



# PUBLIC BUILDING COMMISSION OF CHICAGO

## REQUEST FOR QUALIFICATIONS (RFQ) FOR TRAFFIC STUDY SERVICES (PS3084)

**ISSUED: MAY 31, 2023**

The PBC recommends responses be submitted electronically to the Contract Officer.

**Hard Copy Submissions require the following  
(Does Not apply to electronic submissions):**

Submit **1 signed, single-sided, bound ORIGINAL (marked as such)**

Submit **2 double-sided, unbound paper copies**

Submit **4 electronic copies on USB Flash Drives\***

Submit **1 single-sided, bound copy of Financial Statements**

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

**TO**

**Public Building Commission of Chicago**

Richard J. Daley Center, Room 200

50 W. Washington Street

Chicago, Illinois 60602

www.pbcchicago.com

**SUBMISSION DEADLINE:**

**JULY 13, 2023 BY 11:00AM CENTRAL TIME**

**Mayor Brandon Johnson  
Chairman**

Carina E. Sánchez  
Executive Director

<b>FIRM NAME:</b>	
<b>CONTACT NAME:</b>	
<b>CONTACT TELEPHONE:</b>	
<b>CONTACT EMAIL:</b>	
<b>ADDRESS:</b>	
<b>(Note: Include this page with your submission)</b>	

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## SECTION I SUBMISSION CHECKLIST

Please review your firm's submission to ensure all applicable forms are completed and additional required documentation is attached. Please ensure your firm's electronic and hard copy submissions are also organized as noted below.

<b>TAB 1 <i>Introductory Information</i></b>	
	Cover Letter – Signed by Authorized Representative
	Table of Contents
	Executive Summary
	Organization Chart
	Project Flow Chart
<b>TAB 2 <i>Firm Qualifications</i></b>	
	Qualifications of Firm(s)
	Key Personnel Resumes & Applicable Licenses
	Technical Competence (including Exhibit 1 – Project Manager Relevant Project Experience)
<b>TAB 3 <i>MBE and WBE Participation / Insurance</i></b>	
	Current MBE/WBE Certification (if applicable)
	<b>Exhibit 4 – MBE/WBE Past Participation</b>
	Joint Venture Agreement (if applicable)
	Attachment E – Insurance Requirements
<b>TAB 4 <i>Financial Statements (Submitted under separate cover)</i></b>	
	Financial Statements and Related Information (audited or unaudited)
<b>TAB 5 <i>Quality Assurance/Quality Control Plans</i></b>	
	Quality Assurance/Quality Control Plans
<b>TAB 6 <i>Required Forms</i></b>	
	Attachment A – Legal Actions
	Attachment B – Disclosure Affidavit
	Attachment C – Disclosure of Retained Parties

## SECTION II KEY INFORMATION

The Public Building Commission of Chicago (“Commission” or “PBC”) has issued a Request for Qualifications (RFQ) from firms seeking to be qualified to provide Traffic Study Services to the Commission. It is the intention of the Commission to create a qualified pool of firms to complete the required services.

Firms seeking to be qualified (“Respondent”) to provide the requested services are required to submit evidence of successful previous experience, financial capability, and possession of requisite licensing/certifications and otherwise meet all qualifications requirements as outlined herein.

1. **RESPONDENT CONTACT WITH THE PBC:** The PBC has selected the Contract Officer identified below as the **sole point of contact** regarding this Qualification from the date of issuance until selection of the successful Respondent(s). Respondent’s communication with the PBC concerning this Qualification must be exclusively with:

Miguel Fernández, Contract Officer  
Public Building Commission of Chicago  
50 West Washington, Room 200  
Chicago, Illinois 60602  
[miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@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 RFQ ..... May 31, 2023
- Pre-Submission Conference (Virtual)..... June 21, 2023 at 9:30AM Central Time
- Questions Deadline ..... June 28, 2023 at 4:00pm Central Time
- Submission Deadline ..... July 13, 2023 at 11:00am Central Time

3. **RFQ AVAILABILITY:** Copies of the RFQ are available from the PBC website under Current Opportunities Tab at: [www.pbcchicago.com](http://www.pbcchicago.com).

4. **Pre-Submission Conference:** The PBC will be hosting a Virtual Pre-submission Conference to provide an overview of the Traffic Study Services, detailed information regarding this Request for Qualification, and the RFQ submission requirements. Attendance at the Pre-submission Conference is not mandatory and will not preclude your firm from submitting a response to this RFQ.

**Event Location:** [ZOOM Virtual Meeting](#) (see 6. below for joining information)

**Event Date:** June 21, 2023

**Start Time:** 9:30AM Central Time

Any addenda that are issued will be posted to the Current Opportunities Page. Respondent must acknowledge any addenda issued and posted to the PBC website [www.pbcchicago.com](http://www.pbcchicago.com), in the Cover Letter. The Commission is not responsible for a Respondent’s failure to obtain or download any addenda issued for this RFQ.

5. **QUESTIONS:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing to the Contract Officer. Questions may be answered at the discretion of the PBC. If answered, they will be answered via an Addenda posted to the Current Opportunities Page at PBC’s website at [www.pbcchicago.com](http://www.pbcchicago.com).

6. **VIRTUAL MEETING/ZOOM INFORMATION:** All meetings referenced throughout this document will be hosted on ZOOM virtual meeting platform. To join click on the link or call the number below:

Meeting Link: [PBC Specialty Services RFQ: Pre-Submission Conference](#)

Meeting Phone Number: 312-626-6799

Meeting ID: 822 8752 7554

Meeting Passcode: None required

7. **SUBMISSION OF DOCUMENTS:**

- a. **If submitting via Electronic Submission:** One (1) complete copy of all required documents, tabbed and ordered as required by this Request for Qualification, in a single, searchable .pdf via email to: [bids@pbcchicago.com](mailto:bids@pbcchicago.com) and [miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org).

- b. **If submitting via Mail/Drop-off/Messenger Service:** Submit one (1), singled-sided bound original labeled as such, two (2), double-sided unbound paper copies, four (4) USB flash drives, and one (1) single-sided bound copy of financial statements. All required documents shall be enclosed in one (1) envelope, sealed, and clearly labeled with the title of the RFQ, the Contract Officer's information, and must be tendered to the Commission prior to the Submission Deadline. **PLEASE NOTE:** The PBC office located at 50 West Washington Street, Suite 200, Chicago, Illinois will only be open for drop off submissions on the designated submission deadline date beginning at 9:30a.m. Mail has been sporadic due to COVID-19. **The PBC STRONGLY recommends firms submit their bid electronically.**
- c. Submittals received prior to the advertised hour of the submission deadline will be securely kept by the Commission.
8. **CONFIDENTIALITY:** Respondent may designate those portions of the Submittal 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. **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.
11. **MBE/WBE CERTIFICATION:** The PBC only issues credit for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the City of Chicago and Cook County. However, if a firm is MBE or WBE certified by another agency, please include such information as applicable.

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## SECTION III DEFINITIONS

### A. DEFINITIONS

Throughout this Request for Qualifications (RFQ) these terms have the following meanings:

- a. **PBC or Commission** means the Public Building Commission of Chicago.
- b. **Agreement** means the contract for Traffic Study Consulting Services for various projects that is to be entered into between the PBC and the selected Respondent(s) pursuant to this RFQ.
- c. **Authorized Commission Representative** means one or more persons designated in writing by the PBC's Executive Director for the purposes of assisting the Commission in managing the Project. As specifically directed by the PBC, the Authorized Commission Representative will act on behalf of the PBC.
- d. **Consultant** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit responses pursuant to this RFQ.
- e. **Notice to Proceed** is a document issued either with or after the Task Order authorizing the consultant to proceed with the tasks as described in the Task Order.
- f. **Respondent** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit responses pursuant to this RFQ.
- g. **Selected Respondent(s)** means the firm(s), individual(s), partnership(s), corporation(s) or joint venture(s) that the PBC selects for award of a contract/agreement pursuant to the RFQ.
- h. **Services** means any/all tasks for which the PBC engages the Selected Respondent.
- i. **Sub-Consultant (or Sub-Contractor)** means individual(s), partnership(s), corporation(s), contractor(s); sub-contractor(s); or joint venture(s) that the Selected Respondent engages to provide specialized services required by the Agreement.
- j. **Submittal or Submission** means all materials provided in response to this RFQ.
- k. **Task Order** means a document issued by the Commission to the Selected Respondent(s) pursuant to the Agreement that authorizes in writing Services and/or Deliverables to be provided by the Selected Respondent, together with any applicable exhibits or schedules, a timetable for any Deliverables and the fees attributable to the Services and/or Deliverables described in the Task Order.

### B. INTERPRETATIONS

Any headings in this RFQ are for convenience of reference only and do not define, limit, control or affect the meaning of the RFQ's provisions. In this RFQ, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFQ, refer to this RFQ. All section references, unless otherwise expressly indicated, are to sections of this RFQ. Words of any gender shall be deemed and construed to include correlative words of the other gender. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFQ and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFQ.

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## SECTION IV SCOPE OF SERVICES

### 4.1 Intent

The Public Building Commission of Chicago (PBC) is currently soliciting qualifications from Traffic Study consulting firms or teams (the "Respondents") in order to generate pool of qualified Consultants to perform the following Traffic Study work for the PBC – Traffic Study Services.

### 4.2 General Scope of Services, Permits, Subcontracts and Health & Safety – Traffic Study Services

The Traffic Study Consultant (the "Consultant") will enter into a Task Order with the PBC. The Consultant's Task Order will be executed on a project-by-project basis. Consultants will provide all Services required to complete the traffic study of the assigned project or projects during the planning or design phases. The Traffic Study Consultant is to complete a study on the traffic-related impacts of locating the proposed facility at the project site. The PBC would like to understand any traffic-related issues; both existing and that might be created by the development, in order to assess any traffic-related impacts that the development may have on the community.

Below are the individual tasks to be completed for this study:

#### 4.2.1. Data Collection:

- 4.2.1.1. *Kick-Off Meeting:* The Consultant shall attend a kick-off meeting with the PBC prior to commencing with the work. The kick-off meeting will address the scope of work, special requirements, schedule, site access, and any other particular items that are required for the successful completion of a traffic study.
- 4.2.1.2. *Field Reconnaissance & Inventory:* The Consultant shall perform a field reconnaissance and inventory of existing traffic, parking, bicycle, pedestrian, and any other existing modes of transportation. The inventory shall include, but not limited to, the following:
  - a. Street widths, parking restrictions, parking capacity, curbside activity, traffic control, general circulation patterns, bus stop locations, pick-up/drop-off accommodations, pedestrian and bicycle paths, travel routes, pavement markings, and signs.
  - b. Other conditions relevant to the study.
- 4.2.1.3. *Collect & Review Existing Operations and Traffic Data:* The Consultant shall collect and review all relevant information pertaining to existing transportation system operations and existing and projected populations and land use within the vicinity of the site.
- 4.2.1.4. *Existing Conditions Summary Exhibit:* The Consultant shall prepare an existing conditions diagram summarizing the identified field conditions.

#### 4.2.2. Field Investigation:

- 4.2.2.1. *Traffic Count:* The Consultant shall specify traffic count procedures (manual or automated). The traffic counts (vehicular and pedestrian) shall be conducted per the time periods specified by the PBC.
- 4.2.2.2. *Traffic Observation:* The Consultant shall perform traffic observations for the purposes of estimating the travel modes of users, advising on pick-up/drop-off activities, evaluating on-street and off-street parking demands, and assisting in the projections.
- 4.2.2.3. *Traffic Summary Exhibit:* The Consultant shall prepare a diagram summarizing vehicular, bicycle, pedestrian and any other existing modes of transportation volumes for the peak traffic during the study periods.

#### 4.2.3. Trip Generation and Traffic Assignment

- 4.2.3.1. *Trip Generation:* The Consultant shall utilize traffic counts and field observations and other related data to generate trip estimates during study periods of user activity. The Consultant shall validate the trip generations through industry recognized standards.
- 4.2.3.2. *Trip Distribution:* The Consultant shall distribute the generated traffic (vehicular, pedestrian and any other existing modes of transportation) onto the existing, or proposed, streets and sidewalk networks based upon anticipated direction of travel.
- 4.2.3.3. *Trip Assignment:* The Consultant shall assign the generated traffic projections to the adjoining street system based upon the trip distributions and any other relevant information.

#### 4.2.4. Analysis and Recommendation

- 4.2.4.1. *Intersection Capacity Analysis:* The Consultant shall conduct capacity analysis at all relevant intersections for each study period. The Consultant shall describe the methods used to develop the capacity analysis.
- 4.2.4.2. *Analysis and Recommendations:* The Consultant shall analyze the information developed by the study and submit

a professional analysis and recommendation(s) for the necessary areas of consideration, including impacts and improvements, to the following (but not limited to):

- a. Existing street system(s)
- b. Building access and circulation
- c. Transit
- d. Parking
- e. Pedestrian/Bicycle systems and safety
- f. Pick-up/drop-off operations related to school buses, transit, private autos, agency vehicles, loading and delivery docks, etc.
- g. Conflict points between autos, pedestrians, and school/CTA bus activity
- h. Safety conditions
- i. Traffic control
- j. Roadway
- k. Meters
- l. Reducing the amount of traffic and onsite parking

4.2.4.3. *Background Traffic:* Growth in existing traffic volumes. Vehicular traffic volumes can generally be assumed to increase by 0.5% per year. Pedestrian and bicycle volumes may be assumed to increase at 2% per year or per prevalent industry standards.

#### **4.2.5. Documentation**

*Findings and Recommendations Meeting:* The Consultant shall be available for three (3) meeting to discuss the analysis and investigation results to the PBC Project Manager and team members and make themselves available for meetings with governing authorities, community meetings, and as needed.

4.2.5.1 *Traffic Study:* The Consultant shall provide a draft electronic report with the following (but not limited to):

- a. Exhibits depicting existing conditions aerial
- b. Existing traffic
- c. Bicycle and pedestrian volumes
- d. Site generated traffic and pedestrian volumes
- e. Total traffic and pedestrian volumes
- f. Aerial exhibit identifying locations of recommended improvements
- g. On-site parking (Size of garage or surface lot, internal circulation and queuing space, valet, reserved parking, handicapped parking, bicycle parking, etc.)
- h. Access/driveways (location and proximity to intersections, size/design per CDOT details, turn restrictions audio/visual warning devices at garage exits, pedestrian access, stacking for drive-thru lanes, truck accommodations)

Further, the Consultant shall provide the text in WORD format for the first draft review within three (3) weeks following the authorization to begin work. After incorporating all comments, the Consultant shall submit five (5) hard copies, if explicitly requested, of the Final Traffic Study (including all summary diagrams and analysis) and one electronic PDF file via electronic email transmission to the PBC Project Manager within two (2) weeks after receiving comments.

#### **4.2.6. Additional Studies (if needed)**

4.2.6.1. *Traffic Conditions during Construction:* The Consultant shall analyze the impacts on traffic patterns during construction of this project and make recommendations to mitigate any significant impacts.

4.2.6.2 *Parking Facility Analysis:* The Consultant shall analyze and make recommendation for impacts due to a parking garage associated with the project.

4.2.6.3 Perform counts on Specific modes of transportation (car, bike, bus, and walk).

4.2.6.4 Compile and assemble all information needed to draft a traffic management plan.

The Commission reserves the right to amend, alter, change, add, and/or delete the Services as it deems necessary.

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## SECTION V

### TASK ORDER REQUEST, AWARD, AND PROCEED PROCESS

#### 5.1 Task Order Process (Rotation and Request)

Qualified Consultants must perform the ordered and required Services in a satisfactory manner consistent with the standard of performance stated in Attachment F – Sample Form of Agreement. Such Services will be determined on an as-needed basis and as described in a Task Order Services Request. Qualified Consultants will be responsible for the professional and technical accuracy and completeness of all work or materials furnished.

##### A. Task Order Rotation

1. The PBC has the discretion to issue a task order to the Qualified Consultants in one of the following manners:
  - a. Rotational Basis: In an effort to ensure equitable distribution of the task orders, the PBC may opt to assign the work on a rotational basis.
  - b. Solicit competition for a limited number of Consultants: In an effort to ensure competition, the PBC reserves the right to solicit pricing from a subset of the pre-qualified pool of Consultants on a rotational basis.
  - c. Directed Source: The PBC reserves the right to award a task order to a Qualified Consultant. A Directed Source assignment may be the option of choice when:
    1. The project requires specific expertise, knowledge, and/or past experience.
    2. The PBC is attempting to meet aspirational goals designed to eradicate the effects of inherent competitive disadvantages in the award of contracts.
    3. Performed similar services on the site in the past.
    4. The emergency nature of the assignment.

##### B. Task Order Request

1. The PBC will issue a Task Order Services Request, via Request For Proposal e-mail, describing the project, scope of services required, special conditions (if applicable), required completion date, and all pertinent information to the pre-qualified Consultant(s).
2. Consultant(s) will have a specified number of days to respond to all items found within the Task Order Request which includes Consultant's proposed MBE/WBE Plan. Consultant(s) may seek clarification on the Request prior to the submission deadline. Failure to respond to the PBC's Request in a timely fashion may result in the PBC moving on to the next available Consultant(s).

Please Note: Costs associated with the response to Task Order Requests are not compensable under the Agreement and the PBC is not liable for any costs that may be incurred in response to such Requests.

#### 5.2 Task Order Acceptance and Issuance

##### A. Task Order Acceptance

1. The Commission reserves the right to request a scope and/or price review meeting prior to or after Acceptance of Consultant's proposal, to ensure all scope and logistical items have been appropriately planned for by the Consultant.
2. Upon acceptance of Consultant's response to the Task Order Services Request, the PBC will, by written Task Order signed by the Authorized Commission Representative (or designee), authorize the Consultant to perform the Task Order Services (see Exhibit 2 – Sample Authorized Task Order Packet).
3. The Authorized Task Order Packet will be distributed to the Consultant once Consultant has provided all requisite information. However, issuance of an Authorized Task Order Packet **does not** authorize Consultant to commence work.

### 5.3 Task Order Notice to Proceed

#### A. Notice to Proceed

1. Contemporaneously with or after the Authorized Task Order Packet is issued, the Commission's Authorized Representative will issue a Notice to Proceed for the required Services. Only after receipt of both documents should Consultant's commence working. The PBC is not liable for any costs incurred by Consultant who commences work without the proper approved documentation as described above.

### 5.4 Typical Task Order Timeline

<b>Task</b>	<b>Responsible Party</b>	<b>Estimated Time</b>
Initiate Task Order Request provide required docs	PBC-PM	1 Day
Issue Task Order Request for Proposal	PBC-Procurement	1 Day
Respond to Request for Proposal	Consultant	7 Days
Review Proposal / Conduct Scope Review Meeting / Recommend Award	PBC-PM	7 Days
Cure any Packet Deficiencies (if necessary)	PBC-PM/Consultant	2 Days
Initiate RPSP Task Order in e-Builder	PBC-PM	1 Day
Issue Authorized Task Order Packet	PBC-Procurement	10 Days
Issue Notice to Proceed	PBC-PM	when ready

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## SECTION VI SUBMISSION REQUIREMENTS

### A. SUBMISSION REQUIREMENTS

These instructions describe the format and content of the submission. These directions are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect evaluation and may result in disqualification of your submission. The PBC expressly reserves the right to reject or accept submissions at the discretion of the Commission.

#### 1. Electronic Submissions (highly encouraged)

- Provide all required documents responsive to this RFQ, in ONE searchable, tabbed, clearly labeled .pdf document.
- Email submission to [bids@pbcchicago.org](mailto:bids@pbcchicago.org) and the Contract Officer, Miguel Fernández at [miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org)

#### 2. Hard Copy Submissions (These requirements apply ONLY to Hard Copy Submissions)

- Submit **1 signed, single-sided, bound ORIGINAL (marked as such)**
  - Submit **2 double-sided, unbound paper copy**
  - Submit **4 electronic copies on USB Flash Drives\***
  - Submit **1 single-sided, bound copy of Financial Statements\*\***
- \* Electronic copies must be in a single, searchable pdf document. No Compact Discs.  
\*\* Financial Statements will be immediately destroyed after the Commission's review.

#### 3. Submission Format (These requirements apply ONLY to Hard Copy Submissions)

##### a. Binding (hard copy only)

- 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 solicitation package.
- iv. If submitting to more than one RFQ, each RFQ response must have its own envelope/container. Failure to submit the required number of copies may prevent the Submission from being evaluated within the allotted time.

##### b. Labeling (hard copy only)

- i. All copies (bound and electronic) should be organized, tabbed, and labeled in accordance with the Submission Checklist described in this RFQ.
- ii. The front page of each submission must be marked 'ORIGINAL', if original; and 'COPY', if copy.
- iii. 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 \_\_\_

- iv. 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\_TrafficStudySvcs\_RFQresponse\_YYYYMMDD'*
- v. Please stamp, legibly handwrite, or type your firm's name on the line provided in the bottom of each page of your submission.

c. Packaging (hard copy only)

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

*Request for Qualifications for Traffic Study Services – PS3084*  
*(Name of Respondent)*  
*(Date of Submission Deadline)*  
*Package \_\_\_\_ of \_\_\_\_*

- 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: Miguel Fernández, Contract Officer*

- iii. Enclosed within your envelope or package must be four (4) USB Flash Drives, separately sealed and labeled with your firm's name on the outside of the envelope, package, or container.

## **B. SUBMISSION CHECKLIST**

Respondent's submission must be assembled, organized, and tabbed as described below:

### **1) Introductory Information (Tab 1)**

#### **a. Cover Letter –LIMITED TO 2 PAGES**

Respondent must include a Cover Letter which includes all of the following information:

- i. A brief description of Respondent's company history, experience, and number of years in business.
- ii. A statement demonstrating Respondent's clear understanding of the services as specified in the Scope of Services identified herein.
- iii. A statement regarding the Respondent's understanding and commitment to comply with all Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises (Attachment D).
- iv. A statement regarding the Respondent's understanding and commitment to comply with all Insurance Requirements evidenced in Attachment E – Insurance Requirements.
- v. Any requests for confidential treatment of information must be included along with the specific statutory basis supporting the request, an explanation of why disclosure of the information is not in the best interest of the public, and the specific basis under Section 7 of the Illinois Freedom of Information Act (5 ILCS 140/7) for the exemption from disclosure of such information. The request must also contain the name, address, and telephone number of the individual authorized to respond to the Commission about the confidential nature of the information.

The Cover Letter must be executed by an individual authorized to legally bind the Respondent and who will be considered the contact person for all matters pertaining to the Submission unless the Respondent designates another person in writing. The summary must include your mailing address, e-mail address, and telephone number.

The Cover Letter must identify all firms in the project team composition, as well as must indicate the Respondent is prepared to enter into an agreement in similar form to Attachment F – Sample Form of Agreement which contains the Commission's standard Terms and Conditions of the agreement.

*Respondent must also acknowledge any addenda issued and posted to Current Opportunities Page on the PBC website [www.pbcchicago.com](http://www.pbcchicago.com) in the Cover Letter.*

#### **b. Table of Contents**

The Respondent must include a Table of Contents in its submission. Submissions must be page-numbered sequentially from front to back in a tabbed single, searchable, .pdf if submitted electronically.

#### **c. Executive Summary**

The Respondent must prepare an Executive Summary and overview of the services it is proposing including all of the following information:

- i. Demonstrate that the Respondent has a clear understanding of the services as specified in the Scope of Services located herein. Please limit it to no more than one page.
- ii. Statement of qualifications. Please limit it to no more than one page.

- iii. Project Approach. Describe the Respondent's internal process to managing a local Traffic Study project. Demonstrate your knowledge of Chicago Datum and site conditions. Please limit it to no more than one page.
- iv. Provide an explanation of how the Respondent satisfies the evaluation criteria in section VII. Please limit it to one page.
- v. Provide a statement regarding the Respondent's understanding and commitment to comply with all Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises. Respondent should highlight previous successful MBE and WBE previous projects (both PBC and non-PBC). Please limit it to one page.

**d. Organization Chart**

Provide an organization chart illustrating the structure of the Respondent's proposed team to work on PBC projects. This would include senior management, executives, project managers, project engineers, administrative assistants, QA/QC personnel, CADD operators and other professionals that are employed by the firm who are being proposed as part of the team who would be assigned to work on PBC projects. If joint venture or if MBE/WBE firms are included as a sub-consultant, the flow chart should clearly identify how the management and personnel would be integrated into the team and utilized.

**e. Project Flow Chart**

Provide a flow chart that indicates your proposed management and personnel structure for performing a typical traffic study project.

**2) Firm Qualifications (Tab 2)**

**a. Qualification of Firm(s)**

Describe the depth, breadth, and relevance of Respondent's recent experience within the last two (2) years, capabilities, and resources in the Illinois-Chicago Metropolitan area, at both the corporate and individual levels, in managing all aspects of the Traffic Study work described in this RFQ. (Limit to 1 page).

Also, demonstrate the Respondent's experience with the following:

- i. Within the last two (2) years, respondents must provide evidence of such service in their Submittals.
- ii. Include project name, location, client, total contract amount, day-to-day technical project manager, your firm's primary role on the project, key staff, date completed, brief narrative description for each project identified and described above.
- iii. The Respondent's ability to meet reporting, schedule, oversight, and cost parameters in its prior engagements.

Generalized statements indicating that respondent has this experience are **not** acceptable.

**b. Key Personnel, Resumes & Applicable Licenses**

- i. Demonstrate the ability and strengths of personnel and staffing to be dedicated to the services requested.
- ii. The Respondent shall submit a matrix of all the proposed key personnel that will work on PBC projects in alphabetical order by last name. The matrix shall include a list of personnel that the Respondent has listed in the Organization Chart. Create a matrix with the following columns:
  1. List types of traffic conditions (schools, municipal facilities, libraries, etc.);
  2. Is the team member local to the Chicagoland area;
  3. Years with the firm;
  4. Years in the industry; and
  5. Type of licenses, if any.
- iii. Provide resumes of key personnel (limit two-pages per resume).
  1. Demonstrate the availability and strengths of personnel and staffing to be dedicated to the services requested.
  2. Provide no less than six (6) resumes of local key personnel that will be working on PBC projects.
  3. Provide a summary list of the individuals for which résumés have been provided, and the years that those individuals have been with their current firms.
  4. Copies of current licenses for the on-staff Traffic Study consultants, project managers and key personnel.
- iv. Provide a copy of all applicable licenses as required to perform the described services.

**c. Technical Competence**

Complete **Exhibit 1 Project Manager Relevant Project Experience** for each proposed Project Manager assigned to PBC projects, must provide evidence supporting a minimum of four (4) successful projects in the past five (5) years. Projects must be completed within the last five (5) years to be deemed responsive. No more than two (2) projects are to be PBC projects.

**3) MBE and WBE Participation / Insurance (Tab 3)**

**a. MBE/WBE**

1. If applicable, Respondent must furnish a copy of its most current M/WBE Certification Letter from the City of Chicago or Cook County (the only two Certifications accepted by the Commission).

2. **SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTREPRISES**

Respondent must submit at least 3 previous projects (public or private—though public is preferred) where respondent met or exceeded the set MBE/WBE goals (must include goal and actual achievement) on **Exhibit 4 – MBE/WBE Past Participation**. The PBC goals are set forth with particularity in Attachment D – Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises for Professional Services. The Respondent is required to make a statement of understanding and commitment to comply with the aforementioned Special Conditions on assigned task orders. The attachment includes various affidavits, certifications, and other reporting forms, for the Respondent's review.

**b. Joint Venture Certification**

If applicable, Respondent must furnish a copy of its Joint Venture Operating Agreement. Joint Venture Participation (Schedule B found in Attachment D) (Only firms needed by submitting as Joint Venture Partners).

**NOTE:** For Joint Venture Partnerships, each Joint Venture Partner will also be required to submit all applicable forms requested in this solicitation.

**c. Insurance**

Provide proof firm can attain insurance requirements as described in Attachment E – Insurance Requirements.

**4) Financial Statements (Submitted under separate cover) (Tab 4)**

The Respondent shall furnish financial statements including notes, such as but not limited to balance sheets and/or profit and loss statements, for the last three (3) years demonstrating the Respondent has the financial viability and ability to perform 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 Commission, however, reserves the right to request additional information. 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 ability to provide the Services.

**5) Quality Assurance / Quality Control (QA/QC) Plan (Tab 5)**

The Respondent must specifically describe its QA/QC process for reviewing all reports prior to submission to the PBC. A general statement that the Respondent has a QA/QC process is not acceptable, the Respondent shall demonstrate their QA/QC protocols within their firm. (Two-page limit)

**6) Required Forms (Tab 6)**

**A. Attachment A – Legal Actions** (attach additional information as necessary)

**B. Attachment B – Disclosure Affidavit**

**C. Attachment C – Disclosure of Retained Parties**

**C. REJECTION OF SUBMISSIONS**

Submissions that do not comply with the submission requirements of the RFQ 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.

**D. 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.

**E. 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 RFQ to be rejected by the PBC. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses, or subcontracts.

**F. 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. Respondents' 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.

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## SECTION VII EVALUATION CRITERIA

### 7.1 EVALUATION PROCESS

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 to the Executive Director who will make a final determination and request approval from PBC Board of Commissioners to select the most highly qualified Consultants for inclusion in the Traffic Study Services pre-qualified pool. **The Commission expects to award up to 10 contracts to respondents to complete the services described herein, but reserves the right to award more or fewer as it deems necessary.**

The PBC reserves the right to seek clarification of information submitted in response to this RFQ 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.

### 7.2 EVALUATION CRITERIA

The Respondent will be evaluated on:

#### A. FIRM EXPERIENCE AND PAST PERFORMANCE (30%)

1. The depth, breadth and relevance of Respondent's recent experience (within the past 2 years for projects located in the Illinois-Chicago Metropolitan area), capabilities and resources, at both the corporate and individual levels, in: (i) Field services including available equipment and type of studies, (ii) Analysis services including quantity, type and adequacy of equipment, type of studies, technicians and quality control, (iii) services including testing analysis, inspection procedures, and resource management and (iv) general knowledge of traffic study standards as evidenced by the documents furnished, including, but not limited to, the Executive Summary and **Exhibit 1 Project Manager Relevant Project Experience**. Respondent's recent experience with the development of Traffic Management Plans.
2. Respondent's demonstrated ability in meeting reporting, analysis and schedule parameters in its prior engagements, as evidenced by the documents furnished, including, but not limited to, the Executive Summary and **Exhibit 1 Project Manager Relevant Project Experience**.
3. Evidence of Respondent's current and valid business and professional licenses as evidenced by the documents furnished in response to this document.
4. History of the Firm (copy of Joint Venture Agreement, if applicable)
5. Resume and experience of all individuals who the company will utilize to perform the Services listed in the scope of work.
6. Provided understanding and approach to the proposed services and requirements as evidenced in the Executive Summary.
7. The Respondent shall be evaluated on providing project summaries illustrating the following (six (6) Summaries for each type of work described in this RFQ) as evidenced by **Exhibit 1 Project Manager Relevant Project Experience**; and
  - i. Name of Project;
  - ii. Location of Project;
  - iii. Approximate Dollar Value of Project;
  - iv. Project Summary;
  - v. How projects were tracked and monitored, and completed within budget; and
  - vi. The actual cost savings (dollar amounts) for each project where the Respondent proposed alternate strategies that reflected in cost savings, if applicable.

#### B. QUALIFICATIONS AND RELEVANT EXPERIENCE OF KEY PERSONNEL (20%)

The Respondent shall be evaluated for the depth, breadth and relevance of experience stated in the resumes for all staff members the Respondent proposes to work on PBC projects. The resumes must be placed in alphabetical order by last name.

1. Qualifications of key staff, including education, training, job performance in similar capacities on comparable projects and previous experience in providing services, including field services, analysis services as evidenced



by the Executive Summary and **Exhibit 1 Project Manager Relevant Project Experience**.

2. Respondent's demonstrated understanding of the services required and ability to identify appropriate personnel for the services required as evidenced by an organization chart indicating key personnel who will be assigned to the PBC's project and the responsibility each will have in the performance of the services and the Executive Summary.
3. Respondent's description of their approach to managing the needs of a typical project as evidenced by the Executive Summary.

#### **C. TECHNICAL COMPETENCE OF FIRM (25%)**

The Respondent shall be evaluated on having the following qualified staff members (on staff) or through joint venture in order to be deemed qualified to perform work under this RFQ. The Respondent shall identify in a matrix the proposed individual(s) for each of the following positions and include their resume in the Resume section demonstrating that each individual meets the requirements set forth below:

1. Qualifications of key staff, including education, training, job performance in similar capacities on comparable projects and previous experience in providing services, including field services, public right of way amendments, and drafting services as evidenced by the Executive Summary. Respondent's recent experience with the development of Traffic Management Plans.
2. Respondent's demonstrated understanding of the services required as evidenced by the Executive Summary and ability to identify appropriate personnel for the services required as evidenced by an organization chart indicating key personnel who will be assigned to the PBC's project and the responsibility each will have in the performance of the services and the Executive Summary.
3. Respondent's description of their approach to managing the needs of a typical project as evidenced by the Executive Summary.

#### **D. MBE/WBE UTILIZATION (25%)**

The quality of the Respondent's statement of understanding and commitment to comply with the PBC's Special Conditions found in Attachment D as evidenced in the Executive Summary. In addition, the PBC will evaluate the Respondent's past performance as evidenced in **Exhibit 4 – MBE/WBE Past Participation** in meeting and/or exceeding the MBE and WBE goals on PBC and Non-PBC projects as indicated in Attachment D. Please be advised the MBE/WBE goals on this agreement are 25% MBE and 5% WBE participation, as noted in Attachment D.

### **7.3 OTHER EVALUATION CONSIDERATIONS**

#### **A. PROJECT ORGANIZATION CHART**

The quality of the Respondent's proposed management and personnel structure for a typical project as depicted in the Project Organization Chart.

#### **B. FINANCIAL STRENGTH**

The PBC will evaluate the Respondent's demonstrated financial stability, as evidenced in the documents and references provided in Respondent's submission.

#### **C. CONTRACT TERMS AND CONDITIONS**

Evidence of the Respondent's understanding of the PBC's standard terms and conditions found in Attachment F, "Sample Form of Agreement" to this RFQ. These terms and conditions are required by the PBC's intergovernmental agreement with its User Agency client and are not negotiable.

#### **D. RFQ COMPLIANCE / RESPONSIVENESS**

PBC will review the quality, completeness, and comprehensiveness of response to this RFQ and compliance with each of the submission requirements.

#### **E. QUALITY ASSURANCE / QUALITY CONTROL (QA/QC)**

The PBC will assess each Respondent's understanding of quality assurance and quality control, and their demonstrated ability to provide effective quality assurance and quality control services as evidenced by the QA/QC as related to these services.

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# **EXHIBIT 1**

## **Project Manager Relevant Project Experience**

**(ATTACHED HERETO AND INCORPORATED HEREIN)**



# EXHIBIT 2

## Sample Authorized Task Order Packet

(ATTACHED HERETO AND INCORPORATED HEREIN)



Richard J. Daley Center  
 50 West Washington Street  
 Room 200  
 Chicago, Illinois 60602  
 (312)744-3090  
 Fax (312)744-8005  
 www.pbcchicago.com

Chairman  
 LORI E. LIGHTFOOT

Mayor  
 City of Chicago

Executive Director  
 CARINA E. SANCHEZ

August 20, 2022

John Doe  
 ABC Technology Corp.  
 999 N. Wackee Dr., Suite 999  
 Chicago, IL 60606

**Re: Task Order / Notice to Award**  
**Contract Number:** PS4343A  
**Task Order Number:** 05750-PS4343A-00  
**Project Name:** Canty Elementary School Annex  
**Services:** Environmental Consulting Services  
**User Agency:** A,B,C Board of Education of the City of Chicago

Dear John Doe:

The Public Building Commission of Chicago accepts ABC Technology Corp. Task Order Proposal dated July 14, 2014 as described in Attachment B for the Not-To-Exceed amount. The value of the task order is stated below.

Canty Elementary School Annex - Environmental Consulting Services A,B,C

\$29,735.00 Not-To-Exceed Fee for Bids Services as described in Attachment B - Schedule of Costs

\$5,947.00 Not-To-Exceed Contingency to be authorized in writing by the Public Building Commission of Chicago

The value of the task order is for a total not-to-exceed amount of \$35,682.00. This proposal is subject to the terms and conditions in Contract # PS4343A. The following Commission Representative will be issuing a Notice to Proceed:

- Project Manager Name: Jane Doe
- Project Manager Phone #: (312) 744-3090

The Notice to Proceed authorizes ABC Technology Corp. to proceed with the Scope of Services described in Attachment A.

The above referenced services have been approved by the Executive Director of the Public Building Commission of Chicago.

\_\_\_\_\_  
 Miguel F. Fernández Senior Procurement Coordinator Date

\_\_\_\_\_  
 James L. Borkman Director of Procurement Date

**Attachment B**  
**SCHEDULE OF COST**  
**PHASE I AND II ENVIRONMENTAL SERVICES**  
**Arthur Canty Elementary School**

Complete the following table for the Arthur Canty Elementary School - Attachment A - Scope of Work costs. Please include and add all materials, equipment, vehicles, office labor, field labor, travel, insurance, deliverables, and any other costs incurred in preparation and submittal of deliverables.

Task Item	Quantity	Unit	Unit Cost	Cost	Total
<b>A. PHASE I ENVIRONMENTAL SERVICES</b>					
<b>Task I – Phase I Environmental Site Assessment</b>	1	Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final Phase I Environmental Site Assessment Report	1	Lump Sum			
<b>Sub-Total of Task A, Task I</b>					
<b>A. TOTAL PHASE I ENVIRONMENTAL SERVICES</b>					
<b>B. PHASE II ENVIRONMENTAL SERVICES</b>					
<b>Task I - Site Specific Health and Safety Plan</b>					
Prepare Site Specific Health and Safety Plan		Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final Site Specific Health and Safety Plan		Lump Sum			
<b>Sub-Total of Task I</b>					
<b>Task II – GPR Survey</b>					
Conduct GPR Survey	1	Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final GPR Survey Report		Lump Sum			
<b>Sub-Total of Task II</b>					
<b>Task III - Test Pit Investigation (Assume 1 day)</b>					
Contact DIGGER to mark utilities in Right-of-Way	Included	Included			
Retain utility locator to mark utilities on site	1	Lump Sum			
Backhoe and Operator (including mob/demob)	1	Per Day			
Oversight Labor	1	Per Day			
Site Restoration Asphalt	120	s.f.			
Site Restoration Grass	120	s.f.			
Drum Removal and Disposal	2	50 Gallon			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final Test Pit Investigation Report	1	Lump Sum			
<b>Sub-Total of Task III</b>					
<b>B. TOTAL PHASE I ENVIRONMENTAL SERVICES</b>					

<b>C. PHASE II ENVIRONMENTAL SERVICES</b>					
Task I – Phase II ESA Scope of Work (SOW)	1	Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final Phase II ESA SOW	1	Lump Sum			
Task II-Phase II ESA*	1	T&M			
<b>C. TOTAL PHASE I ENVIRONMENTAL SERVICES</b>					
<b>Sub-Total: Sum of Total A - C</b>					
<b>Contingency (20% of Sub-Total)</b>					
<b>TOTAL ENVIRONMENTAL SERVICES (Sum of A, B &amp; C)</b>					

\* The \$ 25,000 stipend is for Phase II Environmental Assessment Services that will be procured through a time and materials proposal from the Consultant if Recognized Environmental Conditions are identified in the Phase I ESA. The Project Manager will request the proposal for Phase II Environmental Services if/when necessary. This stipend can only be utilized for Phase II environmental services requested in writing directly from the Project Manager.

The contingency shall be utilized for services requested by the PBC Project Manager in writing using the unit rates provided in Attachment B.

Use of contingency by the Consultant without written authorization of the PBC Project Manager shall result in non-payment for the services.

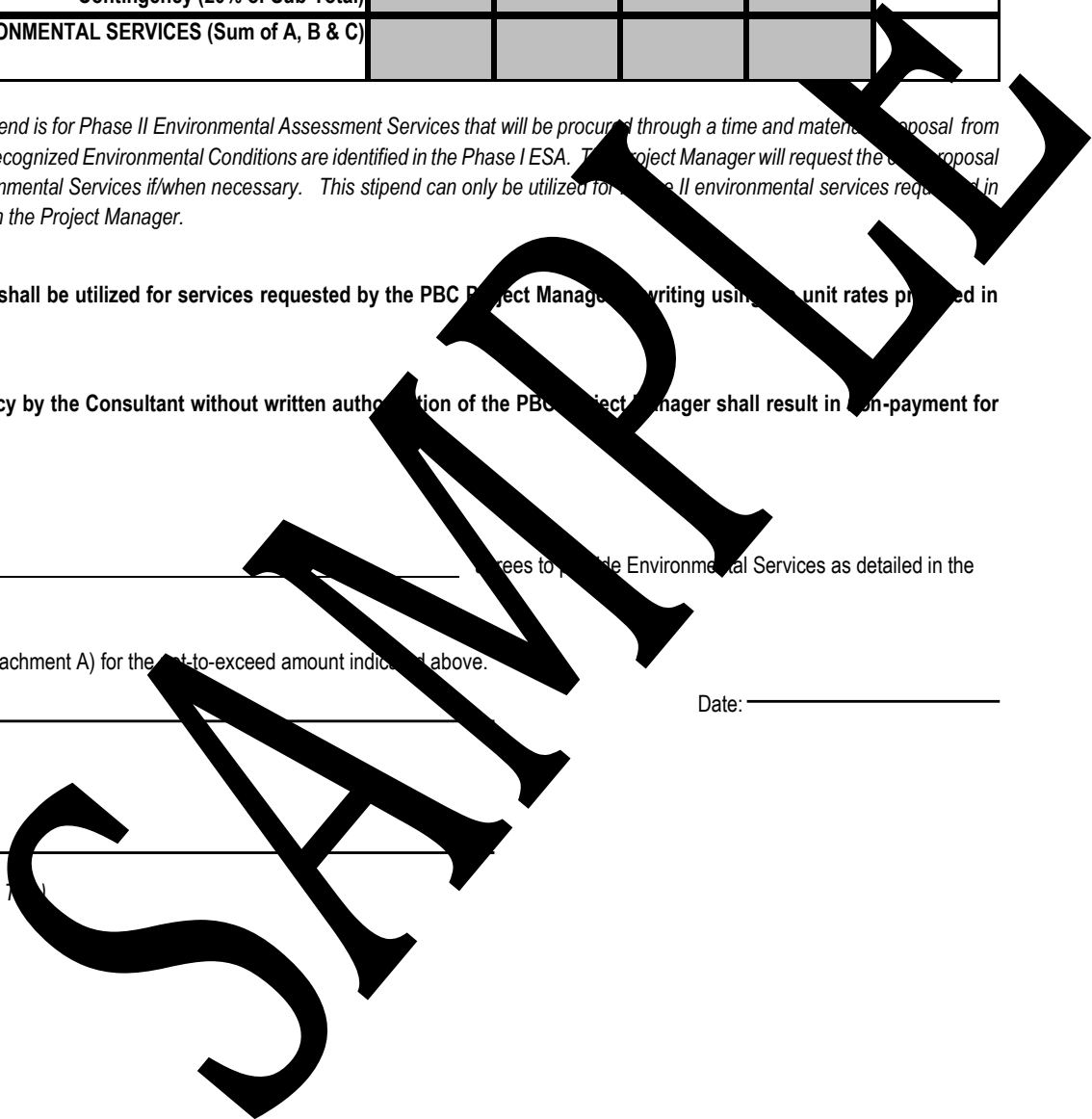
[Firm Name] \_\_\_\_\_ agrees to provide Environmental Services as detailed in the

Scope of Work (Attachment A) for the not-to-exceed amount indicated above.

Date: \_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name and Title)



**ATTACHMENT A**

**Scope of Work for  
PHASE I AND II ENVIRONMENTAL SERVICES**

**SCOPE OF WORK:**

**Project Name:** Arthur Canty Elementary School  
**Project Number:** 05750

The Public Building Commission of Chicago (PBC) is seeking a proposal from a qualified environmental consultant (hereafter referred to as "Consultant") to perform the following: (A) Task I: Phase I Environmental Site Assessment (ESA); and (B) Phase II Environmental Services: Task I - Site Specific Health and Safety Plan; Task II- Ground Penetrating Radar Survey; and Task III- Test Pit Investigation and (C) Task I - Phase II Scope of work and Task II - Phase II ESA; for the following project:

Property Index Number(s)	PBC Project Number	Site Name	Site Address
12-23-221-001	05750	Arthur Canty Elementary School	3740 N. Panama, Chicago, Illinois

**Project Summary**

The project location is currently located at 3740 N. Panama, Chicago, Illinois. The location currently includes Arthur Canty Elementary School on the north, a grass field on the south and two modular classroom structures on the east side of the project site. The project location is in a residential neighborhood.

The project will consist of the construction of a new elementary school and associated site work including surrounding utilities, hardscape and landscaping. The school site is bordered by the following streets: to the west by Paris Street, to the north by Grace Ave., to the south by Waveland Ave., to the east by Panama Street.

The environmental consultant shall perform the work listed above for an approximate 78,000 square foot area of the site designated by the PBC Project Manager. With the exception of the Phase I ESA will be limited to the building footprint only. The PM will provide this information once the project design is further developed.

**Project Documents**

The following documents have been completed and are attached (subject to change):

- 1) Preliminary Consultant shared receipt of the final test fit prior to the start of work);
- 2) Aerial photograph;
- 3) Sidwell Map

The Consultant shall be provided a site visit to this project prior to the start of work.

**A. PHASE I ENVIRONMENTAL ASSESSMENT SERVICES - General Scope Requirements TASK I -  
PHASE I ENVIRONMENTAL SITE ASSESSMENT**



The purpose of a Phase I environmental site assessment (ESA) is used to identify any recognized environmental conditions (RECs) in connection with historical or current activities associated with the site. Therefore, the objective of the Phase I ESA is to identify conditions indicative of releases and/or threatened releases of hazardous substances on, at, in or to the site under assessment. This Phase I ESA must be performed in accordance with ASTM E 1527-13 or most recent version, and is completed without any intrusive activities (i.e., sampling).

Activities involved in the Phase I ESA for PBC should follow the ASTM E 1527-13 standard and include but are not limited to: (1) a tour of the site with photographs with descriptions added (at street level) and clear maps (2) a review and evaluation of available current and historical information pertinent to environmental conditions on the property (include historic Sanborns and legible Aerial Photographs at a minimum); (3) a review of available city directory records (include all address spans for property east-west and north-south spans) for each parcel; (4) Freedom of Information Act environmental records such as those from state, federal and local agencies (include all address spans for property [east- west and north-south spans]) and Chicago Building Department, City of Chicago Department of Public Health Tank Division, Office of the State Fire Marshall, Illinois EPA, Illinois EMA, U.S.EPA); (5) an EDR or similar database search; (6) Dry Cleaner Database; (7) Identification and summary of supporting documentation used to identify any recognized environmental conditions (RECs) at the specific parcel of the land for which Phase I ESA was performed; and (8) Interviews of property owners (no interviews to be conducted unless a list of potential contacts is provided and the interview approval is given in writing by PBC - interviews should be included in consultant fee).

**The Phase I ESA shall not include non-ASTM items such as Asbestos, Lead, Mold or Radon in the report. DELIVERABLES FOR TASK I -**

### **PHASE I ENVIRONMENTAL SITE ASSESSMENT REPORT**

The Consultant shall provide two printed copies and one electronic copy (in word format) of a "Draft Report" to the PBC for review and comment. The Consultant shall be prepared to conduct revisions to the document. The Consultant shall then provide one electronic copy (PDF format) of an "Interim Final Report" - incorporating the comments on the "Draft Report" to the PBC for review and comment. The Consultant shall then provide three printed copies and two electronic copies (in word format) of a "Final Report" to the PBC. The Consultant shall upload the final draft of the Phase I ESA to CW upon completion of the report.

### **B. PHASE II ENVIRONMENTAL SERVICES - General Scope Requirements TASK I -**

#### **SITE-SPECIFIC HEALTH AND SAFETY PLAN**

The Consultant shall prepare a Site-Specific Health and Safety Plan (HASP) if they will be conducting subsurface activities including the test pitting task below. The HASP shall comply with all requirements and shall be submitted to the PBC ten (10) working days prior to the start of work. The work shall be performed under the direct supervision of a trained, experienced site supervisor. The HASP shall include, at a minimum, the following:

- a. Name and contact information of key personnel and alternate responsible for site safety;
- b. A description of the hazards associated with each operation conducted;
- c. Type of personnel training and responsibilities to handle the specific hazardous situations they may encounter;
- d. A description of the protective clothing and equipment to be worn by personnel during various site operations;
- e. A description of any site specific medical surveillance requirements;
- f. A description of the program for air, noise, personnel monitoring, and environmental sampling (if needed);
- g. A description of the actions to be taken to mitigate existing hazards in order to make the work environment less hazardous;
- h. A description of site control measures including a site map;
- i. Procedures and equipment (including transporting trucks) to ensure that impacted soils are not tracked off-site or on to non-impacted areas of the site;

- j. Site Standard Operating Procedures (SOPs) – for those activities that can be standardized (i.e., decontamination procedures and respirator fit testing); and
- k. A Site Contingency Plan for the safe and effective response to emergencies.

**DELIVERABLES FOR TASK I - SITE-SPECIFIC HEALTH AND SAFETY PLAN**

The Consultant shall provide three printed copies and three electronic copies (PDF format) of a “Final Site-Specific Health and Safety Plan” to the PBC. The Consultant shall upload the final draft of the HASP to CW upon completion of the report.

**TASK II – GROUND PENETRATING RADAR SURVEY**

The Consultant shall conduct a ground penetrating radar (GPR) survey to detect and identify potential buried metallic objects that may represent underground storage tanks, buried drums or other similar objects that could be characterized as a recognized environmental condition and adversely affect redevelopment and construction schedules. The GPR should also indicate subsurface foundations and utilities.

The Consultant shall mobilize the appropriate equipment and trained personnel to accessible areas of the site to complete the geotechnical survey. The Consultant shall specify the equipment they plan on utilizing for this investigation in their proposal.

**DELIVERABLES FOR TASK II – GPR SURVEY REPORT**

The Consultant shall prepare a report identifying the location and nature of anomalies detected. The report shall consist of a summary of the work that includes, but is not limited to, the following:

- Name of the personnel conducting the investigation;
- Consultant firm name and address;
- Equipment used;
- Time and date of study;
- Weather Conditions the day of the study;
- Site name, address and street or alley boundaries of the site;
- Historical background of the site;
- GPS points for each anomaly;
- High resolution maps of the site that show anomaly locations, address of the site, site boundaries with street names and the general above grade site features with an arrow;
- Written explanations for each anomaly and if the anomalies could represent (verify on former Sanborns and/or site survey and any utility logs);
- Limitations of the investigation; and
- Results of the survey and recommendations.

The Consultant shall upload the GPR Survey Report to CW upon completion of the report.

**TASK III – TEST PIT INVESTIGATION**

The Consultant shall excavate test pits and trenches to assess anomalies identified in the GPR Survey Report to identify existing subsurface conditions. Excavated test pit soils should be monitored with a PID to determine if volatile organic compounds are present above background levels and physically examined for unusual stains and odors. If underground storage tanks (USTs) are identified, prior to backfilling the test pit, the Consultant shall define the location and sizes of identified tanks and visually observe them in an effort to determine if they are intact. Additionally, the Consultant shall attempt to determine the volume of the tank contents (if applicable). The Consultant (or sub-contractor) shall include for all mobilization and demobilization costs for this work (security shall not be provided).

Prior to initiating test pit activities, the Consultant and its selected sub-consultant will contact DIGGER to mark underground utilities in public rights-of-way. Additionally, the Consultant shall obtain the services of a private utility locator

to identify underground utilities on-site prior to conducting below grade site assessment activities. The Consultant shall contact the PBC Design Manager and all utility companies for information regarding buried utilities and structures and shall take all reasonable precautions to prevent damage to property both visible and concealed.

The Consultant shall restore the site to the conditions existing prior to site entry in the test pitting areas. Materials excavated from the test pit areas shall be backfilled and compacted as best as possible in both the lawn and sodded areas with materials deriving from those said test pit locations.

For lawn areas, the Consultant shall backfill and compact the test pit excavations to approximately 4" below grade with existing fill and top with the topsoil from the test pit activity. The Consultant shall take due care to save topsoil for the top portion of a test trench to place on top of the compacted material at the end of the test pitting activity. The Consultant shall add grass seed and pin down matting over the graded topsoil to finish the work. The Consultant shall return to the site two times, after ten and twenty days after the test pitting to ensure the seed is establishing. If the area is damaged the Consultant shall repair, reseed and add new matting to the damaged area(s).

In the asphalt areas, the Consultant shall use a saw cutter to form straight lines and 90 degree angles (where possible) for a neat cut to the asphalt. Then backfill and compact the test pit excavations to 95% proctor or as close as possible using the materials directly from the test pit the material was taken from. The Consultant shall backfill and compact the test pit excavation 4" from grade and the excavation with compacted clean CA-6. This area shall then be topped with asphalt and the area should be flush with the existing surfaces around it. All asphalt shall be cleaned up as well as any remaining spoils and removed from the site. The Consultant shall return to the site twice in the next three weeks to verify any sinking or pitting of the test pit locations. The Consultant shall repair any sinking area and re-compact test pit locations at their expense.

### **DELIVERABLES FOR TASK III – TEST PIT INVESTIGATION**

The Consultant shall prepare a summary report of the work provided including the name of the personnel conducting the investigation, Consultant firm name and address, sub-contractors name and address, site name, address and street or alley boundaries of the site, equipment used, time and date of study, background of the site, limitations of the investigation, locations of anomalies including any foundations or subsurface structures (and a detailed description and approximate locations of foundations and subsurface structures) and digital photographs with explanations documenting the test pit and trench activities. The test pit results shall be presented in tabular format identifying the anomaly number and test pit size, the location of the test pit, a description of what the test pit identified as the source of the anomaly, the results of PID reading and the physical inspection of test pit soils.

The Consultant shall provide two printed copies and one electronic copy (PDF and word format) of a "Draft Test Pit Investigation Report" to the PBC for review and comment. The Consultant shall then provide two printed copies and one electronic copy (PDF format) of an "Interim Final Test Pit Investigation Report" incorporating the comments on the "Draft Test Pit Investigation Report" - to the PBC for review and comment. The Consultant shall then provide three printed copies and three electronic copies (PDF format) of a "Final Test Pit Investigation Report" to the PBC. The Consultant shall upload the final draft of the Test Pit Investigation Report to CW upon completion of the report.

### **C. PHASE II ENVIRONMENTAL SITE ASSESSMENT– General Scope Requirement TASK I-**

#### **PHASE II SCOPE OF WORK**

Based on the discovery of any RECs in the Phase I ESA, a subsequent standalone detailed environmental scope of work shall be prepared for a Phase II Environmental Site Assessment as requested by the PBC. This detailed scope of work shall include, at a minimum, the following: 1) a description of the Phase I ESA findings; 2) a recommended scope of work to assess RECs; 3) a soil boring plan indicating locations of borings (including a bound plan, CAD not hand written); 4) recommended depth of borings; 5) recommended number of samples to be collected and reported to, and any other pertinent information (as applicable).

The Phase II Scope of Work shall not be created or submitted to the PBC until the Phase I ESA is completed. DELIVERABLES FOR TASK

### I: PHASE II ESA SCOPE OF WORK

The Consultant shall provide two printed copies and one electronic copy (PDF format) of a "Draft Scope of Work" to the PBC for review and comment. The Consultant shall be prepared to conduct revisions to the document. The Consultant shall then provide one electronic copy (PDF format) of an "Interim Final Scope of Work" – incorporating the comments on the "Draft Scope of Work" - to the PBC for review and comment. The Consultant shall then provide one printed copy and three electronic copies (Word format and PDF for the figures) of a "Final Scope of Work" to the PBC. The Consultant shall upload the final draft of the Phase II ESA SOW to CW upon completion of the report.

### TASK II - PHASE II ESA

Since the recognized environmental conditions are unknown at this time as well as sample a \$25,000.00 analytical stipend will be available for driller/ geoprobe, labor, analytical and reporting to use on a time and material basis at the discretion of the PBC project manager. The PBC project manager will request this scope on a time and materials proposal from the Consultant when and if required.

**Protection of Property:** The Consultant shall contact the PBC Project Manager and all utility companies for information regarding buried utilities and structures, shall take all reasonable precautions to prevent damage to the property both visible and concealed and shall restore the site to the conditions existing prior to site entry. The Consultant shall also hire a private utility locate for any subsurface work if the site is not located within 50 feet of a railroad right-of-way.

**Entry to Property:** The property is owned by the Chicago Public Schools. A right-of-way shall not be required for this project. However, the Consultant shall contact the PBC Planning Project Manager for information regarding access to the site and Chicago Public Schools requires five (5) days advanced notice (Access Agreement) before any site visits or field activities can occur. The Consultant shall assist with obtaining an Access Agreement for this site. No field work shall be performed without an approved Access Agreement.

**Use of Reports:** The Chicago Public Schools and the Planning Building Commission of Chicago may reproduce reports without modifications and distribute the reports in connection with the use or disposition of the property without incurring obligation for additional compensation to the Consultant.

**Qualifications/Personnel:** All work, oversight and reporting shall be performed by qualified personnel who have over seven years of experience working on Phase I environmental assessments, GPR, test pitting activities and preparation of Phase II Scopes of work.

### Proposal Requirements

The proposal shall be on time and material basis (not-to-exceed) for all services requested above. The Consultant must demonstrate the following as part of their proposal:

1. Provide a clear detailed understanding of project approach and understanding of the services requested;
2. Provide a list of all personnel and subcontractors assigned to the project and attach their resumes;
3. Provide the name and resume of a Quality Assurance/Quality Control team member who will be responsible for providing QA/QC for all documents provided to the PBC; and
4. Provide a detailed schedule for completing the services requested.

### Schedule

Phase I to be completed: Three weeks after Notice to Proceed for this scope of work.

Geophysical Survey to be completed by: Two Weeks after Notice to Proceed for this scope of work.

Test Pits to be completed by: Three weeks after Notice to Proceed for this scope of work. Phase II SOW to be completed by: Five weeks after Notice to Proceed for this scope of work.

**SAMPLE**

**SCHEDULE C - Letter of Intent from MBE/WBE**  
*To Perform As*

**Subcontractor, Subconsultant, and/or Material Supplier (1 of 2)**

*SCHEDULE C AND SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH PROPOSAL*

Name of Project: \_\_\_\_\_

Project Number: \_\_\_\_\_

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
(Name of MBE or WBE)

TO:

\_\_\_\_\_ and \_\_\_\_\_ Building Commission of Chicago (Name of Professional Service Provider)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

\_\_\_\_\_ a Sole Proprietor \_\_\_\_\_ a Corporation  
\_\_\_\_\_ a Partnership \_\_\_\_\_ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated \_\_\_\_\_. In addition, in the case where the undersigned is a Joint Venture with a non- MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHEDULE C - Letter of Intent from MBE/WBE To Perform As

Subcontractor, Subconsultant, and/or Material Supplier (2 of 2)

PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract amount:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and payment schedule, attach additional sheet(s).

SUB-SUBCONTRACTING LEVELS

\_\_\_\_\_ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

\_\_\_\_\_ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The undersigned will enter into a formal agreement for the above work with a General Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

By:

\_\_\_\_\_  
Name of MBE/WBE (Print) Signature

\_\_\_\_\_  
Date Name (Print)

Phone

IF APPLICABLE:

By:

\_\_\_\_\_  
Joint Venture Partner (Print) Signature

\_\_\_\_\_  
Date Name (Print)  
MBE \_\_\_\_\_ WBE \_\_\_\_\_ Non-MBE/WBE \_\_\_\_\_

Phone







**SCHEDULE D - Affidavit of Professional Service Provider Regarding MBE/WBE Participation**

(2 of 2)

**SUB-SUBCONTRACTING LEVELS**

\_\_\_\_\_ % of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

\_\_\_\_\_ % of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above.

If more than 10% of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The undersigned will enter into a formal agreement for the above work with the name-referenced MBE/WBE firms, conditioned upon performance as Professional Service Provider of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

**By:**

\_\_\_\_\_  
Name of Professional Service Provider (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Phone

IF APPLICABLE:

**By:**

\_\_\_\_\_  
Joint Venture Partner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Phone/FAX





# CERTIFICATE OF LIABILITY INSURANCE

NATURES-01 WALL

DATE (MMDDYYYY)  
12/30/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associated Financial Group P.O. Box 1630 Waukesha, WI 53187-1630	(262) 642-8622	CONTACT NAME PHONE FAX ADDRESS	INSURER(S) AFFORDING COVERAGE INSURER A - AIG Specialty Insurance Company INSURER B - QBE Insurance Corporation INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	ADOL. (AGE)	SEXR. (SEX)	POLY. NO.	POLY. EFF. DATE	POLY. EXPI. DATE	AMOUNT
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMS MADE <input checked="" type="checkbox"/> OCCUR	X	X	PROP-1000000	01/01/2014	01/01/2015	GENERAL AGGREGATE \$ 1,000,000 DAMAGE TO RENTALS \$ 300,000 MED EXP (Per person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	X	X	CBA-1000000	01/01/2014	01/01/2015	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB EXCESS LIAB	X	X	U-1000000	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYERS LIABILITY OFFICER/OWNER EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF COVERAGE/INSURANCE		N/A	CW-1000000	01/01/2014	01/01/2015	<input checked="" type="checkbox"/> WC/STAT/TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability				01/01/2014	01/01/2015	\$152,000,000
A	Pollution Liability				01/01/2014	01/01/2015	\$12,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (See ACORD 101, Additional Remarks Schedule, if more space is required)  
PBC Contract No. [redacted] - Environmental Consultant Services - Category A, B, C  
The Public Board of Administration of Chicago, City of Chicago, Chicago Public Library, Chicago Public Schools, Chicago Park District, and City Colleges of Chicago are listed as additional insureds on a primary and non contributory basis. A Waiver of Subrogation applies in favor of Additional insureds.

CERTIFICATE HOLDER Public Board of Administration of Chicago Procurement Department Richard J. Daley Center, Room 200 Chicago, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# EXHIBIT 3

## Sample Authorized Notice to Proceed

(ATTACHED HERETO AND INCORPORATED HEREIN)



**Public Building Commission**  
Richard J. Daley Center  
50 West Washington Street  
Room 200  
Chicago, Illinois 60602  
(312) 744-3090  
[pbcchicago.com](http://pbcchicago.com)

Chairman  
LORI E. LIGHTFOOT  
Mayor  
City of Chicago  
Executive Director  
CARINA E. SÁNCHEZ

Date

VIA EMAIL: [NTP@SampAuth.com](mailto:NTP@SampAuth.com)

Contact Name

Firm

Address

Address

RE: **NOTICE TO PROCEED**

•Project: Number and Name

Task Order: Number

Dear Contact:

This is a Notice to Proceed in response to your proposal dated date for description of services for Project Name.

(If applicable) Please complete the Site Access Requests sent to your attention for User Agency Name review and approval.

Sincerely,

Name

Project Manager

File Code: File Path

# EXHIBIT 4

## MBE/WBE Past Participation

(ATTACHED HERETO AND INCORPORATED HEREIN)



# EXHIBIT 4

## MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

### 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.)

**SUBMITTING FIRM NAME:**

### DEMONSTRATE COMMITMENT

Respondent must demonstrate how they intend on meeting the MBE and WBE commitments to utilize minority- and women-owned business enterprises as a Professional Service Provider.

(If using your own document, please follow label Exhibit 4 – MBE/WBE Past Participation).

MBE/WBE PARTICIPATION	

PROJECT ONE	
Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

### 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.

PROJECT ONE			
MBE Goal	WBE Goal	Actual MBE	Attained WBE Goal
%	%	%	%



# EXHIBIT 4

## MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

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.

PROJECT TWO			
MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

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.

PROJECT THREE			
MBE Goal	WBE Goal	Attained MBE Goal	Attained WBE Goal
%	%	%	%

# ATTACHMENT A

## Legal Actions

(ATTACHED HERETO AND INCORPORATED HEREIN)



## ATTACHMENT A – LEGAL ACTIONS

FIRM NAME \_\_\_\_\_

### 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 include the date(s) of filing with the corresponding dollar amount of claims (or judgments and the contract value of the contract).		
Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?	<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"/>

# ATTACHMENT B

## Disclosure Affidavit

(ATTACHED HERETO AND INCORPORATED HEREIN)

## ATTACHMENT B – 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: _____

## ATTACHMENT B – 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. (Please attach list if necessary.)</b>		
<b>Name</b>	<b>Title</b>	
<b>Identify all shareholders whose Ownership percentage exceeds 7.5% of the business entity. (Please attach list if necessary.)</b>		
<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: 100%;" 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
<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>		

## ATTACHMENT B – 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

## ATTACHMENT B – DISCLOSURE AFFIDAVIT

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### 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.

## ATTACHMENT B – 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.

## ATTACHMENT B – DISCLOSURE AFFIDAVIT

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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.



## ATTACHMENT B – DISCLOSURE AFFIDAVIT

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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.

- 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

# ATTACHMENT C

## Disclosure of Retained Parties

(ATTACHED HERETO AND INCORPORATED HEREIN)

## ATTACHMENT C – DISCLOSURE OF RETAINED PARTIES

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**Definitions and Disclosure Requirements**

As used herein, "Consultant" means a person or entity who has any contract with the Public Building Commission of Chicago ("Commission").

Commission bids, contracts, and/or qualification submissions must be accompanied by a disclosure statement providing certain information about lobbyists whom the Consultant has retained or expects to retain with respect to the contract. In particular, the Consultant 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 Consultant is not required to disclose employees who are paid solely through the Consultant's regular payroll.

"Lobbyists" means any person who (a) for compensation or on behalf of any person other than himself undertake 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.

**Certification**

Consultant hereby certifies as follows:

This Disclosure relates to the following transaction(s):

Description of goods or services to be provided under Contract:

Name of Consultant:

**EACH AND EVERY** lobbyist retained or anticipated to be retained by the Consultant with respect to or in connection with the contract listed below. Attach additional pages if necessary.

Retained Parties:

Name	Business Address	Relationship (Attorney, Lobbyist, etc.)	Fees (indicate total whether paid or estimated)

Check Here If No Such Persons Have been Retained or Are Anticipated To Be Retained

The Consultant 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 Consultant's participation in the contract or other transactions with the Commission.

## ATTACHMENT C – DISCLOSURE OF RETAINED PARTIES

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- b. If the Consultant is uncertain whether a disclosure is required, the Consultant must either ask the Commission's Representative or his or her manager 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 Consultant 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 Consultant and that the information disclosed herein is true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

# ATTACHMENT D

## Special Conditions Regarding the Utilization Of Minority and Women Owned Business Enterprises for Professional Services

(ATTACHED HERETO AND INCORPORATED HEREIN)

# ATTACHMENT D

## Special Conditions Regarding the Utilization Of Minority and Women Owned Business Enterprises for Professional Services

### 1. Policy Statement

- a. It is the policy of the Public Building Commission of Chicago (“PBC”) to ensure competitive business opportunities for MBE and WBE firms in the performance of Contracts, to prohibit discrimination in the award of or participation in Contracts, and to abolish arbitrary barriers to full participation in Contracts by all persons, regardless of race, sex or ethnicity. Therefore, during the performance of this Contract, the Professional Service Provider must agree that it will not discriminate against any person or business on the basis of race, color, religion, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status, sexual orientation, national origin or sex, in the solicitation or the purchase of goods and services or the subcontracting of work in the performance in this Contract.
- b. The Commission requires the Professional Service Provider also agree to take action to ensure that MBE and WBE firms have the maximum opportunity to compete for and perform subcontracts with respect to this Contract.
- c. The Commission requires the Professional Service Provider to notify MBE and WBE firms, utilized on this contract, about opportunities on contracts without goals.

### 2. Aspirational Goals

- a. Upon the effective date of these Special Conditions, the Consultant agrees to make a best efforts to attain the aspirational goals to award **25%** of the annual dollar value of all Commission Contracts to MBEs and **5%** of the annual dollar value of all Commission Contracts to WBEs.
- b. Further, the Professional Service Provider must agree to use its best efforts to include MBE and WBE firms in any Contract modification work that increases the Contract value. Where the proposed contract modification involves work which can be performed by MBEs and WBEs already performing work on the contract such MBEs and WBEs will participate in such work specified in the contract modification..
- c. Failure to carry out the commitments and policies set forth in this Program constitute a material breach of contract and may result in termination of the Professional Service Provider or such other remedy, as the Commission deems appropriate.

### 3. Definitions

- a. For purposes of this Special Condition, the following definitions applies:
  - (1) “Certified Minority Business Enterprise” means a person or entity granted certification by the City of Chicago or County of Cook.
  - (2) “Certified Women’s Business Enterprise” means a person or entity granted certification by the City of Chicago or County of Cook.
  - (3) “Construction Contract” means a contract for the construction, repair, alteration, renovation or improvement of any building, facility or other structure.
  - (4) “Contract Specific Goals” means the subcontracting goals for MBE and WBE participation established for a particular contract based upon the availability of MBEs and WBEs to perform any anticipated scope of work of the contract and the Commission’s progress towards meeting the aspirational goals.
  - (5) “Contractor” means any person or business entity that seeks to enter into a Construction Contract with the Commission and includes all partners, affiliates and joint ventures of such person or entity.
  - (6) “Established Business” means a person or entity granted certification by the City of Chicago.

- (7) "Executive Director" means the Executive Director of the Commission or his/her duly designated representative as appointed in writing.
- (8) "Good faith efforts" means actions undertaken by a Contractor to achieve a Contract Specific Goal that by their scope, intensity and appropriateness to the objective can reasonably be expected to fulfill the Program's requirements.
- (9) "Joint venture" means an association of two or more persons or entities or any combination of two or more business enterprises and persons numbering two or more, proposing to perform a single for-profit business enterprise, in which each joint venture partner contributes property, capital, efforts, skill and knowledge, and in which the MBE or WBE is responsible for a distinct, clearly-defined portion of the work of the contract and whose share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest. Joint ventures must have an agreement in writing specifying the terms and conditions of the relationships between the parties and their relationship and responsibilities to the contract.
- (10) "Participating Established Business" means an established business which is eligible to participate in the minority- and women-owned business enterprise program set forth in Section 8 below.
- (11) "Professional Service Provider" means any person or business entity that seeks to enter into Professional Service Contract with the Commission and includes all partners affiliates, and joint ventures of such person or entity.
- (12) "Program" means the minority- and women-owned business enterprise construction procurement program established in this special condition.

#### 4. Determining MBE/WBE Utilization

The methodology for determining MBE and WBE utilization will be determined for purposes of analysis with respect to this contract as follows:

- a. The total dollar value of the contract awarded to the certified MBE or WBE firm will be credited to such participation. Only minority business participation may be counted toward MBE participation and only women business participation may be counted toward WBE participation.
- b. The total dollar value of a contract with a firm owned and controlled by minority women is counted toward either the MBE or WBE goal, but not both. The Professional Service Provider employing the firm may choose the goal to which the contract value is applied. Various work done by one and the same sub-consultant will be considered, for the purpose of this principle, as work effectively done under one subcontract only, which sub-consultant may be counted toward only one of the goals, not toward both.
- c. A Professional Service Provider may count toward its MBE or WBE goal the portion of the total dollar value of a contract with an eligible joint venture equal to the percentage of the ownership and control of the MBE or WBE partner in the joint venture. A joint venture seeking to be credited for MBE participation may be formed among certified MBE and WBE firms, or between certified MBE and WBE firms and a non-MBE/WBE firm. A joint venture satisfies the eligibility standards of this Program if the certified MBE or WBE participant of the joint venture:
  - (1) Shares in the ownership, control, management responsibilities, risks and profits of the joint venture; and
  - (2) Is responsible for a clearly defined portion of work to be performed in proportion to the MBE or WBE ownership percentage.
- d. A Professional Service Provider may count toward its MBE and WBE goals only expenditures to firms that perform a commercially useful function in the work of a contract. A firm is considered to perform a commercially-useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Commission will evaluate the amount of work subcontracted, industry practices and other relevant factors.
- e. Consistent with normal industry practices, a MBE or WBE firm may enter into subcontracts. If a MBE or WBE Professional Service Provider subcontracts a significantly greater portion of the work of a contract than would be expected on the basis of normal industry practices, the MBE or WBE will be rebuttably presumed not to be performing a commercially-useful function.
- f. A Professional Service Provider may count toward its goals expenditures to MBE or WBE manufacturers (i.e., suppliers that produce goods from raw materials or substantially alters them before resale).
- g. A Professional Service Provider may count toward its goals expenditures to MBE or WBE suppliers provided that the supplier performs a commercially useful function in the supply process.

#### 5. Submission of Proposals

- a. The following schedules and documents constitute the Proposer's MBE/WBE compliance proposal and must be submitted at the time of the proposal.

- (1) Evidence of Certification: Affidavit of MBE/WBE. A copy of each proposed MBE and WBE firm's Letter of Certification from the City of Chicago, Department of Procurement Services or any other entity accepted by the Public Building Commission of Chicago must be submitted. The PBC accepts certification by the City of Chicago, and County of Cook.
- (2) Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Ventures. Where the Proposer's MBE/WBE compliance proposal includes participation of any MBE or WBE as a joint venture participant, the Proposer must submit a "Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Venture" with an attached copy of the joint venture agreement proposed among the parties. The Schedule B and the joint venture agreement must clearly evidence that the MBE or WBE participant will be responsible for a clearly defined portion of the work to be performed and that the MBE or WBE firm's responsibilities are in proportion with its ownership percentage.
- (3) Schedule C: Letter of Intent to Perform as a sub-consultant, Subconsultant, or Material Supplier, Schedule C, executed by the MBE/WBE firm (or Joint Venture sub-consultant) must be submitted by the Proposer for each MBE/WBE included on the Schedule D. Schedule C must accurately detail the work to be performed by the MBE or WBE firm and the agreed rates and prices to be paid.
- (4) Schedule D: Affidavit of Prime Professional Service Provider Regarding MBE or WBE Utilization. A completed Schedule D committing to the utilization of each listed MBE or WBE firm. Unless the Proposer has submitted a completed request for a waiver of participation by MBE/WBE firms (See Request for Waiver procedures in Section 7), the Proposer must include the specific dollar amount or percentage of participation of each MBE/WBE firm listed on its Schedule D. The total dollar commitment to proposed MBE firms must at least equal the MBE goal, and the total dollar commitment to proposed WBE firms must at least equal the WBE goal. Proposers are responsible for calculating the dollar equivalent of MBE or WBE utilization as percentages of their total proposal.

- b. The submittals must have all blank spaces on the Schedule pages applicable to the contract correctly filled in. Agreements between a Proposer and a MBE/WBE in which the MBE/WBE promises not to provide subcontracting quotations to other Proposers are prohibited.

#### 6. Evaluation of Compliance Proposals

- a. The Proposer's MBE/WBE compliance proposal will be evaluated by the Commission. The Proposer agrees to provide, upon request, earnest and prompt cooperation to the Executive Director or his / her designee in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed MBE or WBE firm in providing such assistance. A proposal may be treated as non-responsive by reason of the determination that the Proposer's proposal did not contain a sufficient level of Certified MBE or WBE participation, that the Proposer was unresponsive or uncooperative when asked for further information relative to the proposal, or that false statements were made in the Schedules.
- b. If the Commission's review of a Proposer's proposal concludes that the MBE or WBE proposal was deficient, the Commission will promptly notify the Proposer of the apparent deficiency and instruct the Proposer to submit (within 3 business days of such notice given by the Commission) a modification of the MBE or WBE Proposal, in proper format, which remedies the deficiencies cited. Failure to correct all deficiencies cited by the Commission will be cause for rejection of the Proposer's proposal as non-responsive.
- c. Proposers will not be permitted to modify their MBE/WBE compliance proposal except insofar as directed to do so by the Commission. Therefore, all terms and conditions stipulated for prospective MBE and WBE consultants or suppliers should be satisfactorily negotiated prior to the submission to the Commission of the Proposer's MBE/WBE compliance proposal. If circumstances should arise, however, where a proposed MBE/WBE is no longer available, the process described in Section 12 should be followed.
- d. If the Compliance Proposal includes participation by material suppliers, the PBC will request copies of the offers from such suppliers. The offers must be furnished to the PBC within three (3) business days of the bidder's receipt of the request for such offers from the PBC. The PBC may make such request by electronic mail. The offers must specify: (i) the particular materials, equipment and/or supplies that will be furnished; (ii) the supplier's price for each of the items; (iii) the total price of the items to be furnished by the supplier, (iv) the supplier's source for the items (e.g., manufacturer, wholesaler) and (v) the subcontractor that the supplies will be purchased by.

#### 7. Request for Waiver

- a. If a Proposer is unable to identify qualified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for this Contract, the proposal must include a written request for waiver. A request for waiver must be sent to the Executive Director and must set forth the Proposer's inability to obtain sufficient MBE and WBE firms notwithstanding good faith attempts to achieve such participation.
- b. Good Faith efforts to achieve participation include but are not limited to:
  - (1) Attendance at the Pre-bid conference;
  - (2) Solicit certified MBE and WBE firms. Soliciting through reasonable and available means at least 50% of MBE and WBE firms certified in the anticipated scope(s) of work.



- (3) The Bidder's general policies regarding the utilization of MBE and WBE firms, plus a description of the methods used to carry out those policies;
  - (4) Advertise the contract opportunity in trade association newsletters, other media, and/or venues oriented toward and minority and woman-oriented;
  - (5) Timely notification (at least seven (7) days in advance of the bid due date) of specific sub-bid opportunities must be made to MBE and WBE firms and corresponding assistance agencies/ associations;
  - (6) Provide interested MBE and WBE firms with adequate information regarding the plans, specifications, and contract requirements in a timely manner;
  - (7) Make efforts to assist interested MBE and WBE firms in obtaining bonding, lines of credit, or insurance;
  - (8) Make efforts to assist interested MBE and WBE firms in obtaining necessary equipment, supplies, materials, or related assistance/services;
  - (9) Effectively use the services of the City; minority or women community organizations/assistance groups, and other organizations to provide assistance in the recruitment and placement of MBE and WBE firms.
  - (10) Negotiate in good faith with interested MBE/WBE firms and provide a description of direct negotiations with MBE and WBE firms for specific sub-bids, including:
    - i. The name, address and telephone number of MBE and WBE firms contacted;
    - ii. A description of the information provided to MBE and WBE firms regarding the portions of the work to be performed; and
    - iii. The reasons why additional MBE and WBE firms were not obtained in spite of negotiations.
  - (11) A statement of the efforts made to select portions of the work proposed to be performed by MBE and WBE firms (such as sub-supplier, transport, engineering, distribution, or any other roles contributing to production and delivery as specified in the contract) in order to increase the likelihood of achieving sub participation;
  - (12) Decision to reject MBE and WBE firms deemed unqualified must be sound and based on a thorough investigation of firms capabilities. As to each MBE and WBE contacted which the Bidder considers to be not qualified, a detailed statement of the reasons for the Bidder's conclusion;
  - (13) Efforts made by the Bidder to expand its search for MBE and/or WBE firms beyond usual geographic boundaries.
  - (14) Must take appropriate, documented steps to follow up initial solicitations with interested MBE and WBE firms.
  - (15) General efforts made to assist MBE and WBE firms to overcome participation barriers.
- c. The Executive Director, after review and evaluation of the request provided by the Bidder, may grant a waiver request upon the determination that:
- (1) Sufficient qualified MBE and/or WBE firms capable of providing the goods or services required by the contract are unavailable despite the good faith efforts of the Bidder;
  - (2) The price(s) quoted by potential MBE and/or WBE firms for goods or services is above competitive levels to an extent unwarranted by any increased cost of doing business attributable to the present effects of disadvantage or discrimination.

8. Established Business Participation in the MBE and WBE Procurement Program

- a. A local business entity which meets all the requirements to be certified as an MBE or WBE under this article except that it has become an established business may participate in the minority- and women-owned business enterprise program as follows:
  - (1) For a one-year period after the business entity has become an established business, only 75 percent of such business's participation in the Contract shall account for the MBE or WBE, as applicable, participation requirement set forth in Section 4;
  - (2) For a one-year period starting on the one-year anniversary of the date the business entity became an established business, only 50 percent of such business's participation in the Contract shall account for the MBE or WBE, as applicable, participation requirement set forth in Section 4.
  - (3) For a one-year period starting on the two-year anniversary of the date the business entity became an established business, only 25 percent of such business's participation in the Contract shall account for the MBE or WBE, as applicable, participation requirement set forth in Section 4.

- b. An Establish Business entity shall not be eligible to participate in the minority- and women-owned business enterprise procurement program starting on the three-year anniversary of the date the business entity became an established business.

#### 9. Failure To Achieve Goals

- a. If the Contractor cannot achieve the contract specific goals, as the Project proceeds, it must have documented its good faith efforts to do so. In determining whether the contractor has made such good faith efforts, the performance of other contractors in meeting the goals may be considered. The Executive Director shall consider, at a minimum, the Contractor's efforts to do the following:
  - (1) Soliciting through reasonable and available means the interest of MBEs or WBEs that provide interested MBEs or WBEs with adequate information about the plans, specifications and requirements of the contract, including addenda, in a timely manner to assist them in responding to the solicitation.
  - (2) Provide interested MBEs or WBEs with adequate information about the plans, specifications and requirements of the contract, including addenda, in a timely manner to assist them in responding to the solicitation.
  - (3) Negotiating in good faith with interested MBEs or WBEs that have submitted bids. Documentation of negotiation must include the names, addresses and telephone numbers of MBEs or WBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with MBEs or WBEs to perform the work. That there may be some additional costs involved in solicitation and using MBEs and WBEs is not a sufficient reason for a contractor's failure to meet the goals, as long as such costs are reasonable.
  - (4) Not rejecting MBEs or WBEs as being unqualified without sound reasons based on the thorough investigation of their capabilities. The MBEs' or WBEs' standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations are not legitimate cases for rejecting or not soliciting bids to meet the goals.
  - (5) Making a portion of the work available to MBE or WBE subcontractors and suppliers and to select those portions of the work or material consistent with the available MBE or WBE subcontractors and suppliers, so as to facilitate meeting the goals.
  - (6) Making good faith efforts despite the ability or desire of a Contractor to perform the work of a contract with its own organization. A Contractor that desires to self-perform the work of a contract must demonstrate good faith efforts unless the goals have been met.
  - (7) Selecting portions of the work to be performed by MBEs or WBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE or WBE participation even when the Contract might otherwise prefer to perform these items with its own forces.
  - (8) Making efforts to assist interested MBEs or WBEs in obtaining bonding lines of credit or insurance as required by the Commission or Contractor.
  - (9) Making efforts to assist interested MBEs or WBEs in obtaining necessary equipment, supplies, materials or related assistance or services, including participation in a mentor-protégée program; and
  - (10) Effectively using the services of the Commission; minority or women community organizations; minority or women contractors' groups; local, state and federal minority or women business assistance offices; and other organizations to provide assistance in the recruitment and placement of MBEs or WBEs.
- b. In the event the Public Building Commission Procurement Officer determines that the Contractor did not make a good faith effort to achieve the goals, the Contractor may file a Dispute to the Executive Director as provided in the Section on Disputes.

#### 10. Reporting and Record-Keeping Requirements

- a. The Professional Service Provider, within 5 working days of contract award, must execute a formal subcontract or purchase order in compliance with the terms of the Professional Service Provider's proposal and MBE/WBE assurances. Upon request by the PBC, the Professional Service Provider must provide copies of the contracts or purchase orders executed between it and the MBE and WBE firms. During the performance of the contract, the Professional Service Provider will submit partial and final waivers of lien from MBE and WBE sub-consultant and suppliers indicating the current payment amount and the cumulative dollar amount of payments made to date.
- b. The Professional Service Provider must maintain records of all relevant data with respect to the utilization of MBE and WBE firms, including without limitation payroll records, tax returns and records, and books of account in such detail as the Commission requires, and retain such records for a period of at least 3 years after final acceptance of the work. Full access to such records will be granted to the Commission and/or its designees, on 5 business days' notice in order for the Commission to determine the Professional Service Provider's compliance with its MBE and WBE commitments and the status of any MBE or WBE firm performing any portion of the contract.

- c. The Professional Service Provider will file regular MBE and WBE utilization reports on the form entitled "Status Report of MBE and WBE Sub-Contract Payments", at the time of submitting each monthly invoice. The report should indicate the current and cumulative payments to the MBE and WBE sub-contractors.

#### 11. Disqualification of MBE or WBE

- a. The Contract may be terminated by the Executive Director upon the disqualification of the Professional Service Provider as an MBE or WBE if the sub-consultants status as an MBE or WBE was a factor in the award and such status was misrepresented by the Professional Service Provider.
- b. The Contract may be terminated by the Executive Director upon the disqualification of any MBE or WBE if the sub-consultants or supplier's status as an MBE or WBE was a factor in the award of the contract and the status of the sub-consultant or supplier was misrepresented by the Professional Service Provider. If the Professional Service Provider is determined not to have been involved in any misrepresentation of the status of the disqualified sub-consultant or supplier, the Professional Service Provider shall make good faith efforts to engage a qualified MBE or WBE replacement.

#### 12. Prohibition On Changes To MBE/WBE Commitments

- a. The Professional Service Provider must not make changes to its contractual MBE and WBE commitments or substitute such MBE or WBE sub-consultants without the prior written approval of the Executive Director. Unauthorized changes or substitutions, including performing the work designated for a sub-consultant with the Professional Service Provider's own forces, is a violation of this section and a breach of the contract with the Commission, and may cause termination of the contract for breach, and/or subject the Professional Service Provider to contract remedies or other sanctions. The facts supporting the request must not have been known nor reasonably should have been known by the parties prior to entering into the subcontract.

#### 13. MBE/WBE Substitution Requirements and Procedures

- a. Arbitrary changes by the Contractor of the commitments earlier certified in the Schedule D are prohibited. Further, after once entering into each approved MBE and WBE sub-contract agreement, the Contractor shall thereafter neither terminate the subcontract, nor reduce the scope of the work to be performed by the MBE or WBE, nor decrease the price to the MBE or WBE, without in each instance receiving the prior written approval of the Executive Director. In some cases, however, it may become necessary to substitute a new MBE or WBE in order to actually fulfill the MBE or WBE requirements. In such cases, the Executive Director must be given reasons justifying the release by the Contractor of prior specific MBE or WBE commitments established in the contract, and will need to review the eligibility of the MBE or WBE presented as a substitute. The substitution procedure will be as follows:
  - (1) If needed and in order to sustain the fulfillment of the MBE/WBE contract requirements, the Contractor must notify the Executive Director immediately in writing of an apparent necessity to reduce or terminate a MBE or WBE subcontract and to propose a substitute firm for some phase of work.
  - (2) The Contractor's notification should include the specific reasons for the proposed substitution. Stated reasons which would be acceptable include any of the following reasons: a) unavailability after receipt of reasonable Notice to Proceed; b) failure of performance; c) financial incapacity; d) refusal by the subcontractor to honor the bid or proposal price or scope; e) mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed; f) failure of the subcontractor to meet insurance, licensing or bonding requirements; g) the subcontractor's withdrawal of its bid or proposal; or h) decertification of the subcontractor as MBE or WBE.
  - (3) The Contractor's position must be fully explained and supported with adequate documentation. Stated reasons which will not be acceptable include: replacement firm has been recruited to perform the same work under terms more advantageous to the Contractor; issues about performance by the committed MBE or WBE were disputed (unless every reasonable effort has already been taken to have the issues resolved or mediated satisfactorily); an MBE or WBE has requested reasonable price escalation which may be justified due to unforeseen circumstances.
  - (4) The Contractor's notification should include the names, address and principal official of any proposed substitute MBE or WBE and the dollar value and scope of work of the proposed subcontract. Attached should be all the same MBE/WBE affidavits, documents and Letters of Intent which are required of the proposed MBE or WBE firms, as enumerated above in Section on Submission of Bid Proposals.
  - (5) The Executive Director will evaluate the submitted documentation, and respond within fifteen (15) business days to the request for approval of a substitution. The response may be in the form of requesting more information, or requesting an interview to clarify or mediate the problem. In the case of an expressed emergency need to receive the necessary decision for the sake of job progress, the Executive Director will instead respond as soon as practicable.

- (6) Actual substitution of a replacement MBE or WBE to fulfill contract requirements must not be made before the Executive Director's approval is given of the acceptability of the substitute MBE or WBE. This subcontract must be executed within five (5) business days, and a copy of the MBE WBE subcontract with signatures of both parties to the agreement should be submitted immediately to the Executive Director.
- i. The Executive Director will not approve extra payment for escalated costs incurred by the Contractor when a substitution of subcontractors becomes necessary for the Contractor in order to comply with MBE/WBE contract requirements.
  - ii. No relief of the MBE/WBE requirements will be granted by the Executive Director except in exceptional circumstances. Requests for complete or partial waiver of the MBE/WBE requirements of this contract must be made in writing, stating all details of the request, the circumstances, and any additional relevant information. The request must be accompanied by a record of all efforts taken by the Contractor to locate specific firms, solicit MBE and WBE bids, seek assistance from technical assistance agencies, and other good faith efforts undertaken to achieve compliance with the MBE/WBE goals.

14. Non-Compliance

- a. The Executive Director has the authority to apply suitable sanctions to the Professional Service Provider if the Professional Service Provider is found to be in non-compliance with the MBE and WBE requirements. Failure to comply with the MBE or WBE terms of this contract or failure to use MBE or WBE firms as stated in the Professional Service Provider's assurances constitutes a material breach of the contract, and may lead to the suspension or termination of the contract in part or in whole. In some cases, monthly progress payments may be withheld until corrective action is taken.
- b. When the contract is completed, if the Executive Director has determined that the Professional Service Provider did not comply in the fulfillment of the required MBE and/or WBE goals, and a grant of relief of the requirements was not obtained, the Commission will be damaged in the failure to provide the benefit of participation to minority or women business to the degree set forth in this Special Condition. In that case, the Commission may disqualify the Professional Service Provider from entering into future contracts with the Commission.

15. Severability

- a. If any section, subsection, paragraph, clause, provision or application of these Special Conditions is held invalid by any court, the invalidity of such section, paragraph, clause or provision will not affect any of the remaining provisions hereof.

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**SCHEDULE B**

**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.

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE B**  
**Joint Venture Affidavit (2 of 3)**

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

\_\_\_\_\_

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.

\_\_\_\_\_

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.

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**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 Prime if the joint venture is a subcontractor.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

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

Commission expires:  
(SEAL)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

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

Commission expires:  
(SEAL)

**SCHEDULE C**  
**Letter of Intent from MBE/WBE (1 of 2)**  
**To Perform As**  
**Subcontractor, Subconsultant, and/or Material Supplier**

Name of Project: \_\_\_\_\_

Project Number: \_\_\_\_\_

FROM:

\_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_  
(Name of MBE or WBE)

TO:

\_\_\_\_\_ and Public Building Commission of Chicago  
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

\_\_\_\_\_ a Sole Proprietor                      \_\_\_\_\_ a Corporation  
\_\_\_\_\_ a Partnership                              \_\_\_\_\_ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated \_\_\_\_\_. In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SCHEDULE C**  
**Letter of Intent from MBE/WBE (2 of 2)**  
**To Perform As**  
**Subcontractor, Subconsultant, and/or Material Supplier**

**PARTIAL PAY ITEMS**

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

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If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

**SUB-SUBCONTRACTING LEVELS**

<input type="text"/>	% of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.
<input type="text"/>	% of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The Undersigned (Contractor) will enter into a formal agreement for the above work with the Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned 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.

BY:

---

Name of MBE/WBE Firm (Print)

---

Date

---

Phone

---

Signature

---

Name (Print)

IF APPLICABLE:  
BY:

---

Joint Venture Partner (Print)

---

Date

---

Phone

---

Signature

---

Name (Print)

MBE \_\_\_\_ WBE \_\_\_\_ Non-MBE/WBE \_\_\_\_

**SCHEDULE D**  
**Affidavit of Professional Service Provider Regarding MBE/WBE Participation (1 of 2)**

Name of Project: \_\_\_\_\_

STATE OF ILLINOIS    }  
                                   } SS  
 COUNTY OF COOK        }

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

\_\_\_\_\_ Title and duly authorized representative of

\_\_\_\_\_ Name of Professional Service Provider whose address is

in the City of \_\_\_\_\_, State of \_\_\_\_\_

and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Net MBE/WBE Credit</b>		\$	\$
<b>Percent of Total Base Bid</b>		%	%

The Prime may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

**SCHEDULE D**

**Affidavit of Professional Service Provider Regarding MBE/WBE Participation (2 of 2)**

The Undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Contractor of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned 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.

BY:

\_\_\_\_\_  
Name of Contractor (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Phone

IF APPLICABLE:

BY:

\_\_\_\_\_  
Joint Venture Partner (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_

MBE \_\_\_\_ WBE \_\_\_\_ Non-MBE/WBE \_\_\_\_

# ATTACHMENT E

## Insurance Requirements

(ATTACHED HERETO AND INCORPORATED HEREIN)

# ATTACHMENT E

## Insurance Requirements

The Consultant must provide and maintain at Consultant's own expense, until expiration or termination of the Agreement and during the time period following expiration if Consultant is required to return and perform any additional work, the minimum insurance coverage and requirements specified below, insuring all operations related to the Agreement.

### A. INSURANCE TO BE PROVIDED

#### 1. Workers' Compensation and Employers Liability

Workers' Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under the Agreement and Employers Liability coverage with limits of not less than \$1,000,000 each accident, illness, or disease.

#### 2. Commercial General Liability

Commercial General Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability. The Public Building Commission, the Board of Education of the City of Chicago, the City of Chicago, and each of their respective Board members, employees, elected and appointed officials, and representatives, and any other User Agency or Owner required by the Commission, must be named as Additional Insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

If tank removal or excavation is to be performed, the contractor must include the following additional coverage: All premises and operations, products/completed operations (for minimum of two (2) years following project completion), explosion, collapse, underground, separation of insureds, defense, and contractual liability.

Subcontractors performing work for Consultant must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

#### 3. Automobile Liability

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Consultant must provide Automobile Liability Insurance, with limits of not less than \$2,000,000 per occurrence for bodily injury and property damage. The Public Building Commission, the Board of Education of the City of Chicago, the City of Chicago, and each of their respective Board members, employees, elected and appointed officials, and representatives, and any other User Agency or Owner required by the Commission must be named as Additional Insured on a primary, non-contributory basis.

Subcontractors performing work for Consultant must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

#### 4. Professional Liability

When any professional consultants perform work in connection with this Contract, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$2,000,000. The policy will include coverage for wrongful acts, including but not limited to errors, acts or omissions, in the rendering or failure to render professional services resulting in a pollution incident. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work on the Contract. A claims-made policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

Subcontractors performing work for Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

#### 5. Property

The Consultant is responsible for all loss or damage to personal property (including but not limited to materials, equipment, tools, and supplies) owned, rented, or used by Consultant.

#### 6. Valuable Papers

When any plans, designs, drawings, data, media, or other documents are produced or used under this Agreement, Valuable Papers Insurance shall be maintained in an amount to insure against any loss whatsoever, and shall have limits sufficient to pay for the re-creation and reconstruction of such records.

#### 7. Contractors Pollution Liability

Contractors Pollution coverage is required with limits of not less than \$2,000,000 per occurrence for any portion of the services, which may entail, exposure to any pollutants, whether in the course of sampling, remedial work or any other activity under this contract. The contractor pollution liability policy will provide coverage for sums that the insured become legally obligated to pay as loss as a result of claims for bodily injury, property damage and/or clean-up costs caused by any pollution incident arising out of the Work including remediation operations, transportation of pollutants, owned and non-owned disposal sites and any and all other activities of Contractor and its subcontractors. Pollution incidents will include, but not be limited to, the discharge, dispersal, release or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including but not limited to smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, medical waste, waste materials, lead, asbestos, silica, hydrocarbons and microbial matter, including fungi, bacterial or viral matter which reproduces through release of spores or the splitting of cells or other means, including but not limited to, mold, mildew and viruses, whether or not such microbial matter is living.

The policy will be maintained for a period of three years after final completion and include completed operations coverage. The policy will include The Public Building Commission, the Board of Education of the City of Chicago, the City of Chicago, and each of their respective Board members, employees, elected and appointed officials, and representatives, and any other User Agency or Owner required by the Commission as Additional Insured on a primary and non-contributory basis for on going and completed operations.

Subcontractors performing work for Contractor must maintain limits of not less than \$1,000,000 per occurrence with the same terms herein.

## **8. Railroad Protective Liability**

When any work is to be done adjacent to or on railroad or transit property, Consultant must provide or cause to be provided, with respect to the operations that Consultant or subcontractors perform, Railroad Protective Liability Insurance when required by the railroad or transit entity, in the name of railroad or transit entity. The policy must have limits of not less than the requirement of the operating railroad/transit entity for losses arising out of injuries to or death of all persons, and for damage to or destruction of property, including the loss of use thereof.

In all instances when work is to be performed within fifty (50) feet of a right-of-way, Consultant and subconsultants performing work in the area are required to endorse their liability policies with form CG 24 17 to eliminate the exclusion for work within fifty (50) feet of the rail right-of-way. Evidence of this endorsement must be submitted with the Certificate of Insurance required below.

## **B. ADDITIONAL REQUIREMENTS**

The Consultant must furnish the Public Building Commission Procurement Department, Richard J. Daley Center, Room 200, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if any insurance coverage has an expiration or renewal date occurring during the term of this Agreement. The Consultant must submit evidence of insurance to the Commission before award of Agreement. The receipt of any certificate does not constitute agreement by the Commission that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the Commission to obtain certificates or other insurance evidence from Consultant is not a waiver by the Commission of any requirements for the Consultant to obtain and maintain the specified coverage. The Consultant will advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Agreement. Non-fulfillment of the insurance conditions may constitute a breach of the Agreement, and the Commission retains the right to stop work until proper evidence of insurance is provided, or the Agreement may be terminated.

The Commission reserves the right to obtain copies of insurance policies and records from the Consultant and/or its subcontractors at any time upon written request.

The insurance must provide for 30 days prior written notice to be given to the Commission if any policies are canceled, substantially changed, or non-renewed.

Any deductibles or self-insured retentions on referenced insurance must be borne by Consultant.

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the Commission, the Board of Education of the City of Chicago, the City of Chicago, and any other User Agency or Owner and each of their respective Board members, employees, elected and appointed officials, and representatives.

The insurance coverage and limits furnished by Consultant in **no way** limit the Consultant's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the Commission, the Board of Education of the City of Chicago, the City of Chicago and any other User Agency or Owner do not contribute with insurance provided by the Consultant under the Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in the Agreement given as a matter of law.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured

The Consultant must require all its subcontractors to provide the insurance required in this Agreement, or Consultant may provide the coverage for its subcontractors. All subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this

Agreement.

If Consultant or its subcontractors desire additional coverage, the party desiring the additional coverage is responsible for the acquisition and cost.

The Commission's Risk Management Department maintains the rights to modify, delete, alter or change these requirements.

**REMAINDER OF PAGE LEFT BLANK INTENTIONALLY**

# ATTACHMENT F

## Sample Form of Agreement

(ATTACHED HERETO AND INCORPORATED HEREIN)



# ATTACHMENT F

## SAMPLE Form of Agreement

### EXECUTION PAGE

**THIS AGREEMENT** effective as of \_\_\_\_\_, but actually executed on the date witnessed, is entered into by and between the **Public Building Commission of Chicago**, a municipal corporation of the State of Illinois, having its principal office at Room 200, Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602, (the "**Commission**"), and \_\_\_\_\_ with offices at \_\_\_\_\_ (the "**Consultant**").

Address

City

State

Zip

#### **Recitals:**

**Whereas**, the Commission intends to undertake from time to time the acquisition, demolition, renovation, development, construction and/or improvement of buildings, facilities and other improvements ("Project") located in the City of Chicago ("City") at the request of various governmental and public agencies ("User Agency").

**WHEREAS**, the Commission requires certain professional services as described in Section IV the Request for Qualifications of the Agreement (the "Services") in connection with the Projects undertaken by the Commission for the use and benefit of a User Agency.

**WHEREAS**, the Consultant desires to be retained by the Commission to perform the Services and has represented to the Commission that the Consultant is qualified and competent, by education and training, and has the knowledge, skill, experience and other resources necessary to perform the Services required by the Agreement in accordance with terms and conditions of the Agreement.

**WHEREAS**, in reliance upon the Consultant's representations and Key Personnel as identified in the Request for Proposals response, the Commission has selected the Consultant to perform the Services on the terms and conditions set forth in this Agreement as modified from time to time by Task Order.

**NOW, THEREFORE**, the parties have executed this Agreement on the terms and conditions that follow:

**EXECUTION PAGE**

**PUBLIC BUILDING COMMISSION OF CHICAGO**

\_\_\_\_\_  
Mayor Brandon Johnson  
Chairman  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mary Pat Witry  
Secretary  
Date: \_\_\_\_\_

**Approved as to form and legality:**

\_\_\_\_\_  
Neal & Leroy, LLC  
Date: \_\_\_\_\_

**CONSULTANT:** \_\_\_\_\_

\_\_\_\_\_  
President or Approved Signatory  
Date: \_\_\_\_\_

AFFIX CORPORATE  
SEAL, IF ANY, HERE

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

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

Subscribed and sworn to before me by \_\_\_\_\_ and \_\_\_\_\_  
on behalf of Consultant this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_  
(SEAL OF NOTARY)

## TERMS AND CONDITIONS

1. **Recitals.** The Recitals set forth on the Execution Page of this Agreement are hereby incorporated herein by reference.
2. **Definitions.** The herein words and phrases have the following meanings for purposes of this Agreement.
  - a. **Agreement** means this Professional Services Agreement for Cost Estimating Services, including all schedules, exhibits or documents attached hereto and/or incorporated by reference herein, and all amendments, supplements or Task Orders made in accordance with the terms hereof.
  - b. **Commission** means the Public Building Commission of Chicago, a municipal corporation organized under the Public Building Commission Act of the State of Illinois, as amended, or its duly authorized officers or employees.
  - c. **Consultant** means the company or other entity identified in this Agreement, and such successors or assigns, if any, as may be authorized to perform the Services required by the terms and conditions of this Agreement.
  - d. **On-Line Collaboration Workspace** or **OCDM** means the on-line collaboration workspace and document management system established and maintained by the Commission for electronic submission and receipt of documents and reports.
  - e. **Deliverables** means the documents, in any format (electronic or hard copy) requested by the Commission, including without limitation drawings, plans, reports, forms, recommendations, and analyses, that the Consultant is required under this Agreement to provide to the Commission.
  - f. **Equipment** means the articles or physical resources, tangible or intangible, including but not limited to, hardware, firmware or software enabling the Commission to implement the Projects and Consultant to perform the Services under this Agreement.
  - g. **Executive Director** means the person employed by the Commission as its Executive Director or the duly authorized representative thereof.
  - h. **Key Personnel** means those job titles and persons as identified in such positions in the Request for Proposals response and accepted by the Commission.
  - i. **Services** means collectively, the duties, responsibilities and tasks that are necessary in order for the Consultant to provide Energy Performance Analysis and Contracting Services to the Commission, and other resources as required by the Commission, for the ongoing development of the Commission's projects as described in the Request for Proposal Scope of Services and this Agreement.
  - j. **Sub-consultant or Subcontractor** means a partnership, firm, corporation or entity other than the Consultant hired by the Consultant to perform professional services including, but not limited to: labor, materials and/or equipment, related to the performance of the Services and/or improvement of the Project.
  - k. **Task Order** means a document issued by the Commission to the Consultant pursuant to this Agreement that authorizes in writing Services and/or Deliverables to be provided by the Consultant, together with any applicable exhibits or schedules, a timetable for any Deliverables and the applicable fees.
3. **Incorporation of Documents.** The Resolution passed by the Board of Commissioners of the Commission on October 1, 2009, concerning utilization of minority business enterprises ("MBE") and women business enterprises ("WBE"), as the same may be amended from time to time, is hereby incorporated in and made a part of this Agreement. By executing this Agreement, Consultant acknowledges and agrees that Consultant is familiar with the contents of such Resolution and will comply fully with all applicable portions thereof in performing the Services.

#### 4. **Engagement and Standards for Performing Services.**

- a. **Engagement.** The Commission hereby engages the Consultant, and the Consultant hereby accepts such engagement, to provide the Services described in this Agreement, as the same may be amended, in writing, from time to time by mutual agreement of the Commission and the Consultant.
- b. **Performance Standard.** The Consultant represents and agrees that the Services performed under this Agreement will proceed with efficiency, promptness and diligence and will be executed in a competent and thorough manner, in accordance with reasonable professional standards in the field consistent with that degree of skill and care ordinarily exercised by organizations providing Key Personnel performing services of a scope, purpose, and magnitude comparable with the Services to be performed under this Agreement. If in the course of performing the Services, Consultant identifies any condition, situation, issue or problem that may impact the performance of the Services or the Project, Consultant shall promptly provide notice to the Commission.
- c. **Consultant's Personnel.** The Consultant agrees that it will assign at all times during the term of the Agreement the number of experienced, appropriately trained employees necessary for the Consultant to perform the Services under this Agreement and in the manner required by this Agreement. Consultant must not reassign or replace Key Personnel without the written consent of the Commission. Consultant must ensure that all Services and Deliverables that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Consultant must maintain current copies of any such licenses and provide such copies, upon request, to the Commission. Consultant remains responsible for the professional and technical accuracy of all Services and Deliverables furnished, whether by the Consultant or others on its behalf. Consultant must at all times use its best efforts on behalf of the Commission to assure timely and satisfactory rendering and completion of the Services. Consultant must perform all Services in accordance with the terms and conditions of this Agreement, to the reasonable satisfaction of the Commission. All Deliverables must be prepared in a format satisfactory to the Commission and delivered in a timely manner consistent with the requirements of this Agreement. The Commission may at any time in writing notify the consultant that the Commission will no longer accept performance of Services under this Agreement by one or more Key Personnel listed in the Agreement. Upon that notice, Consultant must suspend the Key Personnel from performing Services under this Agreement and must replace the Key Personnel with a person or persons with comparable professional credentials and experience. Such replacements are subjected to the reasonable approval of the commission. Consultant must request approval from the Commission prior to assigning Key Personnel using the Personnel Approval Form (Exhibit C to this Agreement).
- d. **Independent Contractor.** In performing the Services under this Agreement, Consultant shall at all times be an independent contractor, and does not and must not act or represent itself as an agent or employee of the Commission or the User Agency. As an independent contractor, Consultant is solely and wholly responsible for determining the means and methods for performing the Services. The Agreement will not be construed as an agreement of partnership, joint venture, or agency.
- e. **Limitations on Sub-Consultants and Subcontractors.** Consultant must not use any business or individual who is disqualified by the Commission or debarred under any other governmental agency's procedures to provide the Services under the Agreement.
- f. **Failure to Meet Performance Standard.** If the Consultant fails to comply with its obligations under the standards of the Agreement, the Consultant must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the Commission does not relieve Consultant of its responsibility to render the Services and Deliverables with the professional skill and care and technical accuracy required by the Agreement. This provision in no way limits the Commission's rights against the Consultant, either under the Agreement, at law or in equity.

- g. **Changes to the Services.** The Commission may from time to time, request changes to the terms of the Agreement, Task Order or the Services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of compensation and revisions to the duration of the Services or timetable for Deliverables, which are mutually agreed upon by and between the Commission and Consultant, shall be incorporated in a written amendment to this Agreement or the Task Order. The Commission shall not be liable for any changes absent such written amendment.
5. **Representations and Warranties.** Consultant represents, warrants and covenants that (a) it will comply with all laws and regulations in performing the Services; (b) it will perform the Services in accordance with the terms and conditions of the Agreement in a professional and workmanlike manner consistent with best industry standards and practice; (c) it possesses all right, power and authority to enter into this Agreement; (d) all Deliverables shall be original works of Consultant or that Consultant shall have all rights necessary to provide such Deliverables; and (e) neither the Services, Deliverables or any other materials or any part thereof, provided to the Commission shall infringe any patent, copyright, trademark, trade secret or other proprietary right of a third party. If any Services performed by Consultant fail to meet the above warranties, then without limiting any other remedies at law or in equity, Consultant shall promptly correct or re-perform any such affected Services at no cost to the Commission. Further, Consultant acknowledges that the Commission has entered or will enter into agreements with third party vendors to provide a third party data hosting site and a disaster recovery site. Consultant agrees to abide by all rules, regulations and other requirements prescribed by such third party vendors in order to gain access to the Equipment and perform the Services required by this Agreement.
6. **Duties and Obligations of Consultant.**
- a. **Nondiscrimination.** The Consultant agrees that in performing this Agreement it shall not discriminate against any worker, employee or applicant for employment, or any member of the public, because of race, creed, gender, color, national origin or disability, or otherwise commit an unfair labor practice. Attention is called to applicable provisions of the Civil Rights Act of 1964, 88-352, July 2, 1964, 78 Stat. 241 *et. Seq.* the Americans with Disabilities Act of 1990, 42 U.S.C. 12010 *et. Seq.*, the Age Discrimination Act, 43 U.S.C. Sec. 6101-6106 (1981); Illinois Human Rights Act 775 ILCS 5/1-101 *et. Seq.* and the Public Works Employment Discrimination Act 775 ILCS 10/0.0 1 through 10/20, the Chicago Human Rights Ordinance, Chapter 2-160, Section 2-160-010 *et seq.* of the Municipal Code (1990), as amended, and a Resolution passed by the Board of Commissioners of the Public Building Commission of Chicago on October 1, 2009, concerning participation of Minority Business Enterprises and Women Business Enterprises on contracts awarded by the Commission. The Consultant will furnish such reports and information as requested by the Commission or the Illinois Department of Human Relations or any other administrative or governmental entity overseeing the enforcement, administration or compliance with the above referenced laws and regulations.
- b. **Employment Procedures, Preferences and Compliances.** Salaries of employees of Consultant performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory or permitted by the applicable law or regulations. Attention is called to [Illinois Compiled Statutes, 1992 relating to Wages and Hours including 820 ILCS 130/0.01 through 130/12 thereof (Prevailing Wage Act), 30 ILCS 570/1 through 570/7 (Employment of Illinois Workers on Public Works Act) and 30 ILCS 560/0.01 through 560/7 (Public Works Preference Act).] The Consultant shall comply with all applicable "Anti-Kickback" laws and regulations, including the "Anti-Kickback" Act of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; 18 U.S.C. § 874; 40 U.S.C. § 276c) and the Illinois Criminal Code of 1961 720 ILCS 5/33E-1 *et. seq.* If, in the performance of this Agreement, there is any direct or indirect kickback, the Commission shall withhold from the Consultant, out of payments due to it, an amount sufficient to pay employees underpaid the difference between the salaries required hereby to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld shall be disbursed by the Commission for and on account of the Consultant to the respective employees to whom they are due.
- c. **Ethics.** The Consultant has read and agrees to comply with all provisions of the Code of Ethics Resolution passed by the Commission on October 3, 2011, which is available on the Commission's website at

[https://www.pbcchicago.com/wp-content/uploads/2017/05/RES\\_PBC\\_eCr\\_CodeofEthicsConsolApril-2013\\_20130405.pdf](https://www.pbcchicago.com/wp-content/uploads/2017/05/RES_PBC_eCr_CodeofEthicsConsolApril-2013_20130405.pdf) and is incorporated into this Agreement by reference. Any contract negotiated, entered into, or performed in violation of any of the provisions of this Section will be voidable by the Commission.

- d. **Inspector General.** The Consultant and its subconsultants, including all officers, directors, agents, partners and employees of such entities shall cooperate with the Inspector General of the Public Building Commission in any investigation or hearing undertaken pursuant to Public Building Commission Resolution 7576 adopted by the Board of Commissioners of the Public Building Commission of Chicago on October 1, 2010. On projects funded by the City of Chicago, the Consultant and its subconsultants, including all officers, directors, agents, partners and employees of any such entities, shall cooperate with the Inspector General of the City in any investigation or hearing undertaken pursuant to Chapter 2-56 of the Chicago Municipal Code. Each Consultant understands and will abide by all provisions of Chapter 2-56 of the Municipal Code of Chicago. All Consultants will inform their respective subconsultants of this provision and require compliance herewith. Consultant shall cooperate and comply with the Inspector General of the User Agency in any investigation or hearing undertaken pursuant to the enabling ordinance or resolution pertaining to the authority of such Inspector General that has been promulgated by such User Agency.
- e. **Delays.** The Consultant agrees that no charges for damages or claims for damages shall be asserted by it against the Commission for any delays or hindrances from any cause whatsoever during the progress of any portion of the Services. Such delays or hindrances, if any, shall be compensated for by an extension of time to complete the Services, for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the agreement of the Commission to allow the Consultant to complete the Services or any part of them after the time provided for the completion thereof herein shall in no way operate as a waiver on the part of the Commission of any of its rights hereunder.
- f. **Records.** The Consultant shall maintain accurate and complete records of expenditures, costs and time incurred by Consultant in connection with the Project and the Services. Such records shall be maintained in accordance with recognized commercial accounting practices. The Commission may examine such records at Consultant's offices upon reasonable notice during normal business hours. Consultant shall retain all such records for a period of not less than five calendar years after the termination of this Agreement.
- g. **OCDM System.** The Commission may require the Consultant to use the Commission's electronic document management system in performing the Services and the assigned Task Order. At the direction of the Commission, the Consultant must follow the OCDM procedures and submit progress reports and other Deliverables through the OCDM System. The Consultant must attend courses and receive training on the OCDM System provided by or on behalf of the Commission. Any costs incurred by Consultant as a result of the attendance of Consultant's personnel at OCDM System courses are not compensable by the Commission.
- h. **Time of Essence.** The Consultant acknowledges and agrees that time is of the essence in the performance of this Agreement and that timely completion of the Services is vital to the completion of the Project by the Commission. Consultant agrees to use its best efforts to expedite performance of the Services and the assigned Task Order and performance of all other obligations of the Consultant under this Agreement and any other agreement entered into by the Commission which are managed or administered by the Consultant as a result of the Consultant's engagement hereunder.
- i. **Compliance with Laws.** In performing its engagement under this Agreement, the Consultant shall comply with all applicable federal, state and local laws, rules and regulations including but not limited to, those referenced in subparagraphs (a) and (b) above.
- j. **Progress Meetings.** Meetings to discuss the progress of the Project and/or to review the performance of the Consultant may be scheduled upon the Commission's request, at mutually agreeable times and locations, and the Consultant agrees to cause such meetings to be attended by appropriate personnel of the Consultant engaged in performing or knowledgeable of the Services.

7. **Term.**

- a. The term of this Agreement is XXXX years with XXX successive XXX renewal options at the sole discretion of the Commission. This agreement may be terminated by the Commission, with cause, upon thirty (30) days' notice to the Consultant and, provided further, that this agreement may be terminated at any time during the term by mutual agreement of the parties.
- b. The Commission shall have the right, at any time, to terminate the term of this Agreement, with or without cause, by written notice given to the Consultant at least thirty (30) days prior to the effective date of termination. In addition, the Commission shall have the right, at any time and from time to time, with or without cause, to suspend the performance of the Consultant hereunder with respect to all or any part of the Services, by written notice given to the Consultant at least five (5) days prior to the effective date of suspension. Termination or suspension of this Agreement shall not relieve the Consultant from liability for the performance of any obligation of the Consultant under this Agreement performed or to have been performed by the Consultant on or before the effective date of termination or suspension. Provided the Consultant is not in default under this Agreement at the time of termination or suspension, the Commission agrees to pay to the Consultant, in accordance with the terms of this Agreement, all compensation and reimbursements due to the Consultant for periods up to the effective date of termination or suspension. In no event shall the Commission be liable to the Consultant for any loss, cost or damage which the Consultant or any other party may sustain by reason of the Commission terminating or suspending this Agreement as provided herein; provided, however, that the Commission may, in its sole discretion, reimburse the Consultant for actual expenses approved by the Commission.
- c. If the Project, in whole or substantial part, is stopped for a period longer than thirty (30) days under an order of any court or other governmental authority having jurisdiction of the Project, or as a result of an act of government, such as a declaration of national emergency making materials unavailable, through no act or fault of the Consultant, or if the Commission fails to make any payment or perform any other obligation hereunder, the Consultant shall have the right to terminate this Agreement, by written notice given to the Commission at least seven (7) days prior to the effective date of termination, and shall have the right to recover from the Commission all compensation and reimbursements due to the Consultant for periods up to the effective date of termination.

8. **Compensation of Consultant; Submission of Invoices through OCDM.** The total amount of compensation to be paid by the Commission during the term of this Agreement shall not exceed the sum of \$XXXXX. The Commission shall compensate the Consultant for the Services in the manner set forth in Schedule A of this Agreement, or as modified by written authorization. The Consultant shall submit all invoices, no more frequently than once every thirty (30) days, in electronic format using the OCDM System. All submitted invoices shall include a cover page as provided by the Commission and the assigned Task Order number. Failure to submit invoices through OCDM will result in delayed or non-payment to the Consultant.

9. **Rights and Obligations of Commission.** In connection with the administration of the Project by the Commission and the performance of this Agreement by the Consultant, the Commission shall have the following rights and obligations, in addition to those provided elsewhere in this Agreement:

- a. **Information.** The Commission shall provide the Consultant all reasonably requested information concerning the Commission's requirements for the Project and the Services.
- b. **Review of Documents.** Subject to the provisions of subparagraph 5(d) above, the Commission agrees to make a reasonable effort to examine documents submitted by the Consultant and render decisions pertaining thereto with reasonable promptness.
- c. **Site Data.** To the extent the Commission determines to be necessary for the Consultant to perform the Services, the Commission may furnish to the Consultant information concerning the nature of the Project, existing conditions and other data or reports pertaining to the site and the proposed development thereof.

- d. **Tests and Reports**. The Commission may also furnish structural, civil, chemical, mechanical, soil mechanical and/or other tests and reports if determined by the Commission in its sole discretion to be necessary in order for the Consultant to perform the Services.
  - e. **Legal, Auditing and other Services**. The Commission shall arrange and pay for such legal, auditing, insurance counseling and other services as the Commission, in its sole discretion, may determine to be required for the Consultant to perform the Services. Such payments shall not include legal or auditing expenses arising out of or relating to any errors or omissions, or claimed errors or omissions, of Consultant.
  - f. **Designated Representatives**. The Commission may designate, at its sole discretion, one or more representatives authorized to act in its behalf.
  - g. **Ownership of Documents**. All documents, data, studies and reports prepared by the Consultant or any party engaged by the Consultant, pertaining to the Services shall be the property of the Commission, including copyrights.
  - h. **Audits**. The Commission shall have the right to audit the books and records of the Consultant on all subjects relating to the Services.
- 10. Indemnification of Commission and Third Party Vendors**. The Consultant hereby agrees to indemnify, keep and save harmless the Commission and the User Agency and their respective commissioners, board members, officers, agents, officials and employees and any third party hosting site or disaster recovery site from and against all claims, demands, suits, losses, costs and expenses, including but not limited to, the fees and expenses of attorneys, that may arise out of or be based on any injury to persons or property that is or is claimed to be the result of an error, omission or act of the Consultant or any person employed by the Consultant to the maximum extent permitted by applicable law.
- 11. Insurance to be Maintained by Consultant**. The Consultant shall purchase and maintain at all times during the performance of Services hereunder, for the benefit of the Commission, and the Consultant, insurance coverage as set forth in Attachment E – Insurance Requirements.
- 12. Default**.
- a. **Events of Default**. Any one or more of the following occurrences shall constitute an Event of Default under this Agreement:
    - i. Failure or refusal on the part of the Consultant duly to observe or perform any obligation or Agreement on the part of the Consultant contained in this Agreement, which failure or refusal continues for a period of ten (10) days (or such longer period as the Commission, in its sole discretion, may determine if such failure is not capable of being cured within such ten (10) day period) after the date on which written notice thereof shall have been given to the Consultant by the Commission;
    - ii. Failure of Consultant to perform the Services to the standard of performance set forth in this Agreement;
    - iii. Any representation or warranty of the Consultant set forth herein or otherwise delivered pursuant to this Agreement shall have been false in any material respect when so made or furnished;
    - iv. The Consultant becomes insolvent or ceases doing business as a going concern, or makes an assignment for the benefit of creditors, or generally fails to pay, or admits in writing its inability to pay, its debts as they become due, or files a voluntary petition in bankruptcy, or is adjudicated a bankrupt or an insolvent, or files a petition seeking for itself any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar arrangement under any present or future statute, law or regulation relating to bankruptcy or insolvency, or files an answer admitting the material allegations of a petition filed against it in any such proceeding, or applies for, consents to or acquiesces in the appointment of a trustee, receiver, liquidator or other custodian of it or of all or any substantial part of its assets or properties, or if it or its principals shall take any action in furtherance of any of the foregoing; or



- v. There shall be commenced any proceeding against the Consultant seeking reorganization, arrangement, readjustment, liquidation, dissolution or similar relief under any present or future statute, law or regulation relating to bankruptcy which is not vacated, stayed, discharged, bonded or dismissed within sixty (60) days thereof, or there shall be appointed, without the Consultant's consent or acquiescence, any trustee, receiver, liquidator or other custodian of Custodian or of all or any substantial part of the Consultant's assets and properties, and such appointment shall not have been vacated, stayed, discharged, bonded or otherwise dismissed within sixty (60) days thereof.
  - vi. Failure of the Consultant to comply at all times with the requirements of relevant Federal, State, and Municipal Codes, Rules, Regulations, including but not limited to Chicago Municipal Code Section 4-6-250 and Chicago Municipal Code Section 4-6-260.
- b. **Remedies.** If an Event of Default shall occur and be continuing, then the Commission may exercise any right, power or remedy permitted to it by law or in equity and shall have, in particular, without limiting the generality of the foregoing, the right to terminate this Agreement upon written notice to the Consultant, in which event the Commission shall have no further obligations hereunder or liability to the Consultant except as to payment for Services actually received and accepted by the Commission through the effective date of termination. No course of dealing on the part of the Commission or delay or failure on the part of the Commission to exercise any right shall operate as a waiver of such right or otherwise prejudice the Commission's rights, powers or remedies.
- c. **Remedies not Exclusive.** No right or remedy herein conferred upon or reserved to the Commission is exclusive of any right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.
13. **Confidentiality.** All of the reports, information, or data prepared or assembled by the Consultant under this Agreement are confidential, and the Consultant agrees that such reports, information or data shall not be made available to any party without the prior written approval of the Commission. In addition, the Consultant shall not, without the prior written consent of the Commission, prepare or distribute any news releases, articles, brochures, advertisements or other materials concerning this Agreement, the Project, the Services or any assigned Task Order. Consultant acknowledges that it is entrusted with or has access to valuable and confidential information and records of the Commission and User Agency. Consultant must at all times act in the best interests of the Commission and User Agency consistent with the professional obligations assumed by Consultant in entering into this Agreement. Consultant promises to cooperate with the officials, employees and agents of the Commission and User Agency in furthering the Commission's and User Agency's interests.
14. **Assignment.** The Consultant acknowledges that the Commission is induced to enter into this Agreement by the personal qualifications of the principals, staff and employees of the Consultant and agrees, therefore, that neither this Agreement nor any right or obligation hereunder may be assigned by the Consultant, in whole or in part, without the prior written approval of the Commission. The Commission expressly reserves the right to assign or otherwise transfer all or any part of its interests hereunder without the consent or approval of the Consultant.
15. **Personnel.** The Consultant further acknowledges that the Consultant has represented to the Commission the availability of certain members of the Consultant's staff who will be assigned to the Project, and agrees, therefore, that in the event of the unavailability of such members, the Consultant shall so notify the Commission in writing, and, upon the approval of the Executive Director, shall assign other qualified members of the Consultant's staff, to the Project.
16. **Relationship of Parties.** The relationship of the Consultant to the Commission hereunder is that of an independent contractor, and the Consultant, except to the extent expressly provided to the contrary in this Agreement, shall have no right or authority to make contracts or commitments for or on behalf of the Commission, to sign or endorse on behalf of the Commission any instruments of any nature or to enter into any obligation binding upon the Commission. This Agreement shall not be construed as an Agreement of partnership, joint venture, or agency.

17. **Miscellaneous.**

- a. **Counterparts.** This Agreement may be executed in any number of counterparts, any of which shall be deemed an original.
- b. **Entire Agreement.** This Agreement constitutes the entire understanding and Agreement between the parties hereto and supersedes any and all prior or contemporaneous oral or written representations or communications with respect to the subject matter hereof, all of which communications are merged herein. This Agreement shall not be modified, amended or in any way altered except by an instrument in writing signed by both of the parties hereto.
- c. **Force Majeure.** Neither of the parties shall be liable to the other for any delay or failure in performance hereunder due to causes which are beyond the control of the party unable to perform. If a force majeure occurs, the party delayed or unable to perform shall give prompt notice to the other party, and the Commission may, at any time during the continuation of the force majeure event, elect to suspend the performance of the Consultant under this Agreement for the duration of the force majeure. The Commission shall not be obligated to pay for Services to the extent and for the duration that performance thereof is delayed or prevented by force majeure, but, provided the Consultant is not in default of any obligation of the Consultant hereunder, the Commission shall pay to the Consultant, according to the terms hereof, all compensation and reimbursements due to the Consultant for periods up to the effective date of suspension.
- d. **Governing Law.** This Agreement has been negotiated and executed in the State of Illinois and shall be construed under and in accordance with the internal laws of the State of Illinois.
- e. **No Waiver.** The waiver by either party of any breach of this Agreement shall not constitute a waiver as to any succeeding breach.
- f. **Notices.** All notices required to be given hereunder shall be given in writing and shall be hand delivered or sent by United States certified or registered mail, postage prepaid, addressed to Commission and to the Consultant at their respective addresses set forth above. If given as herein provided, such notice shall be deemed to have been given on the date of delivery, if delivered by hand, and on the second business day after mailing, if given by mail. The Commission or the Consultant may, from time to time, change the address to which notices hereunder shall be sent by giving notice to the other party in the manner provided in this subparagraph.
- g. **Severability.** In the event that any provisions of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- h. **Successors and Assigns.** Except as otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.
- i. **Consultant's Authority.** Execution of this Agreement by the Consultant is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document if a partnership or a joint venture, and the signatures(s) of each person signing on behalf of the Consultant have been made with complete and full authority to commit the Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained or incorporated by reference in it.