



OFFICE OF THE CHIEF PROCUREMENT OFFICER

**SHANNON E. ANDREWS**

CHIEF PROCUREMENT OFFICER

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May 5, 2014

VIA EMAIL : [shogan@dsiassociates.com](mailto:shogan@dsiassociates.com)

Susanne M. Hogan  
dsi Associates Incorporated  
7420 County Line Road  
Burr Ridge, IL 60527

Re: RFQ # 1388-13082

Pre-Qualification for Professional Architecture and Engineering Services,  
Program Management and Construction Services  
Category: 5 and 6

Dear Pre-Qualified Firm:

On behalf of Cook County, I am pleased to inform you that your firm has been pre-qualified to provide services in the above-referenced category.

Your pre-qualification was based on your firm's ability to meet the evaluation criteria outlined in the Request for Qualifications ("RFQ") document. Pre-qualification will remain effective for 36 months from the date of this letter. Your pre-qualification eligibility may be suspended or terminated due to unacceptable performance or changes to the pre-qualification program.

Any changes in addresses, emails or Economic Disclosure Statement information must be submitted to the Office of the Chief Procurement Officer ("OCPO") immediately upon such change. The County reserves the right to change the pre-qualification status of any firm that fails to submit any requested information in a timely manner.

As stated in the RFQ, the program involves a two-step process. The first step, the RFQ process has been completed. The second step, the Request for Proposal ("RFP") process, will be completed on a project-by-project basis as follows:

- 1) The County will solicit proposals from three or more pre-qualified firms in a project category on a project-by-project basis.
- 2) RFPs will be sent to selected individual firms via email as determined solely by the County.
- 3) Any proposal submitted to the OCPO will be rejected if your firm did not directly receive a solicitation to provide a proposal for a specific project from the OCPO.

dsi Associates Incorporated

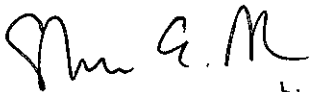
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- 4) As stated in the RFQ in Section 2.5, the RFP process is designed to be an expeditious contracting process. Exceptions to standard contract terms will not be accepted. Timetables for these RFPs are aggressive in nature and it is expected that proposals are submitted no more than two weeks from the date of issuance, and the entire process completed within a month excluding Board approval.

If you have any questions, please contact Renee Milton, Senior Contract Negotiator, at 312-603-5818 or via email at [renee.milton@cookcountyil.gov](mailto:renee.milton@cookcountyil.gov).

Sincerely,



Shannon E. Andrews   
Chief Procurement Officer

SEA/rm

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