



# PUBLIC BUILDING COMMISSION OF CHICAGO

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**REQUEST FOR PROPOSAL (RFP) FOR  
DESIGN-BUILD SERVICES FOR ENGINE COMPANY NO. 115 (PHASE I) –  
PS3020**

**ISSUED: DECEMBER 7, 2018**

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**Public Building Commission of Chicago**

Richard J. Daley Center, Room 200  
50 W. Washington Street  
Chicago, Illinois 60602  
[www.pbcchicago.com](http://www.pbcchicago.com)

**Mayor Rahm Emanuel  
Chairman**

**Carina E. Sánchez  
Executive Director**

FIRM INFORMATION	
FIRM NAME:	
CONTACT NAME:	
CONTACT TELEPHONE:	
CONTACT EMAIL:	
ADDRESS:	
(This page must be included with your submission)	

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# SECTION I – INTRODUCTION

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## INTRODUCTION

The Public Building Commission of Chicago (“Commission” or “PBC”) has enhanced education, safety, and recreation across the region by building or renovating hundreds of schools, city colleges, libraries, parks, fire houses, police stations and other public facilities. PBC User Agencies include the City of Chicago, Cook County, Chicago Public Library, Chicago Public Schools, Chicago Park District, City Colleges of Chicago and other municipalities. Beginning with land acquisition, the PBC’s professional staff may manage each project through planning, financing, site preparation and remediation, design, construction and furnishing, functioning as a single point of responsibility for “turn-key” development.

### A. TWO-PHASE DESIGN-BUILD REQUEST FOR PROPOSAL (RFP) PROCESS

1. **Request for Proposals – Phase I & Phase II:** This procurement is being solicited using the two-phase RFP for Design-Build Process provided by the Public Building Commission Act (50 ILCS 20/3 – 50 ILCS 20/20). As part of the Phase I Qualifications submission, Design-Build proposers shall submit their past performance history and qualifications as prescribed in this RFP for consideration by the PBC. The PBC shall review the Phase I Qualifications submissions and create a short list of the most highly qualified design build entities (not less than 2 or more than 6) and notify those entities they have been selected to submit Phase II Technical and Cost proposals for the PBC’s consideration. The PBC shall provide the short-listed proposers with the final Project Scope and Performance Criteria (SPC) that will define the PBC’s project requirements, project objectives, programmatic needs and goals, design criteria, performance criteria, budget parameters and schedule and delivery requirements. The PBC will evaluate the Phase II Technical & Cost using the criteria and relative weights established in the Phase II RFP. SPC will include the building’s final program and space requirements; performance requirements and specifications for the building’s systems; and design guidelines. Phase II Proposers will be expected to provide a design, with enhanced engineering and design documents.
2. **Proposers:** Firms formally organized as design-build entities or design firms and construction contractors that have associated specifically for this project may submit proposals. For purposes of this RFP, no distinction is made between entities formally organized as design-build entities and project specific design-build associations. Both are referred to as the Design-Build Proposer (or Proposer).
3. **Notice:** All proposers will be notified of the results of the PBC’s evaluation of Phase I submissions. The names of those Proposers from whom Phase II proposals will be requested will be published on the PBC’s website at [www.pbcchicago.com](http://www.pbcchicago.com). For all those proposers who compete in both Phase I and Phase II, the proposal shall be defined as all information that was submitted in response to the requirements of both phases. The PBC is not liable for and will not compensate any proposer for costs incurred in preparation and submission of a responses to this RFP (or for other costs) incurred prior to award of a contract. Furthermore, data and information furnished or referred to in this RFP is for Proposers’ information only. The PBC shall not be responsible for any interpretation or conclusion drawn from said data or information by the Proposer.
4. **Prohibitions:** Pursuant to the Illinois Public Building Commission Act (§50 ILCS 20/20.4d), “the design professional that prepares the scope and performance criteria is prohibited in any design-build entity proposal for the project.” This means any firm providing work product that may help develop the scope and performance criteria for the design-build procurement will be precluded from inclusion on a submitting design-build team. The following firms are precluded from responding to this solicitation as a part of a design-build team:
  1. DLR Group
  2. SEECO Consultants Group, Inc.
  3. Terra Engineering, Inc.
  4. CCS International, Inc.
  5. Carnow Conibear & Associates Ltd
  6. Milhouse Engineering & Construction
  7. Nayyar & Nayyar International, Inc.
  8. Cotter Consulting, Inc.
  9. Rodriguez & Associates, Inc,
  10. Comprehensive Construction Consulting
  11. Ardmore Roderick

## SECTION I – INTRODUCTION

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### B. REQUIREMENTS

Phase I and Phase II requirements have been developed based on specific criteria.

- 1. Demonstrated Capacity:** All design must be performed under the direct supervision of appropriately licensed professionals registered in the appropriate jurisdiction. Further all design must be performed by firms licensed in the appropriate technical disciplines and shall meet all other licensing requirements specified in this RFP herein.
- 2. LEED v4 Certification:** The PBC requires that this facility be constructed to achieve a minimum LEED v4 certification level of Silver for New Construction.
- 3. Independent Testing Laboratory:** The PBC will appoint a firm to provide Independent Testing Laboratory (ITL) services. The successful design-build entity will be responsible for Quality Control and the PBC's ITL service provider will perform Quality Assurance.

### C. AGREEMENT OVERVIEW

- 1. Agreement for Design-Build Services:** The PBC anticipates the Design-Build Entity will enter into an Agreement for Design-Build Services (Exhibit A – Form of Design-Build Agreement) with the PBC in a form substantially similar to the Agreement attached to this RFP. The Agreement will provide for the delivery of design and construction services to complete the Project.
- 2. Guaranteed Maximum Price (“GMP”):** It is anticipated the Design-Builder will propose a Guaranteed Maximum Cost Proposal in its Phase II Proposal. The Design-Builder will be at-risk by guaranteeing a maximum price to be included in the Design-Build Agreement and by guaranteeing substantial completion and project delivery dates to the PBC.

## SECTION II – KEY INFORMATION

### A. KEY INFORMATION RELATED TO THIS PROCUREMENT

- 1. Respondent Contact with the PBC:** The PBC has selected the Contract Officer identified below as the **sole point of contact**. From the date of issuance until selection of the successful Respondent(s), Respondent's communication with the PBC concerning this Procurement must be exclusively with:

Patricia Montenegro, Contract Officer  
Public Building Commission of Chicago  
50 West Washington, Room 200  
Chicago, Illinois 60602  
[patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org)

- 2. Submission Deadline and Procurement Timetable:** The following dates are set forth for informational and planning purposes; however, the PBC reserves the right to change the dates.

- Issue RFP ..... Friday, December 7, 2018
- Pre-Submission Conference ..... Thursday January 10, 2019 at 10:00AM CT
- Questions Deadline ..... Friday, January 11, 2019 at 12:00PM CT
- Submission Due Date/Time (Phase I) ..... Wednesday, January 16, 2019 at 11:00AM CT
- PBC RFP Submission Review and Shortlist ..... January 17, 2019 through January 28, 2019
- Submission Due Date (Phase II) (*tentative*) ..... February 28, 2019
- PBC RFP Submission Review and Shortlist (*tentative*) ..... March 1, 2019 through March 4, 2019
- Interview Short-listed Firms (*tentative*) ..... March 5, 2019 through March 7, 2019
- Recommendation to PBC Board ..... March 2019

- 3. Pre-Submission Conference:** The PBC will be hosting a Pre-submission Conference to provide an overview of the PBC Design-Build Process and of the RFP submission requirements. Attendance at the Pre-submission Conference is not mandatory and will not preclude your firm from submitting a response to this RFP.

Event Date: January 10, 2019  
Event Time: 10:00AM  
Event Location: The Salvation Army  
Ray and Joan Kroc Corps Community Center Chicago  
Celebration Room  
1250 West 119<sup>th</sup> Street  
Chicago, Illinois 60643

- 4. Submission Instructions:** Submission instructions, including number of required copies can be found in Section IV. Submission Requirements of this RFP. Failure to submit in the manner prescribed in this RFP may deem your submission non-responsive.
- 5. RFP Availability:** Hard copies of the RFP are available at the Richard J. Daley Center, 50 West Washington Street, Room 200, Chicago, IL 60602, at the Reception Desk. Office hours are from 8:00 AM to 5:00 PM, Monday through Friday. You may also download a copy at: [www.pbcchicago.com](http://www.pbcchicago.com).
- 6. Questions:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing to the attention of Patricia Montenegro, Contract Officer via email to: [patricia.montenegro@cityofchicago.org](mailto:patricia.montenegro@cityofchicago.org). Questions may be answered at the discretion of the PBC. If answered, they will be answered via an Addenda posted to the PBC's website at: [www.pbcchicago.com](http://www.pbcchicago.com).
- 7. Addenda, Proposal, and Acceptance:** Any addenda that are issued will be posted only to the above listed website link. Respondent must acknowledge any addenda issued and posted to the PBC website [www.pbcchicago.com](http://www.pbcchicago.com). The Commission is not responsible for a Respondent's failure to obtain or download any addenda issued for a RFP.

Proposals must be submitted with original signatures in the spaces provided on FORM I – Proposal Acknowledgment and Acceptance.

If Respondent is a corporation, the President and Secretary must execute the Proposal. In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for said corporation. If Respondent is a

## SECTION II – KEY INFORMATION

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partnership, all partners must execute the Proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Commission must be submitted.

Respondent's failure to acknowledge any issued addenda on FORM I – Proposal Acknowledgment and Acceptance or fail to properly execute the document may result in the Commission finding the proposal non-responsive and rejecting the proposal.

8. **Confidentiality:** Respondent may designate those portions of the proposal, which contain trade secrets or other information the respondent deems as proprietary or privileged (including financial information) as confidential. If a respondent includes data that is not to be disclosed to the public for any purpose or used by the PBC except for evaluation purposes, the respondent must clearly demarcate the bottom of each page containing confidential information as "Confidential."
9. **False Statements:** Any false statement(s) made by the respondent(s) will void the response and eliminate the respondent(s) from further consideration.
10. **Debarment:** Any firm debarred by City of Chicago, Sister Agencies, local, state or federal agencies shall have any award issued under this request, revoked.
11. **Rejection of Submissions:** Submissions that do not comply with the submission requirements of the RFP or that contain omissions, erasures, alterations that are irregular in any way, may be rejected as informal and insufficient. The PBC, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.
12. **Ownership of Submission:** The PBC owns all submitted materials. Submissions will not be returned to Respondents. During the evaluation and selection period and after the Selected Respondent(s) sign the Agreement(s), all Submittals remain the property of the PBC. The PBC shall not be responsible for expenses incurred in preparing and submitting the submission. Such costs must not be included in the submission.
13. **Improper Practices:** The Respondent must not offer any gratuities, favors, or anything of monetary value to any member of the Board of Commissioners of the PBC, official, or employee of the PBC for the purpose of influencing consideration of the Submittal. The Respondent must not collude in any manner or engage in any practices with any other Respondent(s) or potential Respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Respondents' response to this RFP to be rejected by the PBC. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses or subcontracts.
14. **Compliance with Laws:** The Selected Respondent(s) must comply with all laws, statutes, ordinances and regulations of any and all governmental body, including the PBC and Federal, state, local and city governments. Respondent's attention is directed to the provisions of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. (as amended), but Consultants must comply with any other provisions that apply to or in any manner affect any Services performed under the Agreement.
15. **Reservations:** The commission's approval of a firm pursuant to this RFP does not mean that the Commission approves the firm as qualified to perform a specific project. At the full discretion of the Commission, the Commission holds the following reservations.  

The right to:

  - request any additional, relevant information determined to be necessary for the proper evaluation of a submission;
  - request an interview with the Respondent's team;
  - reject a firm's proposal if the Commission determines that the firm is not qualified to perform the project;
  - require project-specific MBE/WBE Participation Goals, EEO, CRO, and Community Hiring provisions; and,
  - negotiate prices.
16. **Right to Cancel:** The PBC reserves the right to cancel this procurement process whenever the best interest of the PBC is served. The PBC shall not be liable for costs incurred by respondent(s) associated with this procurement process.

## SECTION II – KEY INFORMATION

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### B. ANTICIPATED CONTRACTUAL OBLIGATIONS

Respondents should take into consideration key PBC contractual obligations (or requirements) in the performance of any work performed for the PBC by a Contractor (or its Subcontractors).

Unless otherwise noted, all Respondents should adhere to the submission requirements following each item listed below. A Submission Checklist is provided further in this document to assist your firm in determining which form is applicable to your firm and required with your submission.

- 1. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation:** It is the PBC's policy to provide for maximum contracting opportunities for MBE/WBEs on all PBC projects. MBE/WBEs are encouraged to submit as General Contractors. The PBC accepts MBE/WBE certifications from City of Chicago and Cook County only.

MBE/WBE participation requirements will be based on the aggregate value of the agreement for both professional and construction services.

The MBE participation goal for this Project is 30%.

The WBE participation goal for this Project is 6%.

The PBC will utilize LCP Tracker and B2GNow for compliance reporting.

*For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, and CH Participation of which demonstrates commitment to meeting PBC's MBE/WBE Participation Goals and a copy of MBE/WBE Certification Letter from the City of Chicago and/or Cook County, if applicable.*

- 2. Joint Venture Participation (Only applicable to firms interested in Joint Venture Partnerships):** The PBC accepts Joint Venture Partnerships. Joint Ventures of Contractors with appropriate qualifications, financial capacity and combined construction experience and capacity are eligible to be considered for award.

A completed Disclosure Affidavit (FORM C) must be submitted for the joint venture entity; and Respondent must submit a copy of the entity's joint venture agreement which clearly identifies the resources, capabilities and capacity of each joint venture firm available to be allocated to the performance of the Contract.

The PBC also strongly encourages the participation of MBEs and WBEs as joint venture partners. Joint ventures of MBE/WBE contractors and non-MBE/WBE contractors are also invited to submit a Proposal in response to this RFP.

*For purposes of this RFP, all Respondents shall provide with their submission, FORM C – Disclosure Affidavit, FORM B – Joint Venture Affidavit, and a copy of the entity's joint venture agreement as described above. Each Joint Venture partner will also be required to submit all applicable forms requested in this RFP, which includes a Schedule B and the*

- 3. Equal Employment Opportunity (EEO) Requirements:** Contractors will be required to comply with all laws with respect to the employment of labor and payment of local prevailing wage rates. It is an unlawful employment practice for a Contractor to fail to hire, to refuse to hire, to discharge, or to discriminate against any individual with respect to compensation or the terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, handicap, or national origin; or to limit, segregate, or classify employees or applicants for employment or otherwise; or to adversely affect such individual's status as an employee because of such individual's race, color, religion, sex, age, handicap, or national origin.

*For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, and CH Participation which demonstrates commitment to meeting PBC's EEO, CRO, and CH requirements and requests the Respondents to provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements.*

- 4. Local Business Subcontracting Participation, City Residency and Community Hiring:** In order to ensure that local businesses that provide subcontracting work to General Contractors on Commission projects and residents of the project communities are provided with the opportunity to benefit from Commission contracts, the Commission requires the following:

- a. Local Subcontracting Requirement

## SECTION II – KEY INFORMATION

- i. General Contractors that are Local Businesses (as defined below) are required to award 25% of the Work under their contract with the Commission to subcontractors that are Local Businesses.
  - ii. General Contractors that are not Local Businesses are required to award 35% of the Work under their contract with the Commission to subcontractors that are Local Businesses.
  - iii. A Local Business is one that: 1) owns or leases a functioning business office and/or operations facilities within the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 2) is registered and licensed to do business in the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 3) employs City of Chicago residents (for City-funded projects) or Cook County residents (for Non-City-funded projects); and 4) is subject to City of Chicago taxes (for City-funded projects) or Cook County taxes (for Non-City-funded projects). In the event that the Commission performs a project for a unit of local government that operates in multiple municipalities, such as the Metropolitan Water Reclamation District, "Local Business" shall be defined in the solicitation documents for that project.
- b. Community Hiring Requirement.\* At least 7.5% of the project labor must be performed by "Project Community Residents" and included on a "Project Community Area Map". The aggregate hours of Work to be performed by the Contractor and Subcontractors under this Contract may be complied through residents who are trade or non-trade workers. These positions may include but are not limited to trade workers, field engineer, superintendent, project manager, security, data entry clerks, schedulers, traffic monitoring personnel, and site administrative support staff.
- i. For purposes of the community hiring requirement, "Project Community Residents" shall mean persons domiciled within the Project Community Areas. Refer to sample "EXHIBIT C – Project Community Area Map".
- c. City of Chicago Residency Requirements.\* The Contractor agrees to ensure that the aggregated hours of Work to be performed under this Contract will be performed such that at least 50% of the aggregated hours of Work is performed by City of Chicago Residents.

\*These minimal percentage levels of City of Chicago Residents and Project Community Residents as laborers and skilled trade Workers are not to be understood as limiting or determining the fuller utilization of City of Chicago Residents and Project Community Residents beyond these numerical levels, but are intended instead as minimum requirements unless the Commission grants a waiver based upon demonstration by the Contractor of impracticability or excessive cost of complying with the specified percentages.

Minority Journeyworker Project employment goal:	60% or more of total Journeyworker hours
Minority Laborer Project employment goal:	60% or more of total Laborer hours
Minority Apprentice Project employment goal:	40% or more of total Apprentice hours
Female Journeyworker Project employment goal:	2% or more of total Journeyworker hours
Female Laborer Project employment goal:	2% or more of total Laborer hours
Female Apprentice Project employment goal:	2% or more of total Apprentice hours
City of Chicago Resident employment goal:	50% of construction work hours to be performed by City Residents
Community Resident employment goal:	7.5% of construction work hours to be performed by residents of the "Project Community" designated for each Project (see EXHIBIT C- Project Community Area Map attached)

**5. Payment and Performance Bond:** A payment and performance bond may be required for this Project.

*For purposes of this RFP, all Respondents shall provide a letter from Respondent's Surety identifying the Respondent's current Bonding Capacity. The letter must include, at minimum: 1) Your Bonding Capacity (single and aggregate amounts), 2) The current amount of bonding outstanding; and 3) how long the bonding company has been providing bonds.*

**6. Insurance:** Contractors must provide and maintain at Contractor's own expense, the minimum insurance coverage and it must remain in effect for the duration of the Contract.

*For purposes of this RFP, all Respondents shall provide a Certificate of Insurance showcasing their current coverage limits. (Refer to EXHIBIT A – Form of Agreement)*

## SECTION II – KEY INFORMATION

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7. **Safety Program Manual:** Respondents should be able to demonstrate the quality of their overall safety program as evidenced by their history of citations, OSHA incident rate and Experience Modification Rate (EMR).

*For purposes of this RFP, Respondents shall complete FORM F – Safety and submit a copy of the Table of Contents of the Safety Program Manual.*

8. **Quality Assurance and Quality Control Plan (QA/QC):** Respondents should be able to demonstrate their experience with implementation of QA/QC processes.

*For purposes of this RFP, Respondents shall provide a copy of their Quality Assurance and Quality Control Plan.*

9. **Project Scheduling:** The PBC may require Contractors to submit schedules electronically or utilize scheduling software for project management purposes.

*For purposes of this RFP, Respondents shall provide a sample of a project schedule.*

10. **Project Labor Agreement:** To the extent that the Contract involves a project that is subject to a Project Labor Agreement (PLA), Contractor acknowledges familiarity with the requirements of the PLA and its applicability to any Work under this Contract and shall comply in all respects with the PLA. Additionally, PBC may require Contractor to submit evidence of signatory relationships with Labor Unions at time of bid. Evidence may include letter(s) of good standing or similar union benefits status documentation.

See EXHIBIT D – Sample Chicago Public Schools (CPS) Project Labor Agreement.

*For purposes of this RFP, all Respondents shall acknowledge understanding of the Project Labor Agreement requirements.*

11. **Mandatory Project Specific Contractor Staffing Requirements:** The Contractor shall assign a Project Manager and a Superintendent full time to the Project.

12. **Prevailing Wage Rates:** Not less than the prevailing rate of wages as determined by the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. Prevailing wage rates in effect at the time of issuance of Contract Documents will be identified in bid documents. One resource for determining the current prevailing wage rate is the internet site [www.state.il.us/agency/idol/CM/countym.htm](http://www.state.il.us/agency/idol/CM/countym.htm), maintained by the State of Illinois Department of Labor.

13. **Online Collaboration and Documentation Management System Requirements:** The Contractor shall use PBC's designated On-line Collaboration and Document Management system to track the Work, manage the Project, and follow the Commission's procedures for electronic submission and receipt of documents as directed by the Commission Representative.

## SECTION III – PROJECT DESCRIPTION

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**PROJECT NAME:** Engine Company 115  
**PROJECT ADDRESS:** 119<sup>th</sup> and Morgan Street  
**PROJECT NUMBER:** 07115  
**PROJECT WARD:** 34  
**ALDERMAN:** Carrie Austin  
**DESIGN ARCHITECT:** DLR Group Architects

### PROJECT DESCRIPTION:

The Project scope consists of a development for the Chicago Fire Department (CFD) of a vacant property located at 119<sup>th</sup> Street and Morgan Street (Ward 34) to house the Engine Company 115 (EC 115), an OEMC monopole, CFD District office, training space, and associated site development.

The building is anticipated to be a single-story masonry bearing structure of approximately 25,000-27,000 sq ft containing sleeping rooms, lockers, toilet/showers, living quarters, physical training space, and gear storage for approximately 20 firefighters/EMTs and 8 officers at each of three shifts, 4-bay apparatus room, District Offices for 4-6 staff with conference room, training classroom space, watch tower/communication hub, hose drying tower, and necessary support spaces such as mechanical, communications room, storage, and workrooms. The living quarters are likely to include a full-service kitchen with pantry, a dining area, a separate day/work room, laundry, and wellness room. The District Office is expected to have a separate entrance and be accessible to the public. The training spaces are programmed to share an entrance with the District Office and be accessible to CFD personnel as well as the community for planned functions.

The site development anticipates enrollment in the IEPA Site Remediation Program (SRP), on-site storm water detention, parking for approximately 50 vehicles, entry and exit drives to accommodate the vehicles within the apparatus bays, compliance with the Chicago Landscape ordinance, and necessary public way improvements. The on-site monopole is estimated to be 150 feet high and include associated tower communication room and generator. Other exterior site features could include bike racks, patio, trash enclosure, fencing, and impervious paving.

The construction is expected to be high quality materials for the interior and the exterior able to withstand robust use and be easily maintained. Because the building includes living quarters a healthy living environment including indoor air quality, sunlight, views, and systems controls is intended. Mechanical, electrical, and plumbing systems are projected as energy efficient, easy to maintain, and have a long service life. The project anticipates incorporating sustainable elements capable of achieving LEED Silver status as well as additional features to meet the DPD sustainability requirements for Planned Developments.

### PROPOSED PROJECT SCHEDULE:

The proposed design and construction schedule as well as any other proposed dates for this procurement discussed in this RFP are subject to change, modification or revision based on PBC or user agency requirements and input from the successful proposer. However, for the purposes of this RFP, the anticipated Substantial Completion and other Milestone dates shall be considered fixed.

**Present Design Build Entity Award Recommendation to Board for Approval:  
Substantial Completion:**

1<sup>st</sup> Quarter 2019  
3<sup>rd</sup> Quarter 2020

The Design-Builder is responsible for developing and implementing a design, permitting and construction schedule to achieve the required Substantial Completion dates.

### DESIGN AND CONSTRUCTION BUDGET:

\$20,000,000.00 - \$22,000,000.00

The budget includes, but is not limited to: professional design and engineering services associated with building and site design including architecture, engineering, environmental, utilities, LEED, commissioning, traffic, fixtures, furniture and equipment (FF&E) and associated Planned Development entitlements, with permitting as required.

The budget also includes, but is not limited to: construction management services and construction costs for the project, including but not limited to environmental site remediation, site preparation, new building construction and site development, including new monopole and utilities, as required.

## SECTION IV – PHASE I QUALIFICATIONS

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### A. PHASE I QUALIFICATIONS SUBMISSION

An Evaluation Committee (EC) will review the Respondent's qualifications in accordance with submission requirements and evaluation criteria set forth in this document. The EC will render a recommendation for final determination and approval from PBC Board of Commissioners.

The PBC reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process. The PBC reserves the right to accept or reject any or all qualifications and selections when it is determined, at the sole discretion of the PBC.

### B. EVALUATION CRITERIA

The PBC shall review and evaluate the submissions of each Respondent in accordance with the criteria listed below. The PBC will rely upon the Contractor to verify that all prospective vendor(s) and subcontractor(s) are appropriately licensed, certified, insured, bonded and meet all other requirements specified by the contract pursuant to procedures and policies of the Commission. The Commission reserves the right to add, delete or modify any requirements at its discretion.

#### 1. Project Examples – (Evaluation Criteria 1\*\* – 2\*\*)

- a. Respondents shall provide descriptions and information on a minimum of 3 projects (but not more than 12). The projects submitted must meet the following requirements: 2 projects must have completed construction costs of \$15M or more (per project), the completed construction value of all projects submitted must be at least \$5M (per project), and all projects submitted must have been completed or substantially complete within the last 10 years. Describe which company of the Proposer's team worked on the project and describe their role. Select projects that best demonstrate the teams experience with one or all of the following:
  - i. (Evaluation Criteria 1\*\*) Experience with projects of similar or greater size.
  - ii. (Evaluation Criteria 2\*\*) Experience with projects of similar type.
- b. Respondents shall provide the following information if applicable for the projects submitted:
  - i. A brief description of the project including: client, delivery method, location, schedule, square footage, construction type, below grade work, foundation and exterior wall systems;
  - ii. A brief description of the design and/or construction services provided on the project specifically addressing the following:
    - a) Design/Construction services
    - b) Site logistics planning
    - c) Foundation systems analysis and selection
    - d) Building systems analysis and selection (structural, mechanical, electrical, plumbing, fire protection, building envelope)
    - e) Value engineering analyses and performed and cost savings recommendations made
    - f) Cost estimating and budget management services provided
    - g) Constructability reviews performed
    - h) Construction scheduling services performed
    - i) Building permit strategies used if project was new construction in the City of Chicago
    - j) LEED certification results and approach to integrated design (*if applicable*)
    - k) A description of the design and construction services provided on the project and the form any type of contract used (AIA Design Build Agreement, DBIA Design Build Agreement, custom design build agreement, etc.)
    - l) A description of schedule and budget requirements;
    - m) Performance of Timeliness and Completion, original forecast/guaranteed completion date and actual completion date and reason(s) for any variances.
    - n) Original budget/guaranteed maximum cost and actual cost of project at completion and reason(s) for any variances.
    - o) Number of change orders and aggregate amount of change orders to the project.

*For purposes of this RFP, all Respondents shall identify the minimum number of comparable projects that 1) are within the dollar ranges specified above, 2) have been completed within the stipulated timeframe, and 3) provide corresponding narrative incorporating the requirements noted above. Limit response to 2 pages per Project.*

## SECTION IV – PHASE I QUALIFICATIONS

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### 2. Consultant Firms – (Evaluation Criterion 3\*\*)

- a. Respondents shall provide description of design consultant firms and any construction subcontractor firms who will be providing design services.

The following consultant/subcontractor information must include (but not be limited to):

- i. Company name/address
- ii. Contact name/title and information
- iii. Proposed Project Role (Design and/or Construction)
- iv. MBE/WBE Status (if applicable)
- v. Number of projects Proposer and subcontractor have teamed on projects and or Design Build projects (if applicable)

*For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above.*

### 3. Past Performance in Design-Build project delivery – (Evaluation Criteria 4\*\*)

- a. Respondents shall provide documentation in the form of a narrative or matrix describing the Proposer's and design consultant firm's past experience with Design-Build Project Delivery. Provide demonstrable experience of firm's capacity and ability to perform all tasks required to successfully deliver this Project.

*For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above. Limit response to 4 pages.*

### 4. Performance with timeliness and completion of projects – (Evaluation Criteria 5\*\*)

- a. Respondent shall documentation in the form of a narrative or matrix describing the Proposer's and design consultant firm's performance with the timeliness and completion of projects.

*For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above. Limit response to 4 pages.*

### 5. Project Approach and Methodology – (Evaluation Criterion 6\*\*)

- a. Respondents shall Include a description of Proposer's planned approach and execution plan for the successful delivery of the Project, which include but are not limited to: the tools, processes, and strategies Proposer will employ as relates to the Planning, Design, Cost Management, Schedule, Construction, Commissioning, and Closeout of this Project.

*For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above. Limit response to 4 pages.*

### 6. MBE, WBE, EEO, City Residency, Community Hiring Participation Goals – (Evaluation Criteria 7\*\*)

- a. Respondents shall provide the following:
  - i. Verifiable commitments and percentages of actual MBE/WBE participation achieved on at least three (3) representative projects in the last three (3) years. Applicable to any member of the design-build entity (lead entities experience preferred).
  - ii. Verifiable percentages of minority, female and Chicago resident labor actually employed on three (3) representative projects. Compare these percentages to any employment goals to which the firm was committed.
  - iii. Proposer's unequivocal commitment to meet or exceed the MBE, WBE, EEO, City Residency, Community Hiring Participation Goals for the Project.

*For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, and CH Participation of which demonstrates commitment to meeting PBC's MBE/WBE Participation Goals, a copy of MBE/WBE Certification Letter from the City of Chicago and/or Cook County, a narrative incorporating the requirements above.*

## SECTION IV – PHASE I QUALIFICATIONS

---

### 7. Qualifications and Relevant Experience of Key Staff – (Evaluation Criteria 8\*\* and 9\*\*)

a. **Resumes:** Respondents shall provide the resumes and experience of the following Key Staff (Evaluation Criteria 8\*\*), and their respective commitments (Evaluation Criteria 9\*\*), who will act as Lead for each area (designate if personnel will serve in multiple roles):

- i. Project Executive
- ii. Project Manager
- iii. Project Architect
- iv. Structural Engineer
- v. Civil Engineer
- vi. MEP/FP Engineers
- vii. Quality Control Manager
- viii. LEED Consultant or LEED AP
- ix. Safety Manager
- x. Landscape Architect
- xi. Construction Superintendent
- xii. MEP Coordinator
- xiii. Utility Coordinator

Firms may include additional resumes for roles and staff not specifically mentioned above and should demonstrate that team members are licensed and/or registered in the applicable discipline and have experience and technical competence in their roles on projects of similar complexity, size and scope.

b. **Organization Chart:** Respondents shall provide proposed Lines of Authority and Organization chart indicating Key Staff Members potential roles and responsibilities on the Project, including commitment to assign Key Staff Members for the duration of the project. (Evaluation Criteria #9\*\*)

c. **Licenses and Certifications:** Respondents must provide copies of valid licenses and appropriate certifications for all persons whose resumes are tendered (as appropriate) and copies of valid business licenses for all firms making up the submitting firm's team.

*For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above. Resumes should be limited to 2 pages.*

### 8. Financial Capacity – (Evaluation Criteria 10\*\*)

Respondents should demonstrate they have the financial resources necessary to successfully deliver projects and pay sub-contractors as necessary.

Respondents shall furnish an audited financial statement including notes, such as, but not limited to, balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. If a joint venture, submit financial statements for the joint venture name and each joint venture partner. Independent accountant may provide a copy of a complete financial statement. All notes and schedules must be provided. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation against the Respondent that may have a material effect in Respondent's ability to provide the Services.

In the event Respondent does not have an audited financial statement, Respondent may submit a review or compilation prepared by an outside accountant with the notes. The PBC will consider other financial document (ie Tax Returns) in lieu of financial statements and/or review/compilation.

The Commission, reserves the right to request additional information from Contractors.

*For purposes of this RFP, all Respondents shall provide documentation as noted above.*

### 9. Client References – (Evaluation Criteria 11\*\*)

Provide, at minimum, three (3) references of the representative projects provided as part of this submission.

*For purposes of this RFP, all Respondents shall complete FORM H – References.*

## SECTION IV – PHASE I QUALIFICATIONS

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### 10. Responsiveness to the Solicitation – (Evaluation Criteria 12\*\*)

The PBC will review the quality, completeness, and comprehensiveness of response to this RFP and its compliance with each of the submittal requirements.

*Respondents are to adhere to the Submission Requirements noted in this RFP.*

### C. OTHER CRITERIA

1. **General Information:** The following items are prerequisites the Commission requires of Contractors in the performance of any work requested by the Commission. They are not weighted in the Evaluation Criterion; however, submission of these documents is required and will be considered when determining award.

- a. Licenses and Certifications

Contractors should possess the licenses and certifications listed below and meet all license requirements in order to perform the type of work solicited by the PBC.

- a. State business license(s)
- b. City of Chicago business license
- c. Contractor license, specific to your capacity
- d. Applicable Certifications

Should a firm's license change during the Procurement or performance of the Services, it is the responsibility of the Respondent to submit proof of change to the Commission.

*For purposes of the RFP, all Respondents shall provide copies of all current, applicable licenses and certifications.*

- b. Affidavits

Contractors should include the following Affidavits with their submission.

- i. Disclosure Affidavit
- ii. Disclosure of Retained Parties
- iii. Affidavit of Non-Collusion

*For purposes of this RFP, all Respondents shall complete FORM C – Disclosure Affidavit, FORM D – Disclosure of Affidavit and FORM E. Affidavit of Non-Collusion.*

- c. Legal Actions

Eligible Contractors must demonstrate a performance history without an indication of recurring defaults or terminations on projects, failures to complete projects on schedule, litigation history, including judgments and outstanding lawsuits, and violation of laws relevant to the evaluation of this criterion.

*For purposes of this RFP, all Respondents shall complete FORM G – Legal Actions demonstrating responding firm's performance history without recurring defaults or terminations on projects*

## SECTION IV – PHASE I QUALIFICATIONS

**D. PHASE I QUALIFICATIONS EVALUATION CRITERIA SCORES:**

1. **Evaluation Scoring Chart:** The Commission shall review and evaluate the qualifications of each Proposer in accordance with the following criteria. The relative importance of each evaluation criteria is indicated on the attached Design-Build Weighted Scoring Criteria – Phase I.

	PHASE 1 Qualifications – Evaluation Criteria	Possible Points
1	**Successful experience with projects of similar size.	10
2	**Successful experience with projects of similar type.	10
3	**Quality of Proposer’s Consultants.	8
4	Past performance in Design-Build Project delivery.	8
5	**Past performance with timeliness and completion of projects.	12
6	Quality of Proposer’s Project Approach and Methodology	10
7	**Demonstrated past performance and/or capacity to meet MBE, WBE, EEO, City Residency, and Community Hiring participation goals	15
8	**Quality of experience of Proposer’s Key Staff Members	15
9	**Proposer’s commitment to assign Key Staff Members for the duration of the project	2
10	**Proposer’s Financial Capability	5
11	**Quality and Content of references provided on representative projects.	3
12	Completeness and comprehensiveness of Proposer’s response to Phase I of the RFP	2
<b>Total Qualification Points</b>		<b>100</b>
**Evaluation Criteria Required by Act Public Building Commission Act (50 ILCS 20/3 – 50 ILCS 20/20)		

## SECTION V – SUBMISSION REQUIREMENTS

### A. SUBMISSION REQUIREMENTS

The intent of the qualifications submission is to describe the capability of the Proposer to perform any resultant contract, as well as describe its understanding of the requirements of the RFP—it should be specific and complete in every detail. The qualifications submission should be prepared economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the described services being. The qualifications submission should therefore be practical, organized, legible, clear, and coherent.

These instructions prescribe the required format for the qualifications submission which describe the approach for the development and presentation of the information. They are designed to ensure the submission of necessary information to provide for a comprehensive evaluation. Carefully review this section prior to commencing preparation. Proposers are cautioned to strictly comply with all instructions contained herein to ensure submission of a complete submittal. Failure to furnish a complete statement of qualifications at the time of submission will affect evaluation and may result in the submittal being unacceptable to the PBC thereby resultant elimination from consideration for further evaluation. The PBC expressly reserves the right to reject or accept submissions at the discretion of the Commission.

#### 1. Number of Submissions

- Submit **1 signed, single-sided, bound ORIGINAL (marked as such)**
- Submit **2 double-sided, unbound paper copies**
- Submit **7 USB Flash Drives, each with a single, searchable PDF file of your submission\***
- Submit **1 single-sided, bound copy of Financial Statements**

\*Electronic copies must be in a single, searchable pdf document. No Compact Discs.

#### 2. Submission Format

##### a. Binding

- i. Submissions should be bound on the long side and prepared on standard 8½" x 11" letter size paper. Expensive papers and bindings are discouraged as no materials will be returned to Respondent.
- ii. **PBC staff may have to unbind bound copies in order to duplicate sections of your submission; therefore, submissions with spiral or permanent binding will not be accepted.**
- iii. Submissions must include the return of the entire RFP document.

##### b. Labeling

- i. All copies (bound and electronic) should be organized, tabbed, and labeled in accordance with the Submission Checklist described in this RFP.
- ii. The front page of each submission must be marked 'ORIGINAL', if original; and 'COPY', if copy.
- iii. The spine of the Original Bound Copy must be labeled with the Firm's name and name of the RFP.
- iv. Attachments must be clearly noted in the Submission. When including attachments, please ensure that, at a minimum, the following information is noted in the header or footer of the attachment.

(Example)

ABC Contractor

Narrative Statement to Evaluation Criteria – Past Performance

Page \_\_\_ of \_\_\_

- v. USB drives shall be clearly labeled with your firm's name. Electronic PDF file copy must be a single, searchable document and must be labeled as follows:

'SU\_YourFirms'Name\_DBServicesforEC115PS3020\_RFPresponse\_YYYYMMDD'

- vi. Please stamp, legibly handwrite, or type your firm's name at the bottom of each page of your submission.

##### c. Packaging

- i. The outside of each envelope or package should be **labeled** as follows:

*Request for Proposals for Design-Build Services for Engine Company 115 – PS3020*

*(Name of Respondent)*

*(Date of Submission Deadline)*

*Package \_\_\_ of \_\_\_*

## SECTION V – SUBMISSION REQUIREMENTS

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- ii. The outside of each envelope or package must be **addressed and returned to:**

*Public Building Commission of Chicago  
Richard J. Daley Center, Room 200  
50 W. Washington Street Chicago, Illinois 60602  
Attention: Patricia Montenegro, Contract Officer*

- iii. Enclosed within your envelope or package must be 1) separately sealed and labeled, containing four (4) USB Flash Drives and 2) a separately sealed and labeled envelope containing three (3) years of financial statements.

## SECTION VI – SUBMISSION CHECKLIST

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### A. SUBMISSION CHECKLIST

**1) Front Page of RFP, Cover Letter and Table of Contents (TAB 1):**

**Front Page of RFP:** Complete Front Page of RFP.

**Cover Letter:** The Cover Letter must include a brief description of your firm's company history, experience, and number of years in business. The letter must include the Respondent's mailing address, e-mail address, fax number and telephone number.

An individual authorized to legally bind the Respondent must sign the cover letter. The person who signs the cover letter will be considered the contact person for all matters pertaining to the Submission unless the Respondent designates another person in writing.

**Table of Contents:** The Respondent must include a table of contents in its Submission. Submissions must be page-numbered sequentially from front to back.

**2) Evaluation Criteria 1\*\* and 2\*\*:** Project Examples (TAB 2)

Provide information as requested in Section VI.B.1.a and B.1.b. of this RFP.

**3) Evaluation Criteria 3\*\*:** Consultant Firms (TAB 3)

Provide information as requested in Section VI.B.2 of this RFP.

**4) Evaluation Criteria 4:** Past Performance in Design-Build Project Delivery (TAB 4)

Provide information as requested in Section VI.B.3 of this RFP.

**5) Evaluation Criteria 5\*\*:** Performance with timeliness and completion of projects (TAB 5)

Provide information as requested in Section VI.B.4 of this RFP.

**6) Evaluation Criteria 6:** Project Approach and Methodology (TAB 6)

Provide information as requested in Section VI.B.5 of this RFP.

**7) Evaluation Criteria 7\*\*:** MBE, WBE, EEO, City Residency, Community Hiring Participation Goals (TAB 7)

Complete FORM A – MBE/WBE, EEO, CRO, and CH Participation and provide information as requested in Section VI.B.6 of this RFP.

**8) Evaluation Criteria 8\*\* and 9\*\*:** Qualifications and Relevant Experience of Key Staff (TAB 8)

Provide information as requested in Section VI.B.7 of this RFP.

**9) Evaluation Criteria 10\*\*:** Financial Capacity (Separately Sealed Package – Do not include in electronic submission)

Provide all financial capacity support documentation as requested in Section VI.B.8 of this RFP.

**10) Evaluation Criteria 11\*\*:** Client References (TAB 9)

Provide information as requested in Section VI.B.9 of this RFP.

**11) Evaluation Criteria 12:** Responsiveness to the Solicitation (TAB 10)

Provide information as requested in Section VI.B.10 of this RFP.

**12) Other Criteria:** Licenses and Certifications (TAB 11)

Provide information as requested in Section VI.C.1.a of this RFP.

**13) Other Criteria:** Affidavits (TAB 12)

Provide information as requested in Section VI.C.1.b of this RFP.

## SECTION VI – SUBMISSION CHECKLIST

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**14) Other Criteria: Legal Actions (TAB 13)**

Complete FORM G – Legal Actions and provide information as requested in Section VI.C.1.b of this RFP.

**15) Performance and Payment Bond (Surety Letter) (TAB 14)**

Provide a copy of Respondent's Surety Letter as requested in Section II.B.5 of this RFP.

**16) Insurance Certificate (TAB 14)**

Provide a copy of Respondent's existing Certificate of Insurance as requested in Section II.B.6 of this RFP.

**17) Safety Questionnaire (TAB 15)**

Complete FORM F – Safety Questionnaire and submit a copy of the Table of Content of your firm's Safety Manual as requested in Section II.B.7 of this RFP.

**18) Quality Assurance/Quality Control (TAB 15)**

Submit a copy of your firm's QA/QC Plan as requested in Section II.B.8 of this RFP.

**19) Project Scheduling (TAB 16)**

Provide a sample of your firm's project schedule as requested in Section II.B.9 of this RFP.

**20) Joint Venture Participation (TAB 17) – Applicable if submitting as Joint Venturers**

Complete FORM B – Joint Venture Affidavit and submit a copy of the entity's joint venture agreement. If Joint Venture is a MBE or WBE, please include City of Chicago or Cook County certification letter.

NOTE: As described in Section II. Key Information, B. Anticipated Contractual Obligations, 2) Joint Venture Partnerships, each Joint Venture Partner will also be required to submit all applicable forms requested in this solicitation.

**21) Proposal Acceptance (TAB 18)**

Complete FORM I – Proposal Acknowledgement and Acceptance Form

## SECTION VI – SUBMISSION CHECKLIST

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### B. SUBMISSION CHECKLIST REFERENCE TABLE

The table below has been created to help facilitate the submission process. Submissions are to be organized and labeled in the following order:

#### **TAB 1**

Front Page of RFP (Page 1)  
Cover Letter  
Table of Contents

#### **TAB 2**

Evaluation Criteria 1\*\* and 2\*\*: Project Examples

#### **TAB 3**

Evaluation Criteria 3\*\*: Consultant Firms

#### **TAB 4**

Evaluation Criteria 4: Past Performance in Design-Build Project Delivery

#### **TAB 5**

Evaluation Criteria 5\*\*: Performance with timeliness and completion of projects

#### **TAB 6**

Evaluation Criteria 6: Project Approach and Methodology

#### **TAB 7**

Evaluation Criteria 7\*\*: MBE, WBE, EEO, City Residency, Community Hiring Participation Goals (Form A)

#### **TAB 8**

Evaluation Criteria 8\*\* and 9\*\*: Qualifications and Relevant Experience of Key Staff

#### **TAB 9**

Evaluation Criteria 11\*\*: Client References (Form H)

#### **TAB 10**

Evaluation Criteria 12: Responsiveness to the Solicitation

#### **TAB 11**

Other Criteria: Licenses and Certifications

#### **TAB 12**

Other Criteria: Affidavits (Forms C, D, and E)

#### **TAB 13**

Other Criteria: Legal Actions (Form G)

#### **TAB 14**

Performance and Payment Bond (Surety Letter)  
Insurance Certificate

#### **TAB 15**

Safety Questionnaire  
Quality Assurance/Quality Control

#### **TAB 16**

Project Scheduling

#### **TAB 17 (If applicable)**

Joint Venture Participation (Form B)  
Joint Venture Agreement

#### **TAB 18**

Proposal Acceptance (Form I)

FINANCIAL CAPACITY – TO BE SUBMITTED IN SEPARATELY SEALED ENVELOPE

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# FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION

**SUBMITTING FIRM NAME:**

**Instructions:**

Please identify and report compliance history for least three (3) projects completed over the last three (3) years for which work is/was performed by your firm (government experience preferred but not required). The experience of any member of the Respondent’s team will be deemed responsive to this requirement (lead partners experience preferred.) Additionally, please complete the “Demonstrate Commitment” section below.

**DEMONSTRATE COMMITMENT**

The PBC will be hosting outreach sessions, networking events, and community hiring intakes where the Respondent is expected to fully participate.

MBE/WBE

Respondent must demonstrate commitment by affirming and acknowledging the PBC’s MBE/WBE goals. If Respondent is not able to commit to the MBE/WBE goal stated in the RFP, please submit a narrative requesting relief and explaining why Respondent believes that the goals cannot be achieved.

EEO, CRO, and CH

Respondent must demonstrate commitment by affirming and acknowledging the PBC’s commitment to employ minority and women journeyworkers, apprentices, and laborers along with local/community residents on goals for each Project. If Respondent is not able to commit to EEO, CRO, and CH stated in the RFP, please submit a narrative requesting relief and explaining why Respondent believes that the goals cannot be achieved.

**DEMONSTRATE COMMITMENT**

**FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION**

**PROJECT ONE**

<b>Client Name:</b>	
<b>Client Contact:</b>	
<b>Client Contact Telephone:</b>	
<b>Project Name:</b>	
<b>Project Total:</b>	
<b>Year Completed:</b>	

**MBE/WBE PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

<b>MBE Goal</b>	<b>WBE Goal</b>	<b>Actual MBE</b>	<b>Actual WBE</b>
%	%	%	%

**EEO, CRO, and CH PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements. Please fill in the boxes below.

<b>Minority Workforce</b>					
<b>Minority Journeyworker Goal</b>	<b>Minority Journeyworker Actual</b>	<b>Minority Apprentice Goal</b>	<b>Minority Apprentice Actual</b>	<b>Minority Laborer Goal</b>	<b>Minority Laborer Actual</b>
%	%	%	%	%	%

<b>Female Workforce</b>					
<b>Female Journeyworker Goal</b>	<b>Female Journeyworker Actual</b>	<b>Female Apprentice Goal</b>	<b>Female Apprentice Actual</b>	<b>Female Laborer Goal</b>	<b>Female Laborer Actual</b>
%	%	%	%	%	%

<b>City of Chicago and Community Hiring Workforce</b>			
<b>City of Chicago Goal</b>	<b>City of Chicago Actual</b>	<b>Community Hiring Goal</b>	<b>Community Hiring Actual</b>
%	%	%	%

**FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION**

**PROJECT TWO**

<b>Client Name:</b>	
<b>Client Contact:</b>	
<b>Client Contact Telephone:</b>	
<b>Project Name:</b>	
<b>Project Total:</b>	
<b>Year Completed:</b>	

**MBE/WBE PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

<b>MBE Goal</b>	<b>WBE Goal</b>	<b>Actual MBE</b>	<b>Actual WBE</b>
%	%	%	%

**EEO, CRO, and CH PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements. Please fill in the boxes below.

<b>Minority Workforce</b>					
<b>Minority Journeyworker Goal</b>	<b>Minority Journeyworker Actual</b>	<b>Minority Apprentice Goal</b>	<b>Minority Apprentice Actual</b>	<b>Minority Laborer Goal</b>	<b>Minority Laborer Actual</b>
%	%	%	%	%	%

<b>Female Workforce</b>					
<b>Female Journeyworker Goal</b>	<b>Female Journeyworker Actual</b>	<b>Female Apprentice Goal</b>	<b>Female Apprentice Actual</b>	<b>Female Laborer Goal</b>	<b>Female Laborer Actual</b>
%	%	%	%	%	%

<b>City of Chicago and Community Hiring Workforce</b>			
<b>City of Chicago Goal</b>	<b>City of Chicago Actual</b>	<b>Community Hiring Goal</b>	<b>Community Hiring Actual</b>
%	%	%	%

**FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION**

**PROJECT THREE**

<b>Client Name:</b>	
<b>Client Contact:</b>	
<b>Client Contact Telephone:</b>	
<b>Project Name:</b>	
<b>Project Total:</b>	
<b>Year Completed:</b>	

**MBE/WBE PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

<b>MBE Goal</b>	<b>WBE Goal</b>	<b>Actual MBE</b>	<b>Actual WBE</b>
%	%	%	%

**EEO, CRO, and CH PARTICIPATION**

Respondent must provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements. Please fill in the boxes below.

<b>Minority Workforce</b>					
<b>Minority Journeyworker Goal</b>	<b>Minority Journeyworker Actual</b>	<b>Minority Apprentice Goal</b>	<b>Minority Apprentice Actual</b>	<b>Minority Laborer Goal</b>	<b>Minority Laborer Actual</b>
%	%	%	%	%	%

<b>Female Workforce</b>					
<b>Female Journeyworker Goal</b>	<b>Female Journeyworker Actual</b>	<b>Female Apprentice Goal</b>	<b>Female Apprentice Actual</b>	<b>Female Laborer Goal</b>	<b>Female Laborer Actual</b>
%	%	%	%	%	%

<b>City of Chicago and Community Hiring Workforce</b>			
<b>City of Chicago Goal</b>	<b>City of Chicago Actual</b>	<b>Community Hiring Goal</b>	<b>Community Hiring Actual</b>
%	%	%	%

# FORM B – JOINT VENTURE AFFIDAVIT

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## Joint Venture Affidavit (1 of 3)

*This form is not required if all joint venturers are MBE/Non-MBE or WBE/Non-WBE firms. In such case, however, a written joint venture agreement among the MBE/Non-MBE or WBE/Non-WBE firms should be submitted. Each MBE/WBE joint venturer must also attach a copy of their current certification letter.*

A. Name of joint venture \_\_\_\_\_

B. Address of joint venture \_\_\_\_\_

\_\_\_\_\_

C. Phone number of joint venture \_\_\_\_\_

D. Identify the firms that comprise the joint venture

\_\_\_\_\_

1. Describe the role(s) of the MBE/WBE firm(s) in the joint venture. (Note that a “clearly defined portion of work” must here be shown as under the responsibility of the MBE/WBE firm.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Describe very briefly the experience and business qualifications of each non-MBE/WBE joint venturer.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Nature of joint venture's business

\_\_\_\_\_

\_\_\_\_\_

F. Provide a copy of the joint venture agreement.

G. Ownership: What percentage of the joint venture is claimed to be owned by MBE/WBE? \_\_\_\_\_%

H. Specify as to:

1. Profit and loss sharing \_\_\_\_\_%

2. Capital contributions, including equipment \_\_\_\_\_%

3. Other applicable ownership interests, including ownership options or other agreements which restrict ownership or control.

\_\_\_\_\_

\_\_\_\_\_

# FORM B – JOINT VENTURE AFFIDAVIT

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## SCHEDULE B - Joint Venture Affidavit (2 of 3)

4. Describe any loan agreements between joint venturers, and identify the terms thereof.

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---

I. Control of and participation in this Contract: Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

1. Financial decisions

---

2. Management decisions such as:

a. Estimating

---

b. Marketing and Sales

---

c. Hiring and firing of management personnel

---

d. Other

---

3. Purchasing of major items or supplies

---

4. Supervision of field operations

---

5. Supervision of office personnel

---

6. Describe the financial controls of the joint venture, e.g., will a separate cost center be established; which venturer will be responsible for keeping the books; how will the expense therefor be reimbursed; the authority of each joint venturer to commit or obligate the other. Describe the estimated contract cash flow for each joint venturer.

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7. State approximate number of operational personnel, their craft and positions, and whether they will be employees of the majority firm or the joint venture.

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J. Please state any material facts of additional information pertinent to the control and structure of this joint venture.

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# FORM B – JOINT VENTURE AFFIDAVIT

## SCHEDULE B - Joint Venture Affidavit (3 of 3)

THE UNDERSIGNED SWEAR THAT THE FOREGOING STATEMENTS ARE CORRECT AND INCLUDE ALL MATERIAL INFORMATION NECESSARY TO IDENTIFY AND EXPLAIN THE TERMS AND OPERATIONS OF OUR JOINT VENTURE AND THE INTENDED PARTICIPATION BY EACH JOINT VENTURER IN THE UNDERTAKING. FURTHER, THE UNDERSIGNED COVENANT AND AGREE TO PROVIDE TO THE PUBLIC BUILDING COMMISSION OF CHICAGO CURRENT, COMPLETE AND ACCURATE INFORMATION REGARDING ACTUAL JOINT VENTURE WORK AND THE PAYMENT THEREFOR AND ANY PROPOSED CHANGES IN ANY OF THE JOINT VENTURE AGREEMENTS AND TO PERMIT THE AUDIT AND EXAMINATION OF THE BOOKS, RECORDS, AND FILES OF THE JOINT VENTURE, OR THOSE OF EACH JOINT VENTURER RELEVANT TO THE JOINT VENTURE, BY AUTHORIZED REPRESENTATIVES OF THE COMMISSION. ANY MATERIAL MISREPRESENTATION WILL BE GROUNDS FOR TERMINATING ANY CONTRACT WHICH MAY BE AWARDED AND FOR INITIATING ACTION UNDER FEDERAL OR STATE LAWS CONCERNING FALSE STATEMENTS.

Note: If, after filing this Schedule B and before the completion of the joint venture's work on this Contract, there is any significant change in the information submitted, the joint venture must inform the Public Building Commission of Chicago, either directly or through the General contractor if the joint venture is a subcontractor.

\_\_\_\_\_  
Name of Joint Venturer

\_\_\_\_\_  
Name of Joint Venturer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
before me appeared (Name)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
before me appeared (Name)

\_\_\_\_\_  
to me personally known, who, being duly sworn,  
did execute the foregoing affidavit, and did state  
that he or she was properly authorized by  
(Name of Joint Venture)

\_\_\_\_\_  
to me personally known, who, being duly sworn,  
did execute the foregoing affidavit, and did state  
that he or she was properly authorized by  
(Name of Joint Venture)

\_\_\_\_\_  
to execute the affidavit and did so as his or her  
free act and deed.

\_\_\_\_\_  
to execute the affidavit and did so as his or her  
free act and deed.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

Commission expires:  
(SEAL)

Commission expires:  
(SEAL)

# FORM C – DISCLOSURE AFFIDAVIT

## I. HISTORY AND OWNERSHIP OF RESPONDENT FIRM

Any firm proposing to conduct any business transactions with the Public Building Commission of Chicago must complete this Disclosure Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a completed Disclosure Affidavit.

The undersigned \_\_\_\_\_, as \_\_\_\_\_  
Name Title

and on behalf of \_\_\_\_\_  
 (“Bidder/Proposer/Respondent or Contractor”) having been duly sworn under oath certifies the following:

RESPONDENT			
<b>Name of Firm:</b>			
<b>Address:</b>			
<b>City/State/Zip:</b>			
<b>Telephone:</b>		<b>Facsimile:</b>	
<b>FEIN:</b>		<b>SSN:</b>	
<b>Email:</b>			
<b>Nature of Transaction:</b>			
<input type="checkbox"/> Sale or purchase of land <input type="checkbox"/> Construction Contract <input type="checkbox"/> Professional Services Agreement <input type="checkbox"/> Other _____			

## II. DISCLOSURE OF OWNERSHIP INTERESTS

Pursuant to Resolution No. 5371 of the Board of Commissioners of the Public Building Commission of Chicago, all Bidders/Proposers shall provide the following information with their Bid/Proposal. If the question is not applicable, answer “NA”. If the answer is none, please answer “none”.	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Not-for-profit Corporation <input type="checkbox"/> Other: _____

## FORM C – DISCLOSURE AFFIDAVIT

### A. CORPORATIONS AND LLC'S

<b>State of Incorporation or Organization:</b>		
<b>If outside of Illinois, is your firm authorized to conduct business in the State Of Illinois:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>City/State/ZIP:</b>		
<b>Telephone:</b>		
<b>Identify the names of all officers and directors of the business entity.</b> <i>(Please attach list if necessary.)</i>		
<b>Name</b>	<b>Title</b>	
<b>Identify all shareholders whose ownership percentage exceeds 7.5% of the business entity.</b> <i>(Please attach list if necessary.)</i>		
<b>Name</b>	<b>Address</b>	<b>Ownership Interest Percentage</b>
		%
		%
		%
<b>LLC's only, indicate Management Type and Name:</b>		
<input type="checkbox"/> Member-managed	<input type="checkbox"/> Manager-managed	<b>Name:</b> <input style="width: 100px;" type="text"/>
<b>Is the corporation or LLC owned partially or completely by one or more other corporations or legal entities?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please provide the above information, as applicable, for each such corporation or entity such that any person with a beneficial ownership interest of 7.5% or more in the corporation contracting in the PBC is disclosed. For example, if Corporation B owns 15% of Corporation A, and Corporation A is contracting with the PBC, then Corporation B must complete a Disclosure Affidavit. If Corporation B is owned by Corporations C and D, each of which owns 50% of Corporation B, then both Corporations C and D must complete Disclosure Affidavits.</i></p>		

## FORM C – DISCLOSURE AFFIDAVIT

### B. PARTNERSHIPS

If the bidder/proposer or contractor is a partnership, indicate the name of each partner and the percentage of interest of each therein. Also indicate, if applicable, whether General Partner (GP) or Limited Partner (LP).		
Name	Type	Ownership Interest Percentage
		%
		%
		%
		%
		%

### C. SOLE PROPRIETORSHIP

The bidder/proposer or contractor is a sole proprietorship and is not acting in any representative capacity on behalf of any beneficiary:	
<i>If the answer is no, please complete the following two sections.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the sole proprietorship is held by an agent(s) or a nominee(s), indicate the principal(s) for whom the agent or nominee holds such interest.	
Name of Principal(s)	
If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised.	
Name	Address

## FORM C – DISCLOSURE AFFIDAVIT

---

### III. CONTRACTOR CERTIFICATION

#### A. CONTRACTORS

1. The Contractor, or any affiliated entities of the Contractor, or any responsible official thereof, or any other official, agent or employee of the Contractor, any such affiliated entity, acting pursuant to the direction or authorization of a responsible official thereof has not, during a period of three years prior to the date of execution of this certification:
  - a. Bribe or attempted to bribe, or been convicted of bribery or attempting to bribe a public officer or employee of the City of Chicago, the State of Illinois, any agency of the federal government or any state or local government in the United States (if an officer or employee, in that officer's or employee's official capacity); or
  - b. Agreed or colluded, or been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
  - c. Made an admission of such conduct described in 1(a) or (b) above which is a matter of record but has not been prosecuted for such conduct.
2. The Contractor or agent, partner, employee or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rigging<sup>2</sup> in violation of Section 3 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-3), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rigging during a period of five years prior to the date of Submission of this bid, proposal or response.
3. The Contractor or any agent, partner, employee, or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rotating<sup>4</sup> in violation of Section 4 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-4), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rotating.
4. The Contractor understands and will abide by all provisions of Chapter 2-56 of the Municipal Code entitled "Office of the Inspector General" and all provisions of the Public Building Commission Code of Ethics Resolution No.5339, as amended by Resolution No. 5371.
5. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state or local department or agency.
  - b. Have not within a three-year period preceding this bid or proposal been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (5)(b) above; and
  - d. Have not within a three-year period preceding this bid or proposal had one or more public transactions (federal, state or local) terminated for cause or default.

## FORM C – DISCLOSURE AFFIDAVIT

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### B. SUBCONTRACTORS

1. The Contractor has obtained from all subcontractors being used in the performance of this contract or agreement, known by the Contractor at this time, disclosures substantially in the form of Section 1, and certifications substantially in the form of Section 2, of this Disclosure Affidavit. Based on such disclosures and certification(s), and any other information known or obtained by the Contractor, is not aware of any such subcontractor or subcontractor's affiliated entity or any agent, partner, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct described as prohibited in this document; (b) bid-rigging, bid-rotating, or any similar offense of any state or the United States which contains the same elements as bid-rigging or bid-rotating, or having made an admission of guilt of the conduct described in Section 2 which is matter of record but has/have not been prosecuted for such conduct.
2. The Contractor will, prior to using them as subcontractors, obtain from all subcontractors to be used in the performance of this contract or agreement, but not yet known by the Contractor at this time, certifications substantially in the form of this certification. The Contractor shall not, without the prior written permission of the Commission, use any of such subcontractors in the performance of this contract if the Contractor, based on such certifications or any other information known or obtained by Contractor, became aware of such subcontractor, subcontractor's affiliated entity or any agent, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct described as prohibited in this document of or (b) bid-rigging, bid-rotating or any similar offenses of any state or the United States which contains the same elements as bid-rigging or bid-rotating or having made an admission of guilt of the conduct described as prohibited in this document which is a matter of record but has/have not been prosecuted for such conduct. The Contractor shall cause such subcontractors to certify as to all necessary items. In the event any subcontractor is unable to certify to a particular item, such subcontractor shall attach an explanation to the certification.
3. For all subcontractors to be used in the performance of this contract or agreement, the Contractor shall maintain for the duration of the contract all subcontractors' certifications required by this document and Contractor shall make such certifications promptly available to the Public Building Commission of Chicago upon request.
4. The Contractor will not, without the prior written consent of the Public Building Commission of Chicago, use as subcontractors any individual, firm, partnership, corporation, joint venture or other entity from whom the Contractor is unable to obtain a certification substantially in the form of this certification.
5. The Contractor hereby agrees, if the Public Building Commission of Chicago so demands, to terminate its subcontractor with any subcontract if such subcontractor was ineligible at the time that the subcontract was entered into for award of such subcontract. The Contractor shall insert adequate provisions in all subcontracts to allow it to terminate such subcontract as required by this certification.

### C. STATE TAX DELINQUENCIES

1. The Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or, if delinquent, the Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or amount of the tax.
2. Alternatively, the Contractor has entered into an agreement with the Illinois Department of Revenue for the payment of all such taxes that are due and is in compliance with such agreement.
3. If the Contractor is unable to certify to any of the above statements, the Contractor shall explain below. Attach additional pages if necessary.

## FORM C – DISCLOSURE AFFIDAVIT

---

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

4. If any subcontractors are to be used in the performance of this contract or agreement, the Contractor shall cause such subcontractors to certify as to paragraph (C)(1) or (C)(2) of this certification. In the event that any subcontractor is unable to certify to any of the statements in this certification, such subcontractor shall attach an explanation to this certification.

### D. OTHER TAXES/FEEES

1. The Contractor is not delinquent in paying any fine, fee, tax or other charge owed to the City of Chicago.
2. If Contractor is unable to certify to the above statement, Contractor shall explain below and (attach additional pages if necessary).

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

### E. PUNISHMENT

1. A Contractor who makes a false statement material to Section II(A)(2) of this certification commits a Class 3 felony. 720 ILCS 5/33E-11(b).

### F. JUDICIAL OR ADMINISTRATIVE PROCEEDINGS

1. The Contractor is not a party to any pending lawsuits against the City of Chicago or the Public Building Commission of Chicago nor has Contractor been sued by the City of Chicago or the Public Building Commission of Chicago in any judicial or administrative proceeding.
2. If the Contractor cannot certify to the above, provide the (1) case name; (2) docket number; (3) court in which the action is or was pending; and (4) a brief description of each such judicial or administrative proceeding. Attach additional sheets if necessary.

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

### G. CERTIFICATION OF ENVIRONMENTAL COMPLIANCE

- A. Neither the Contractor nor any affiliated entity of the Contractor has, during a period of five years prior to the date of execution of this Affidavit: (1) violated or engaged in any conduct which violated federal, state or local environmental restriction, (2) received notice of any claim, demand or action, including but not limited to citations and warrants, from any federal, state or local agency exercising executive, legislative, judicial, regulatory or administrative functions relating to a violation or alleged violation of any federal, state or local statute, regulation or other environmental restriction; or (3) been subject to any fine or penalty of any nature for failure to comply with any federal, state or local statute, regulation or other environmental restriction.

If the Contractor cannot make the certification contained in the above paragraph, identify any exceptions (attach additional pages if necessary):

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

## FORM C – DISCLOSURE AFFIDAVIT

- B. Without the prior written consent of the Public Building Commission of Chicago, Contractor will not employ any subcontractor in connection with the contract or proposal to which this Affidavit pertains without obtaining from such subcontractor a certification similar in form and substance to the certification contained in Paragraph A of this Section III prior to such subcontractor's performance of any work or services or furnishing any goods, supplies or materials of any kind under the proposal or the contract to which this Affidavit pertains.
- C. Until completion of the Contract's performance under the proposal or contract to which this Affidavit pertains, the Contractor will not violate any federal, state or local statute, regulation or other Environmental Restriction, whether in the performance of such contract or otherwise.

### H. INCORPORATION INTO CONTRACT AND COMPLIANCE

The above certification shall become part of any contract awarded to the Contractor set forth on page 1 of this Disclosure Affidavit and are a material inducement to the Public Building Commission of Chicago's execution of the contract, contract modification or contract amendment with respect to which this Disclosure Affidavit is being executed and delivered on behalf of the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

### I. VERIFICATION

Under penalty of perjury, I certify that I am authorized to execute this Disclosure Affidavit on behalf of the Contractor set forth on page 1, that I have personal knowledge of all the certifications made herein and that the same are true.

The Contractor must report any change in any of the facts stated in this Affidavit to the Public Building Commission of Chicago within 14 days of the effective date of such change by completing and submitting a new Disclosure Affidavit. Failure to comply with this requirement is grounds for your firm to be deemed non-qualified to do business with the PBCC. Deliver any such new Disclosure Affidavit to: Public Building Commission of Chicago, Director of Compliance, 50 W. Washington, Room 200, Chicago, IL 60602.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Authorized Officer (Print or Type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ (Name) as \_\_\_\_\_ (Title) of

\_\_\_\_\_ (Bidder/Proposer/Respondent or Contractor)

\_\_\_\_\_  
Notary Public Signature and Seal

# FORM D – DISCLOSURE OF RETAINED PARTIES

## Disclosure of Retained Parties

Pursuant to Resolution No. 5339, as amended by Resolution No. 5371, of the Board of the Public Building Commission of Chicago, the apparent low Bidder is required to submit a fully executed Disclosure of Retained Parties within five (5) days of receipt of notice that it is the apparent low bidder.

**A. Definitions and Disclosure Requirements**

1. As used herein, "Contractor" means a person or entity that has any contract or lease with the Public Building Commission of Chicago ("Commission").
2. Commission contracts and/or qualification submittals must be accompanied by a disclosure statement providing certain information about any lobbyists whom the Contractor has retained or expects to retain with respect to the contract or lease. In particular, the Contractor must disclose the name of each such person, his or her business address, the name of the relationship, and the amount of fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll.
3. "Lobbyists" means any person a) who for compensation or on behalf of any person other than himself undertakes to influence any legislative or administrative action, or b) any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

**B. Certification**

Contractor hereby certifies as follows:

1. This Disclosure relates to the following transaction: \_\_\_\_\_  
  - a. Description of goods or services to be provided under Contract  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Name of Contractor: \_\_\_\_\_
3. EACH AND EVERY lobbyist retained or anticipated to be retained by the Contractor with respect to or in connection with the contract or lease is listed below. Attach additional pages if necessary.  
 Check here if no such persons have been retained or are anticipated to be retained: \_\_\_\_\_

Retained Parties:

Name	Business Address	Relationship (Lobbyists, etc.)	Fees (indicate whether paid or estimated)

## FORM D – DISCLOSURE OF RETAINED PARTIES

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4. The Contractor understands and agrees as follows:
  - a. The information provided herein is a material inducement to the Commission execution of the contract or other action with respect to which this Disclosure of Retained Parties form is being executed, and the Commission may rely on the information provided herein. Furthermore, if the Commission determines that any information provided herein is false, incomplete, or inaccurate, the Commission may terminate the contract or other transaction; terminate the Contractor's participation in the contract or other transactions with the Commission.
  - b. If the Contractor is uncertain whether a disclosure is required, the Contractor must either ask the Commission whether disclosure is required or make the disclosure.
  - c. This Disclosure of Retained Parties form, some or all of the information provided herein, and any attachments may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. The Contractor waives and releases any possible rights or claims it may have against the Commission in connection with the public release of information contained in the completed Disclosure of Retained Parties form and any attachments.

Under penalty of perjury, I certify that I am authorized to execute this Disclosure of Retained Parties on behalf of the Contractor and that the information disclosed herein is true and complete.

The Contractor also certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Notary Public

Commission expires:

# FORM E – AFFIDAVIT OF NON-COLLUSION

## Affidavit Of Non-collusion

STATE OF ILLINOIS            }  
  } SS  
COUNTY OF COOK            }

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is

\_\_\_\_\_  
(Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_,  
the Bidder that has submitted the attached Bid;

(2) That Bidder is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham bid;

(4) Neither Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, conspired, or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or in that of any other Bidder, or to fix any overhead, profit, or cost element of the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Public Building Commission of Chicago or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(6) The Bidder is not barred from bidding as a result of having violated Illinois Criminal Code, 720 ILCS 5/33E-3 (Bid-rigging), 720 ILCS 5/33E-4 (Bid rotating) or the Prevailing Wage Act, 30 ILCS 570/0.01 through 570/7.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Title)

My Commission expires:

## FORM F – SAFETY QUESTIONNAIRE

### I. SAFETY

Respondents should be able to demonstrate the quality of their overall safety program as evidenced by their history of citations, OSHA incident rate and Experience Modification Rate (EMR).

SAFETY INFORMATION			
Does your organization have a safety program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Month and year first implemented:			
<b>Method of review of program.</b>			
Please indicate whether regular work site safety meetings are held and how frequently.			
PLEASE PROVIDE A COPY OF THE TABLE OF CONTENTS FROM YOUR FIRM'S SAFETY/LOSS CONTROL MANUAL			
<b>Have any citations been issued to your organization during the period of the last three years for workplace safety law violation?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide detailed information for each occurrence regarding:</i>			
1. The nature of the violation for which your organization was cited.			
2. Summary of your position of the matter			
3. Official resolution of violation			
<b>Please provide your organization's OSHA reportable incident rate:</b>			
<i>(If this is greater than 3.0, please attach your OSHA Form 300A Summaries for the last three years and a written explanation to the qualification questionnaire. Please attach Narrative Statement, if necessary.)</i>			
<b>Please provide a copy of your organization's NCCI current experience modification rate factors ("EMRF") rating worksheet.</b>			
<i>(If this is greater than 3.0, please attach your OSHA Form 300A Summaries for the last three years and a written explanation to the qualification questionnaire. Please attach Narrative Statement, if necessary.)</i>			
PLEASE PROVIDE NCCI RATING FOR THE PAST FOUR YEARS			
Year	NCCI Rating	Year	NCCI Rating

## FORM G – LEGAL ACTIONS

### I. LEGAL ACTIONS

If the answer to any of the questions below is **YES**, you must provide a type-written, brief description, and/or explanation on a separate sheet following this page. Each question must be answered.

Question	Yes	No
Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does the firm or venture have any legally filed judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and enter the dollar amount of claims or judgments and the contract value of the contract on which the claim was filed _____.		
Within the past 3 years: <b>REMAINDER OF PAGE INTENTIONALLY LEFT BLANK</b> proceedings with req	<input type="checkbox"/>	<input type="checkbox"/>
Within the last 3 years, has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any contract as a result of termination, litigation, arbitration or similar matter?	<input type="checkbox"/>	<input type="checkbox"/>
Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last 3 years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations (including but not limited to MBE, WBE, EEOC violations)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input type="checkbox"/>

# FORM H – REFERENCES

**Instructions:**

Firms must provide at least **three (3)** references for the projects presented as a part of the firm's demonstrated experience and capacity. Please indicate the name of the company for which each reference is tendered in the *Reference Firm Name* box. Firms may submit more than the minimum number of required references or submit Reference Letters in lieu of completing this form. However, if submitting Reference Letters, the minimum information requested below must be provided in the letter. Please mark 'See Attached Reference Letter' in the space provided. **Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.**

<b>SUBMITTING FIRM NAME:</b>	
------------------------------	--

<b>REFERENCES</b>
-------------------

<b>PROJECT NAME:</b>			
<b>Reference Firm Name:</b>		<b>Phone:</b>	
<b>Reference Name:</b>		<b>Email Address:</b>	
<b>Reference Role on Project:</b>		<b>Mailing Address:</b>	
<b>Submitting Firm's Role on Project:</b>		<b>See Attached Reference Letter:</b>	

<b>PROJECT NAME:</b>			
<b>Reference Firm Name:</b>		<b>Phone:</b>	
<b>Reference Name:</b>		<b>Email Address:</b>	
<b>Reference Role on Project:</b>		<b>Mailing Address:</b>	
<b>Submitting Firm's Role on Project:</b>		<b>See Attached Reference Letter:</b>	

<b>PROJECT NAME:</b>			
<b>Reference Firm Name:</b>		<b>Phone:</b>	
<b>Reference Name:</b>		<b>Email Address:</b>	
<b>Reference Role on Project:</b>		<b>Mailing Address:</b>	
<b>Submitting Firm's Role on Project:</b>		<b>See Attached Reference Letter:</b>	

**A. ACKNOWLEDGEMENT**

The Contractor hereby acknowledges receipt of Request for Proposal for Design Services for Engine Company 115 Contract No. PS3020, including, but not limited to Addenda Nos. below (if any)

Addendum No.	Date of Addendum	Addendum No.	Date of Addendum

**B. PROPOSAL ACCEPTANCE**

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) original counterparts the day and year first above written.

**PUBLIC BUILDING COMMISSION OF CHICAGO**

\_\_\_\_\_  
Lori Ann Lypson, Secretary

\_\_\_\_\_  
Mayor Rahm Emanuel, Chairman

**CONTRACTING PARTY**

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Address

**IF A CORPORATION:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

ATTEST BY: \_\_\_\_\_

\_\_\_\_\_  
Secretary

**IF A PARTNERSHIP:**

Partner (Signature) \_\_\_\_\_

\_\_\_\_\_  
Address

Partner (Signature) \_\_\_\_\_

\_\_\_\_\_  
Address

Partner (Signature) \_\_\_\_\_

\_\_\_\_\_  
Address

**IF A SOLE PROPRIETORSHIP:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address