTENDANCE RECORD**

Project No.: 830-010-332  
Project: Construct IBRL

Meeting Description: Pre-proposal Meeting  
Date: 10/1/2013  
Time: 11:00  
Place: 350C Madigan Lab, UIUC

**Attendant**

	<u>Name &amp; Title</u>	<u>Representing</u>	<u>E-mail</u>	<u>Phone &amp; Fax Numbers</u>
1.	CHRIS MACGIBBON, PM	CDB	chris.macgibbon@illinois.gov	(217)558-4265 (217)782-8625
2.	Tom Grunloh - President	Grunloh Const. Inc.	tomgrunloh@grunloh.com	217 342-4157 O 217 347-8833 F
3.	JACK DOUGHERTY	HUEN ELECTRIC	jackd@huenelectric.com	708 343 5511 708 343 5818
4.	DAVE GUTH	AEI	dguth@aieing.com	217-363-3894 217-363-3895
5.	CRAIG M SMITH	RATIO	csmith@ratioarchitects.com	312-509-1537 312-565-2359
6.	Nick Canellis	Turner	ncanellis@turner.com	312-327-2825 312-327-2800
7.	GARY Statdfield	Mechanical Inc	gstatdfield@mechinc.com	815-297-6025
8.	SCOTT PETERSON	TURNER	SPETERSON@TCO.COM	312-327-2877
9.	Ryan McDonald	Cons Services MGR	rmcdonald@tricityelectric.com	563-529-0861 312-266-4700
10.	Brian Healy	Pepper Construction	bhealy@pepperconstruction.com	
11.	GEORGE LITTLE	BSA LS	glittle@bsals.com	317-819-2132
12.	ELAINE LOCKHOOD BEAN	BSA LS	ebean@bsals.com	312 507 9683
13.	ANDREW LAKE	"	alake@bsals.com	312.580.3122
14.	JORDAN MARTIN	"	JMARTIN@BSALS.COM	312-859-8052
15.	CHARLES MEAGHER	"	CMEAGHER@BSALS.COM	312-550-5417
16.	GREGG LOESCHER	"	gloescher@bsals.com	312-324-5604
17.	LAUREN BAUER	PEPPER CONSTRUCTION	lbauer@pepperconstruction.com	224 361 5610
18.				

**E-MAIL THIS FORM**

This form may be submitted to CDB electronically as an attachment to meeting minutes. Attach the completed form to an e-mail addressed to the CDB Project Manager. All CDB e-mail addresses are available on our website: [www.cdb.state.il.us](http://www.cdb.state.il.us).

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**Attendant**

	<u>Name &amp; Title</u>	<u>Representing</u>	<u>E-mail</u>	<u>Phone &amp; Fax Numbers</u>
1.	Steve Lehman	CORE Construction	sterelehman@coreconstruct.com (ph) 309-266-9768	309-266-6553 (F)
2.	Omar Bailey,	Bailey Edward	obailey@baileyedward.com	312-789-4002 312-440-2303
3.	Ellen Dickson	Bailey Edward	edickson@baileyedward.com	312-789-4004 440-2303
4.	VICTOR KRASNOPOLSKI	BAILEY EDWARD	VKRASNOPOLSKI@BAILEYEDWARD.COM.	312-440-2200
5.	Peggy Morgan	CDB	peggy.morgan@illinois.gov	217-558-0236
6.	Richard RUCKS	HED	rrucks@hedev.com	312-329-7421
7.	Hans Blascheck			
8.	Doug Walters			
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**E-MAIL THIS FORM**

This form may be submitted to CDB electronically as an attachment to meeting minutes. Attach the completed form to an e-mail addressed to the CDB Project Manager. All CDB e-mail addresses are available on our website: [www.cdb.state.il.us](http://www.cdb.state.il.us).

# PRE-PROPOSAL MEETING AGENDA

## 1. GENERAL

This meeting offers an opportunity for all participants in the submittal process to open the lines of communication. Attendance at this pre-proposal meeting is not mandatory.

## 2. INTRODUCTIONS

- a. Introduce CDB (PM, FEP Rep., etc.), A/E (and Consultants), and Using Agency personnel. Note responsibilities of each.
- b. Have firms in attendance introduce themselves.
- c. Remind all to sign the attendance sheet.  
CDB website: <http://www.illinois.gov/CDB/Pages/default.aspx>
- d. Email problems, issues, and questions to [CDB.DesignBuild@Illinois.gov](mailto:CDB.DesignBuild@Illinois.gov)
- e. A/E (Bridging Firm) will take and distribute minutes of the meeting. Note that meeting minutes are not part of the contract and are not binding.

## 3. CDB FEP Rep.: Clarifies procedures, etc., reviews goals

## 4. PROPOSAL PROCESS

- a. Follow each section of the RFP very closely for all submittal requirements (If inconsistencies arise, the RFP may be modified by amendment and posted to the CDB website).
- b. Standard Documents for Design-Build 2007 apply
- c. Phase II submittals are on Wednesday, October 30 by 2:00 pm (location per section 00 21 16.5)
- d. Proposals consist of three volumes/sections
- i. General Documents (DB-PTF, Price Breakdown, MBE/FBE Contracting Plan).
- ii. Management & Execution Plans - Technical Proposal V2 (Project Management Plan, Design and Construction Schedule)
- iii. Technical Data Proposal (each element that applies – Site, Struct, Arch, Mech, etc.)
- e. Bridging Firm, HED, will review technical portions of the proposals and advise CDB of their adherence to the technical requirements.
- f. If Phase II proposals contain any alterations from the bridging documents, they should be highlighted describing the benefits to the University and State.
- g. Scoring of proposals will be based on the Phase II scoring criteria on the CDB website.
- h. Interviews will be held on ~~Wednesday, November 6~~ <sup>11/7</sup> in the CDB Board Room at the Stratton Office Building, Springfield. Each proposer will be

- notified of the interview time and specific.
  - i. From the RFP, the interview is an opportunity to further CDB's understanding of written proposals.
  - j. Interviews will consist of 45 minute presentation and 15 minutes of Q&A.
  - k. Scores from Phase I will not be carried over to Phase II.
  - l. Building will be LEED Silver
  - m. Contract completion time is 540 days.
  - n. PLA
  - o. Remind tax exempt for material purchases
- 5. A/E outlines project including schedule and highlights any potential problem areas.
  - a. A/E answers questions from proposers on plans/specs and clarifies responsibilities, intent, etc. Listed in the documents and bid form
  - b. Work by Others: Other projects, related work, User Agency, future work, etc.
- 6. User Agency Comments
  - 1. A/E/User conducts tour of Project Site