



PUBLIC BUILDING COMMISSION OF CHICAGO
www.pbcchicago.com

**REQUEST FOR QUALIFICATIONS
FOR
ENVIRONMENTAL ENGINEERING
SERVICES**

ISSUED: APRIL 6, 2015

Responses must be submitted in sealed envelope(s) or package(s). The outside of each must clearly indicate the name of your firm and the name of the Submittal.

- Submit 1 signed, single-sided, bound ORIGINAL (marked as such)
- Submit 1 double-sided, unbound paper copy
- Submit 3 double-sided, bound paper copies
- Submit 2 single-sided, bound copies of Financial Statements*
- Submit 2 electronic copies on Compact Discs or USB Flash Drives**

TO

Public Building Commission of Chicago
Richard J. Daley Center, Room 200
50 W. Washington Street
Chicago, Illinois 60602
www.pbcchicago.com

SUBMISSION DEADLINE: MAY 14, 2015 BY 11:00AM CST

RESPONDENT:	
CONTACT NAME:	
CONTACT TELEPHONE:	
CONTACT EMAIL:	
ADDRESS:	

Mayor Rahm Emanuel
Chairman

Erin Lavin Cabonargi
Executive Director

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SECTION I SUBMISSION CHECKLIST

Please review your firm's submission and ensure all applicable forms are completed and additional required documentation is attached. Also, please ensure your firm's electronic and hard copy submissions are organized as noted below. The transmittal letter must be signed by an authorized officer of the firm.

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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 pre-qualified to provide Environmental Engineering Services to the Commission. It is the intention of the Commission to create a pre-qualified pool of firms to complete the required services.

Firms seeking to be prequalified ("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 Pre-Qualification from the date of issuance until selection of the successful Respondent(s). Respondent's communication with the PBC concerning this Pre-Qualification must be exclusively with:

Raven A. DeVaughn, Contract Officer
Public Building Commission of Chicago
50 West Washington, Room 200
Chicago, Illinois 60602
Fax (312) 744-8005
raven.devaughn@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 RFQApril 6, 2015
- Pre-Submission Conference April 22, 2015 at 2:00 PM CST
- Questions Deadline April 28, 2015 at 11:00 AM CST
- Submission DeadlineMay 14, 2015 at 11:00 AM CST

3. **RFQ AVAILABILITY:** Hard copies of the Request for Qualifications are available at the Richard J. Daley Center, 50 West Washington Street, Room 200, Chicago, IL 60602, at the Reception Desk. Our office hours are from 9:00 AM to 5:00 PM, Monday through Friday or you may download it online by going to the following link: www.pbcchicago.com. Any addenda that are issued will only be posted to the above listed website link. Respondent must acknowledge any addenda issued and posted to the PBC website www.pbcchicago.com, in the Cover Letter. The Commission is not responsible for a Consultant's failure to obtain or download any addenda issued for a RFQ.

4. **QUESTIONS:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing, to the RFQ Contact. Questions may be answered at the discretion of the PBC. If questions are answered, it will be answered via an Addenda posted to the PBC's website, which may be viewed at www.pbcchicago.com.

5. **NUMBER OF COPIES:**

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

Submit 1 double-sided, unbound paper copy

Submit 3 double-sided, bound paper copies

Submit 2 single-sided, bound copies of Financial Statements*

Submit 2 electronic copies on Compact Discs or USB Flash Drives**

* Financial Statements will be immediately destroyed after the Commission's review.

** Electronic copies must be in a single, searchable pdf document.

6. **SUBMISSION DIRECTIONS:** Submissions must be tendered to the Commission in a sealed envelope or container that clearly indicates the title of the RFQ and the Contract Officer's information prior to the submission deadline. If submitting to more than one RFQ, each RFQ response must have its own envelope/container. Responses must be submitted to:

Raven A. DeVaughn, Contract Officer
Public Building Commission of Chicago
50 West Washington, Room 200
Chicago, Illinois 60602

7. **CONFIDENTIALITY:** Respondent may designate those portions of the Proposal, which contain trade secrets or other information the Respondent deems as proprietary or privileged (including financial information) as confidential. If a Respondent includes data that is not to be disclosed to the public for any purpose or used by the PBC except for evaluation purposes, the Respondent must clearly demarcate the bottom of each page containing confidential information as "CONFIDENTIAL."
8. **FALSE STATEMENTS:** Any false statement(s) made by the Respondent (s) will void the response and eliminate the Respondent(s) from further consideration.
9. **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 Consultants associated with this procurement process.

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SECTION III DEFINITIONS

3.1 Definitions

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

- a. **PBC or Commission** means the Public Building Commission of Chicago.
- b. **Agreement** means the contract for Environmental Planning, Design and Construction Oversight Services for various projects that is to be entered into between the PBC and the selected Respondent pursuant to this RFQ.
- c. **Authorized Commission Representative** means one or more persons designated in writing by the Executive Director for the purposes of assisting the PBC in managing the Project. As specifically directed by the PBC, the Authorized Commission Representative will act on behalf of the PBC.
- d. **Respondent** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit responses pursuant to this RFQ.
- e. **Selected Respondent** means the individual, partnership, corporation or joint venture that the PBC selects for award of a contract pursuant to the RFQ.
- f. **Services** mean all the tasks for which the PBC engages the Selected Respondent.
- g. **Sub-consultant** means individual(s), partnership(s), corporation(s), or joint venture(s) that the Respondent engages to provide specialized services required by the Agreement.
- h. **Submittal or Submission** means all materials provided in response to this RFQ.
- i. **Task Order** means a document issued by the Commission to the Consultant 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. Issuance of Task order does not authorize work to commence. Should Consultant commence work prior to the issuance of a Notice to Proceed, the PBC will not be responsible for costs incurred for work not authorized to proceed.
- j. **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.

3.2 Interpretations

- A. 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 environmental consulting firms or teams (the "Respondents") in order to generate pool of pre-qualified Environmental Consultants to perform the following environmental work for the PBC – Categories A: Planning Phase Environmental Services, B: Design Phase Environmental Services, and C: Construction Phase Environmental services:

- A. Planning Phase Environmental Services, including but not limited to:
 - 1. Phase I Environmental Site Assessments (ESAs)
 - 2. Phase II ESAs:
 - 3. Geophysical Surveys
 - a. Electromagnetic Surveys
 - b. Ground Penetrating Radar Surveys
 - 4. Test Pit Excavation and Site Restoration
 - 5. Environmental Grant Applications
 - 6. Environmental Remediation Budget Preparation
- B. Environmental Design Phase Services, including but not limited to:
 - 1. Phase II Environmental Assessments and Report Preparation
 - a. Soil Borings and analytical
 - b. Soil Sampling (Grab sampling and hand auger)
 - c. Additional Geophysical Surveys or Test Pitting Activities
 - 2. IEPA Site Remediation Program Enrollment, Site Investigations and Reporting
 - 3. Environmental Project Management during Project Design
 - 4. Bid Package Generation
 - a. Preparation of Drawings and Specifications
 - b. Design Meeting Participation
 - c. Bid Meeting Participation
 - d. Meeting Minutes
 - e. Bid Package Coordination
 - 5. Environmental Grant Administration
- C. Construction Phase Oversight Services, including but not limited to:
 - 1. Contract Administration
 - 2. Environmental Submittal Approvals
 - 3. Remediation and Soil Management Oversight
 - 4. Underground Storage Tank Management
 - 5. Field Meetings Related to Environmental Matters

6. Soil Management and Remediation Report Generation
7. IEPA Site Remediation Program Management
8. Environmental Engineering and Remediation Tasks as requested by the PBC

4.2 General Detailed Scope of Services – Environmental Consulting Services

The Environmental Consultant (the “Consultant”) will provide, on a Task Order basis, all Services required to complete Planning, Design and Construction Phase Environmental Services. The Consultant would enter into a Task Order with the PBC for services requested in a Request for Proposal issued by the PBC. The Consultant's Task Order would be executed in a Not to Exceed format, on a project by project basis. These services would be in connection with various public / capital projects the PBC manages. The Consultant must demonstrate the experience and capacity to conduct the following Scope of Services.

Category A. Planning Phase Environmental Services

1. Phase I Environmental Site Assessments (ESAs): Conduct Phase I Environmental Site Assessments in accordance with the ASTM E 1527-13 *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process*. The federal rule recognizes the ASTM E 1527-13 standard as an acceptable guidance document for satisfying the “All Appropriate Inquires” (AAI).
2. Geophysical Surveys: Conduct geophysical survey using electromagnetic and/or ground penetrating radar and reports to explore and evaluate sites for the possible presence of former underground storage tanks, foundations or other subsurface structures.
3. Test Pit Excavation and Site Restoration: Conduct test-pit excavations using excavation equipment in locations of unexplained anomalies based on the results of the geophysical survey that may indicate the presence of underground storage tanks, foundations or other subsurface structures. Site Restoration services would include the backfilling test pit with moderate compaction effort and the restoration of sod, asphalt, concrete or other surface required to be repaired by the PBC.
4. Environmental Grant Applications: Prepare local, state or federal grant applications on behalf of the PBC for environmental funding to support PBC projects.
5. Environmental Budgets Preparation: Use information from Phase I ESA, Phase II ESA, and geophysical survey, and test pits as well as schematic designs to prepare preliminary budgets for environmental remediation.

Category B. Environmental Design Phase Environmental Services

- 1.a. and 1.b. Phase II Environmental Site Assessments: Conduct Phase II Environmental Site Assessments in accordance with ASTM E1903-11 *Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process* to assess if soil and/or groundwater conditions have been adversely impacted. The data would be compared to 35 Ill. Adm. Code 742 Tiered Approach to Corrective Action Objectives (TACO).
- 1.c. See A.2. and A.3.
2. IEPA Site Remediation Program (SRP) Investigations and Reporting: Enrollment of PBC sites into the IEPA SRP on an as needed basis. The Consultant must be able to conduct the necessary work to secure a No Further Remediation (NFR) letter, which could include, but not limited to the following scope:
 - a. Completion and submittal of the SRP DRM-1 and DRM-2 Forms to the IEPA on behalf of the PBC.

- b. Under the supervision of an Illinois Licensed Professional Engineer, preparation of a Focused or Comprehensive Site Investigation Report (F/CSIR) in accordance with 35 Ill. Adm. Code 740 that include creating environmental sampling work plans and conducting site investigations inclusive of sampling, analyses and field screening measurements to characterize the nature, concentration and extent of contaminants of concern based on Recognized Environmental Conditions (RECs) identified in the Phase I Environmental Site Assessment.
- c. Provide senior level technical review of reports for technical accuracy and completeness.
- d. Under the supervision of an Illinois licensed Professional Engineer, preparation of Remediation Objectives Report/Remedial Action Plan (ROR/RAP) in accordance with [35 Ill. Adm. Code 740 and 742](#). The RO Report would detail the proposed remediation objectives for the remediation site. The RAP would describe the proposed remediation strategy and evaluate its ability and effectiveness to achieve the remediation objectives proposed for the remediation site.
- e. Provide senior level technical review of the ROR/RAP for technical accuracy and completeness.
- f. Generate detailed remediation plans for required IEPA submittals and as construction documents.
- g. Respond to IEPA comments to submitted documents as appropriate.
- h. Pay IEPA SRP Fees on behalf of PBC. These costs are reimbursed through subsequent Consultants invoices to PBC.
- i. Prepare the Remedial Action Completion Report (RACR). The RAC Report would document the completed remedial action and would demonstrate compliance with IEPA approved remediation objectives.
- j. Provide senior level technical review of the RACR for technical accuracy and completeness.
- k. Coordinate with IEPA to obtain a final No Further Remediation letter on behalf of the PBC. Assist the PBC in appropriately recording the No Further Remediation Letter.

3. Environmental Project Management during Project Design: The Consultant would work with the PBC PM and assigned consultants throughout the design of the proposed building and site to ensure that all design documents provide scope in accordance with applicable local, state and federal regulations.

The Consultant would provide a key point of contact to coordinate all environmental design work for each PBC project. The Consultant's point of contact would review and comprehend existing Phase I and Phase II Environmental Site Assessments, surveys and previous work performed, and would be able to provide a detailed understanding of current environmental site conditions to PBC PMs and PBC assigned consultants (i.e. Architectural Firm and project team.) This individual would also provide detailed summaries of existing environmental conditions of PBC or client owned properties. These properties undergo transformation from their existing site conditions to newly constructed public facilities with adjoining features, including parking lots, green space, fountains, plazas, sidewalks, playgrounds, etc.

4. Bid Package Generation

a. Preparation of Drawings and Specifications: The Consultant would work closely with PBC Design PM's and assigned consultants to identify environmental site conditions, incorporate cost effective site remediation strategies as part of the design (if necessary), develop soil management, and/or disposal strategies that comply with current regulations. The Consultant would need to be able to ensure that the earthwork/soil management plans and specifications provide a clear line of responsibility and work procedures for both the Site Preparation and Building Construction Phases. The Consultant would also prepare or modify existing project specifications related to soil and water management that clearly identify the future site preparation and construction contractor obligations. These specifications should also ensure that the Contractor's environmental scope of work complies with the local, state and federal regulations and that their performances of such activities are a measure for payment.

The Consultant would ensure that the earthwork and soil management specifications and plans anticipate potential challenges such as discovery of footings, foundations, slabs, concrete, mixed fill, underground storage tanks, hydraulic lifts, etc., in order to minimize delays during construction. Using this information and the future design elements on the site, prepare complete earthwork/soil management documents/drawings for the work including Site Preparation and the Building Construction. These drawings would be generated using the PBC's Environmental Design Guidelines. Typically the Consultant creates five total drafts of the environmental drawings for the purposes of this proposal (Site Preparation - 100%; Construction Documents – Design Deliverables, 60%, 90% and Bid Set).

For projects in the IEPA SRP, the Consultant would provide cost effective and green remediation options for site remediation and the installation of engineered barriers that are realistic and incorporate designs concurrent with IEPA cleanup objectives. These services would be performed in accordance with Title 35 Ill. Adm. Code 740 and 742.

The Consultant would use PBC template specifications to modify for each project which include the management of uncontaminated material or contaminated soil on and off the site, controlling and managing storm and groundwater, dust control, underground storage tank removal, ect.

b. Design Meeting Participation: The Consultant would attend meetings as directed by the PBC and discuss environmental matters relative to the project. These meetings typically include but are not limited to:

- i. Environmental Design Kick-Off Meeting
- ii. Bi-Weekly Design Meetings
- iii. Design Phase Utility Coordination Site Visit
- iv. Design Milestone Meetings (60%, 90% and 100% set)
- v. Design to Construction Meeting

c. Bid Meeting Participation: The Consultant would attend meetings relative to providing environmental design information throughout the bidding process including:

- i. Pre-Bid

- ii. Technical Review
- iii. Construction Pre-Installation Meeting

d. Meeting Minutes: The Consultant would prepare meeting minutes for all environmental related meetings and provide the meeting minutes in a draft copy for PBC review and comment.

e. Bid Package Coordination: The Consultant would coordinate the development of all environmental bid documents with the Architect of Record and their project team including but not limited to the landscape, geotechnical, structural and civil engineering professionals (the PBC has template specifications that can be modified for this task.) The Consultant reviews all specifications generated by the AOR team related to backfill, earthwork, utilities, and landscaping for language continuity among all specification sets especially where the language relates to dealing with areas having environmental conditions or special soil management requirements).

5. Environmental Grant Administration: The Consultant would provide grant administration services, at the direction of the PBC, including, but not limited to:

- a. Preparing grant applications
- b. Generating environmental estimates as requested
- c. Preparing grant reporting as required by the specific grant type
- d. Meeting preparation and presentations to grant administrators
- e. Preparing presentations for public meetings as well as community relations plans
- f. Seeking out information requested and filling forms required by the grant

Category C. Construction Phase Environmental Oversight Services

1. Contract Administration: The Consultant would provide contract administration activities to ensure all environmental site work is performed in accordance with the project design and specifications as well as in accordance with local, state and federal environmental regulations.
2. Environmental Submittal Approvals: The Consultant would provide review, comment and approval on Contractor submittals related to environmental remediation work. The Consultant would be expected to review submittals related to the management of soil, storm and groundwater on and off site; soil stockpiling; dust suppression, ect. The Consultant would review and collect copies all trucking manifests concerning disposal of all materials and imported material documentation for compliance with project specifications.
3. Remediation and Soil Management Oversight: The Consultant would provide daily, weekly or as required environmental oversight throughout environmental remediation and soil management activities including, but not limited to the excavation of contaminated soil and backfilling of materials (i.e. clay, topsoil, clean stone, etc.). Compile all load tickets, gate receipts, waste manifests, disposal records, analytical data, permits, field logs, photographs, and survey information from Contractor for inclusion in the final reporting and for PBC and client as directed.
4. Underground Storage Tank Management: The Consultant would provide Underground Storage Tank Management Services to assist the Contractors to remove underground storage tanks from PBC sites. The Consultant would assist with permitting, generating correspondence, providing analytical and reporting as required by the IEPA and Office of the State Fire Marshall.

5. Field Meetings Related to Environmental Matters: The Consultant would attend project coordination and weekly meetings at PBC or on the project site as required.
6. Soil Management and Environmental Remediation Report Generation: The Consultant would prepare weekly and bi-weekly environmental reports as well as a final soil management and remediation report as required by the PBC. The Consultant would provide a written summary of field activities, summary of any survey or other field measurements as well as photo-documentation of all soil related activities. Soil related activities include but are not limited to: uncontaminated soil reuse, uncontaminated soil disposal, contaminated soil disposal, imported fill material backfill and landscape installation, and engineered barrier placement.
7. IEPA Site Remediation Program Management: The Consultant would also provide the appropriate reports if the site is enrolled in the IEPA SRP. Reports should document daily, weekly or as required, trucks importing and exporting soil/fill materials to/from the site as well as installation of all engineered barriers. The Consultant would provide a written summary of field activities, summary of any survey or other field measurements as well as photo-documentation of all related activities for remediation and installation of engineered barriers.
8. Environmental Engineering and Remediation Tasks as requested by the PBC: The Consultant would perform environmental engineering tasks as requested by the PBC including but not limited to: environmental technical review; soil remediation; underground storage tank removal; public speaking; ect.

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SECTION V TASK ORDER PROCESS

5.1 Task Order Process (Rotation and Request)

Pre-qualified Consultants must perform the ordered and required Services in a satisfactory manner consistent with the standard of performance stated in Attachment F – Form of Agreement Section 3.b. Such Services will be determined on an as-needed basis and as described in a Task Order Services Request. Pre-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 Pre-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 Pre-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 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 include 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 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 Pre-Qualified Consultant's response to the Task Order Services Request, the PBC will, by written Task Order signed by the Executive Director (or designee), authorize the Pre-Qualified 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

Task	Responsible Party	Time (calendar days)
Issue Task Order Request	PBC-Procurement	Day 1
Respond to Request	Consultant	Day 8
Review Proposal/Conduct Scope Review Meeting/Recommend Award	PBC-PM	Day 15
Cure any Packet Deficiencies (if necessary)	PBC-PM/Consultant	Day 18
Issue Authorized Task Order Packet	PBC-Procurement	Day 21
Issue Notice to Proceed	PBC-PM	when ready

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SECTION VI SUBMISSION REQUIREMENTS

6.1. GENERAL INSTRUCTIONS:

- A. 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 the submission. The PBC expressly reserves the right to reject or accept submissions at the Commission's discretion.
- B. Submissions should be bound on the long side and prepared on standard 8½" x 11" letter size paper. Separate each section by labeled tabs and organize in accordance with submission checklist as described previously in this document. Expensive papers and bindings are discouraged as no materials will be returned to respondent.

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

Submit 1 double-sided, unbound paper copy

Submit 3 double-sided, bound paper copies

Submit 2 single-sided, bound copies of Financial Statements*

Submit 2 electronic copies on Compact Discs or USB Flash Drives**

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** Electronic copies must be in a single, searchable pdf document.

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.

- C. The PBC reserves the right to seek clarification of information submitted in response to this RFQ during the evaluation and selection process. The Evaluation Committee (EC) may solicit relevant information concerning the firm's record of past performance from previous clients (including the PBC, the City of Chicago, other government agencies, or any other available sources).
- D. Attachments must be referenced in the Submission.
- E. Failure to submit the required documents may deem your firm non-responsive
- F. The outside of each envelope or package and each Response must be labeled:

**REQUEST FOR QUALIFICATIONS FOR
ENVIRONMENTAL ENGINEERING SERVICES—PS2060**

(Name of Respondent)

Package __of__

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: Raven A. DeVaughn - Contract Officer

- 6.2. **SUBMISSION REQUIREMENTS:** The following documents and responses must be included in your submission and tabbed as described in this document.

INTRODUCTORY INFORMATION — TAB 1

1. **COVER LETTER:** An individual authorized to legally bind the Respondent must sign the cover letter. The person who signs the cover letter will be considered the contact person for all matters pertaining to the Submission unless the Respondent designates another person in writing. The letter must include the Respondent's mailing address, e-mail address, fax number and telephone number.

Any requests for confidential treatment of information must be included and 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 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 – 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 the PBC website www.pbcchicago.com in the Cover Letter.

2. **TABLE OF CONTENTS:** The Respondent must include a table of contents in its Submission. Submissions must be page numbered sequentially from front to back.
3. **EXECUTIVE SUMMARY:** The Respondent must prepare an Executive Summary and overview of the services it is proposing including all of the following information:
 - A. Demonstrate that the Respondent has a clear understanding of the services as specified in the Scope of Services located herein. Please limit to no more than one page.
 - B. Project Approach. Describe the Respondent's internal process to managing a local environmental remediation projects as well as projects enrolled in the IEPA Site Remediation Program. Explain the Respondent's Quality Control process for their deliverables. Please limit to no more than one page.
 - C. Provide an explanation of how the Respondent satisfies the evaluation criteria. Please limit to one page.
 - D. 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 on assigned Task Orders as may be required. Respondent should highlight previous successful MBE and WBE previous projects (both PBC and non-PBC). Please limit to one page.
4. **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, staff scientists, geologists, 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.
5. **PROJECT FLOW CHART:** Provide a Project Flow Chart including proposed management and personnel structure illustrating how a typical project flows from performing a Phase I ESA through the Environmental Construction Oversight Phase including IEPA SRP activities.

FIRM AND PERSONNEL EXPERIENCE — TAB 2

1. QUALIFICATION OF THE FIRM(S)

- A. Describe the depth, breadth and relevance of Respondent's recent experience, capabilities and resources in the Illinois-Chicago Metropolitan area, at both the corporate and individual levels, in managing all aspects of the environmental work described in this RFQ in Categories A, B and C (Limit to 1 page).
- B. Demonstrate the Respondent's experience with the following:
 1. IEPA Site Remediation Program (Limit to a 1/2 page discussion);
 2. Managing leaking underground storage tanks in Illinois (Limit to a 1/2 page discussion);
 3. Owner's Representative Services (Limit to a 1/2 page discussion);
 4. Preparing Bid Documents (Limit to a 1/2 page discussion);;
 5. Environmental Grant Administration (Limit to a 1/2 page discussion);
 6. Understanding laboratory and analytical procedures including the type of analytical tests required relative to the contaminants of concern, regulatory requirements and data quality objectives (Limit to a 1/2 page discussion); and
- C. The Respondent's ability to meet reporting, schedule, oversight and cost parameters in its prior engagements (1/2 page discussion).

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

2. KEY PERSONNEL & APPLICABLE LICENSES

- A. 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 and check off whether they have experience in the categories listed in d.-j.. The Respondent must establish matrix columns that state the following:
 - a. Respondent Staff
 - b. Years with Current Firm
 - c. Years in Environmental Industry
 - d. Experience in Category A
 - e. Experience in Category B
 - f. Experience in Category C
 - g. 10 years' experience in IEPA SRP project management
 - h. 7 years' experience in managing leaking underground storage tanks in Illinois
 - i. Owner's Representative Services Experience
 - j. Environmental Grant Administration Experience
 - k. QA/QC Technical Review
- B. Provide resumes of key personnel in alphabetical order by last name.
- C. Provide copies of current licenses for key personnel behind each resume.
- D. Resumes should spell out experience relative to Categories A, B and C detailed in this RFQ.
- E. Key personnel being proposed for Categories A, B and C should be Project Managers with a minimum of ten (10) years' experience working in the State of Illinois using Illinois Title 35 Ill. Adm. Code 740 and 742.
- F. The Respondent shall demonstrate they currently employ an Illinois Licensed Professional Engineer with over fifteen (15) years of experience in conducting environmental planning, design and construction oversight services.

3. TECHNICAL COMPETENCE

- A. Complete Exhibit 1 Form-Project Managers Experience – Project Managers Experience for all project managers being proposed to work on PBC projects by the Respondent. The Respondent shall demonstrate only project managers with a minimum of seven (7) successful No Further Remediation Letters issued from the Illinois Environmental Protection Agency (IEPA) Site Remediation Program (SRP) in the past seven (7) years.

COMPLIANCE/INSURANCE — TAB 3

1. MBE/WBE

- a. 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).
- b. SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTREPRISES

Respondent must submit at least 5 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). The PBC affirmative action requirements are set forth with particularity in Attachment D, “Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises”. 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.

2. INSURANCE

- a. Provide proof firm can attain insurance requirements as described in Attachment E.

3. JOINT VENTURE CERTIFICATION

If applicable, Respondent must furnish a copy of its Joint Venture Operating Agreement.

FINANCIAL STATEMENTS — 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.

REQUIRED FORMS — TAB 5

1. ATTACHMENT A – LEGAL ACTIONS (attach additional information as necessary)
2. ATTACHMENT B – DISCLOSURE AFFIDAVIT
3. ATTACHMENT C – DISCLOSURE OF RETAINED PARTIES

REQUIRED FORMS — TAB 6

QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PLAN

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)

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.

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.

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.

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 SELECTION 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 Environmental Engineering Services pre-qualified pool. **The Commission expects to award up to 10 contracts to respondents to complete the services described herein.**

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 Executive Director, to be in the best interest of the PBC.

7.2 EVALUATION CRITERIA

The Respondent will be evaluated on:

A. FIRM EXPERIENCE AND PAST PERFORMANCE (15%)

1. The depth, breadth and relevance of Respondent's recent experience, capabilities and resources at both the corporate and individual levels, in managing all aspects of the environmental work described in this RFQ in Categories A, B and C;
2. The ability for the Respondent to demonstrate their local project knowledge which includes located in the Illinois-Chicago Metropolitan area. (Projects performed locally in the Illinois-Chicago Metropolitan Area will receive a higher score).
3. Experience with working with projects enrolled in the IEPA Site Remediation and Leaking Underground Storage Tank Program;
4. Experience working as an Owner's Representative;
5. Experience with Bid Document Generation;
6. Experience in Environmental Grant Administration;
7. Understanding laboratory and analytical procedures including the type of analytical tests required relative to the contaminants of concern, regulatory requirements and data quality objectives; and
8. Project Flow Chart.

B. QUALIFICATIONS AND RELEVANT EXPERIENCE OF KEY PERSONNEL (35%)

1. The qualifications of key staff, including education, training, job performance in similar capacities on comparable projects and previous experience in providing services similar to Categories A, B & C. (Projects performed locally in the Illinois-Chicago Metropolitan Area will receive a higher score).
2. 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 Key Personnel Matrix requested in Section VI Submission Requirements 6.2 Submission Requirements, Firm and Personnel Experience-Tab 2.,2. Key Personnel, Section A.
3. Licenses provided for each licensed Geologist or Engineer.
4. Demonstration of at least two (2) key personnel being proposed for Categories A, B and C Project Managers with a minimum of ten (10) years' experience in Illinois and with Illinois Title 35 Ill. Adm. Code 740 and 742. Resumes will be reviewed as part of these evaluation criteria of the key personnel being proposed by the Respondent.
5. Demonstration that the Respondent currently employs an Illinois Licensed Professional Engineer with over fifteen (15) years of experience in conducting environmental Planning, Design and Construction oversight

services. Resumes and licenses will be reviewed as part of these evaluation criteria of the key personnel being proposed by the Respondent.

C. TECHNICAL COMPETENCE OF FIRM (25%)

The depth, breadth and relevance of the Project Managers experience being proposed to work on PBC projects (for projects located in the Illinois-Chicago Metropolitan area), in managing all aspects of the environmental work described in this RFQ in Categories A, B and C as shown in Exhibit 1, Form-Project Managers Experience. The Respondent must only demonstrate project managers with a minimum of seven (7) successful No Further Remediation Letters issued from the Illinois Environmental Protection Agency (IEPA) Site Remediation Program (SRP) in the past seven (7) years. Demonstrable knowledge and experience of all applicable rules and regulations pertaining to the described services of the Illinois-Chicago metropolitan area.

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 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, "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) PLAN

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 Plan as related to these services.

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EXHIBIT 1

RELEVANT PROJECT EXPERIENCE

(ATTACHED HERETO AND INCORPORATED HEREIN)

EXHIBIT 1 FORM

RELEVANT PROJECT EXPERIENCE
Environmental Engineering Services

For each proposed key personnel identified in the Key Personnel Matrix, requested in the RFQ, please provide examples of environmental remediation planning, design and oversight experience for projects located in the Illinois-Chicago Metropolitan area. The consulting firm must only present their proposed key personnel to be assigned for Public Building Commission environmental remediation design work.

Complete Exhibit 1 Form for each proposed Key Personnel. Project Managers assigned to PBC projects must provide evidence supporting a minimum of seven (7) successful No Further Remediation Letters issued from the Illinois Environmental Protection Agency (IEPA) Site Remediation Program (SRP) in the past seven (7) years. Projects must be completed within the last seven (7) years to be deemed responsive. **No more than seven (7) projects are to be PBC projects.**

KEY PERSONNEL			
Project Name:			
Project Location:			
Project Client:			
Project Contact:			
Role on Project:		Prime <input type="checkbox"/>	Sub-consultant <input type="checkbox"/>
Consultant Project P.E./P.G.:			
Consultant Project Manager Design:			
Consultant Project Manager Design:			
Consultant Project Manager Construction:			
Non-PBC Type:			
	Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other (explain): _____		
Total Contract Value:		Your Firm's Contract Amount:	
Project Start Date:		Project Completion Date:	
<small>(Dates must be provided or project will be deemed non-responsive)</small>			
Was a "No Further Remediation Letter" issued for the site:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Description of Project (Detailed project description must be provided or project will be deemed non-responsive):			

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
 RAHM EMANUEL
 Mayor
 City of Chicago

Executive Director
 ERIN LAVIN CABONARGI

August 20, 2014

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-001
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 Basic Services as described in Attachment B – Schedule of Cost

\$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 project 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 Telephone #: (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.

 Raven A. DeVaughn, Director of Procurement

 Date

 Lori A. Lypson, Chief Operating Officer

 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	Subtotal	Total
A. PHASE I ENVIRONMENTAL SERVICES					
Task I – Phase I Environmental Site Assessment	1	Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final Phase I Environmental Site Assessment Report	1	Lump Sum			
Sub-Total of Task A, Task I.					
A. TOTAL PHASE I ENVIRONMENTAL SERVICES					
B. PHASE II ENVIRONMENTAL SERVICES					
Task I - Site Specific Health and Safety Plan					
Prepare Site Specific Health and Safety Plan	1	Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final Site Specific Health and Safety Plan	1	Lump Sum			
Sub-Total of Task I					
Task II – GPR Survey					
Conduct GPR Survey	1	Lump Sum			
<i>Deliverables (fixed fee):</i> Draft, Interim Final and Final GPR Survey Report	1	Lump Sum			
Sub-Total of Task II					
Task III - Test Pit Investigation (Assume 1 day)					
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			
Sub-Total of Task III					
B. TOTAL PHASE I ENVIRONMENTAL SERVICES					

C. PHASE II ENVIRONMENTAL SERVICES					
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			
C. TOTAL PHASE I ENVIRONMENTAL SERVICES					
Sub-Total: Sum of Total A - C					
Contingency (20% of Sub-Total)					
TOTAL ENVIRONMENTAL SERVICES (Sum of A, B & C)					

* 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 cost 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.

(Signature)

Date: _____

(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 brand new elementary school annex 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 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 test fit (the Consultant shall verify 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 survey for 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 sources (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 (PDF and 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 (PDF 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 OSHA 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 alternates responsible for site safety;
- b. A description of the risks 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 the periodic air monitoring, 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 for personnel 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 slabs.

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 any 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, north arrow;
- Written explanations for each anomaly of what the anomalies could represent (verify on former Sanborns and/or site survey and any utility plans);
- Limitations of the investigation; and
- Results of the survey and recommendations.

The Consultant shall upload the final draft of the GPR Survey 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 the 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 top the excavation off 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 over the next three weeks to verify any sinking or pitting of the test pit locations. The Consultant shall repair any sinking area and re-asphalt the 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 investigations, locations of anomalies including any foundations or subsurface structures (and a detailed description and approximate quantities of foundations, fill, and subsurface structures) and digital photographs with explanations documenting the test pit and trench activities. Actual test pit results should 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 be prepared to conduct revisions to the document. The Consultant shall then provide 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 or work to assess RECs; 3) a soil boring plan indicating locations of borings (including site boundaries using CAD not hand written); 4) recommended depth of borings; 5) recommended number of samples to be collected and required analysis; and 6) 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 Commission 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. 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-entry shall not be required for this project. However, the Consultant shall contact the PBC Planning Project Manager for information regarding access to the site as the Chicago Public Schools requires five (5) days advanced notice (Access Agreement) before any site visits and/or field activities can occur. The PBC 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 Public 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:

_____ MBE _____ WBE _____
(Name of MBE or WBE)

TO:

_____ and Public 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 dollar amount:

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

_____ % 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% 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 the 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 Firm (Print)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone

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
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		%	%

The Professional Service Provider 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)

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 above-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 (Print)

Signature

Date

Name (Print)

Phone/FAX

MBE _____ WBE _____ Non-MBE/WBE _____



CERTIFICATE OF LIABILITY INSURANCE

NATURES-01

WALI

DATE (MM/DD/YYYY)

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) 542-8822	CONTACT NAME: [REDACTED]	PHONE (A/C No, Ext): [REDACTED]	FAX (A/C, No): [REDACTED]	
			E-MAIL ADDRESS: [REDACTED]		
		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A : AIG Specialty Insurance Company			
		INSURER B : QBE Insurance Corporation			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

INSURED
[REDACTED]
Chicago, IL 60606-

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	PROP12000070	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/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 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	CBAG12000070	01/01/2014	01/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	PROU12000070	01/01/2014	01/01/2015	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	CWG12000070	01/01/2014	01/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER 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			PROP12000070	01/01/2014	01/01/2015	\$1/2,000,000
A	Pollution Liability			PROP12000070	01/01/2014	01/01/2015	\$1/2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
PBC Contract No. PS-12000070 - Environmental Consultant Services - Category A, B, C
The Public Building Commission 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 Building Commission of Chicago Procurement Department Richard J. Daley Center, Room 20 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)



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

Chairman
RAHM EMANUEL
Mayor
City of Chicago

Executive Director
ERIN LAVIN CABONARGI

Date

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

cc: Terri Haymaker, PBC
Ivan Hansen, PBC
Raven DeVaughn, PBC

ATTACHMENT F
FORM OF AGREEMENT
EXECUTION PAGE
ENVIRONMENTAL ENGINEERING SERVICES—PS2060

THIS AGREEMENT effective as of January 1, 2016, 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 _____ (the "**Consultant**").
with offices at _____

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 Qualifications 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

ENVIRONMENTAL ENGINEERING SERVICES—PS2060

PUBLIC BUILDING COMMISSION OF CHICAGO

Date: _____
Mayor Rahm Emmanuel
Chairman

ATTEST:

Date: _____
Lori Ann Lypson
Secretary

Approved as to form and legality:

Date: _____
Neal & Leroy, LLC

CONSULTANT: _____

Date: _____
President

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 Specialty Consulting 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. **CW System** or **CW** 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 Qualifications response.

i. **Services** means collectively, the duties, responsibilities and tasks that are necessary in order for the Consultant to provide the Scope of Services required by the Commission under Section IV of the Request for Qualifications response and the assigned Task Order.

j. **Sub-consultant or Subcontractor** means a partnership, firm, corporation or entity other than the Consultant that furnishes labor, materials and/or equipment to the Consultant 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.

2. **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.

3. **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 practicing consulting professionals performing services of a scope, purpose, and magnitude comparable with the Services to be provided under this Agreement and the assigned Task Order. 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 the assigned Task Order 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 and the assigned Task Order.

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.

4. **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.

5. **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 www.pbcchicago.com/pdf/RES_PBC_ecl_CodeofEthicsConsolApril%202013_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. **CW 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 CW procedures and submit

progress reports and other Deliverables through the CW System. The Consultant must attend courses and receive training on the CW 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 CW 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.

6. Term.

a. The term of this Agreement is three (3) years with two (2) successive one (1)-year 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.

7. **Compensation of Consultant; Submission of Invoices through CW.** The total amount of compensation to be paid by the Commission during the term of this Agreement shall not exceed the sum of \$1,500,000.00. 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 CW 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 CW will result in delayed or non-payment to the Consultant.

8. **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 and the assigned Task Order, 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.

9. **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.

10. **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, the User Agency and the Consultant, insurance coverage as set forth in ATTACHMENT E.

11. **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.

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.

12. **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.

13. **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.

14. **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.]

15. **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.

16. **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 signature(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.

ATTACHMENT A

Legal Actions

(ATTACHED HERETO AND INCORPORATED HEREIN)

**ATTACHMENT A
LEGAL ACTIONS**

FIRM NAME: _____

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

Question	Yes	No
Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does the firm or venture have any legally filed judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and enter the dollar amount of claims or judgments and the contract value of the contract on which the claim was filed _____.		
Within the past 3 years 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"/>
Within the last three years, has the firm or venture received any notices of violation from the Chicago or Illinois Department of Public Health, the Illinois or United States Environmental Protection Agency?	<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**

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:

Name of Firm:			
Address:			
Telephone:		Fax:	
FEIN:		SSN:	

1. _____
2. _____
3. _____
4. _____

5. Nature of transaction (check the appropriate box):

- Sale or purchase of land
- Construction Contract
- Professional Services Agreement
- Other _____

6. 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".

- Corporation
- Partnership
- Sole Proprietorship
- Joint Venture

- Limited Liability Company
- Limited Liability Partnership
- Not-for-profit Corporation
- Other: _____

CORPORATIONS AND LLC'S

1. State of Incorporation or organization: _____
2. Authorized to conduct business in the State of Illinois: Yes No
3. Identify the names of all officers and directors of the business entity (attach list if necessary).

Name	Title

4. Identify all shareholders whose ownership percentage exceeds 7.5% of the business entity (attach list if necessary).

Name	Address	Ownership Interest Percentage

5. LLC's ONLY, indicate management type and name:
 Member-managed
 Manager-managed
 Name: _____

6. Is the corporation or LLC owned partially or completely by one or more other corporations or legal entities?
 Yes
 No

If "yes" 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.

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PARTNERSHIPS

1. 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	Ownership Interest Percentage

SOLE PROPRIETORSHIP

1. The bidder/proposer or Contractor is a sole proprietorship and is not acting in any representative capacity on behalf of any beneficiary: Yes No

If the answer to the previous question is no, complete items 2 and 3 of this section.

2. 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(s) of Principal(s)

3. 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 exercised

Name	Address

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. Bribed 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-rigging² 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-rotating⁴ 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.

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.

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.

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 Restriction⁵, (2) received notice of any claim, demand or action, including but not limited to citations and warrants, from any federal, state or local agency exercising executive, legislative, judicial, regulatory or administrative functions relating to a violation or alleged violation of any federal, state or local statute, regulation or other Environmental Restriction; or (3) been subject to any fine or penalty of any nature for failure to comply with any federal, state or local statute, regulation or other Environmental Restriction.

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

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

- 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.

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.

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**

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.
- 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 Commission 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 Consultant 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 Consultant also agree to take affirmative 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 Consultant to notify MBE and WBE firms, utilized on this contract, about opportunities on contracts without affirmative action goals.

2. Aspirational Goals

- a. Upon the effective date of these Special Conditions, the bi-annual aspirational goals are to award 25% of the annual dollar value of all Commission Construction Contracts to MBEs and 5% of the annual dollar value of all Commission Construction Contracts to WBEs.
- b. Further, the Consultant must agree to use its best efforts to include MBE and WBE firms in any Contract modification work that increases the Contract value by 10% of the initial Contract value or \$50,000, whichever is less. 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 Consultant or such other remedy, as the Commission deems appropriate.

3. Definitions

- a. For purposes of this Special Condition, the following definitions applies:
 - a. "Certified Minority Business Enterprise" means a person or entity granted certification by the City of Chicago or County of Cook.
 - b. "Certified Women's Business Enterprise" means a person or entity granted certification by the City of Chicago or County of Cook.
 - c. "Professional Service Contract" means a contract for professional services of any type.
 - d. "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 and anticipated scope of work of the contract and the Commission's progress towards meeting the aspirational goals.
 - e. "Consultant" means any person or business entity that seeks to enter into a Professional Services

Contract with the Commission and includes all partners, affiliates and Joint Ventures of such person or entity.

- f. "Executive Director" means the Executive Director of the Commission or his duly designated representative as appointed in writing.
- g. "Good faith efforts" means actions undertaken by a Consultant 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.
- h. "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.
- i. "Program" means the minority- and women-owned business enterprise professional service 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 Consultant employing the firm may choose the goal to which the contract value is applied. Various work done by one and the same subconsultant will be considered, for the purpose of this principle, as work effectively done under one subcontract only, which subconsultant may be counted toward only one of the goals, not toward both.
- c. A Consultant 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:
 - a. Shares in the ownership, control, management responsibilities, risks and profits of the Joint Venture; and
 - b. Is responsible for a clearly defined portion of work to be performed in proportion to the MBE or WBE ownership percentage.
- d. A Consultant 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

Consultant 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 Consultant 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 Consultant may count toward its goals expenditures to MBE or WBE suppliers provided that the supplier performs a commercially useful function in the supply process. Expenditures to suppliers will only be counted if the supplies are sold to the Consultant or subconsultant that installs those supplies in the Work.

5. Submission of Bid Proposals

- a. The following schedules and documents constitute the Bidder's MBE/WBE compliance proposal and must be submitted at the time of the bid or proposal or within such extended period as provided in Article 23.
 - i. 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 the County of Cook must be submitted.
 - ii. Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Ventures. Where the Bidder's MBE/WBE compliance proposal includes participation of any MBE or WBE as a Joint Venture participant, the Bidder 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.
 - iii. Schedule C: Letter of Intent to Perform as a Subconsultant, Subconsultant, or Material Supplier, Schedule C, executed by the MBE/WBE firm (or Joint Venture Subconsultant) must be submitted by the Bidder 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.
 - iv. Schedule D: Affidavit of Prime Consultant Regarding MBE or WBE Utilization. A completed Schedule D committing to the utilization of each listed MBE or WBE firm. Unless the Bidder has submitted a completed request for a waiver of participation by MBE/WBE firms (See Request for Waiver procedures in Section 23.01.10), the Bidder must include the specific dollar amount 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. Bidders are responsible for calculating the dollar equivalent of MBE or WBE utilization as percentages of their total base bid.
- b. The submittals must have all blank spaces on the Schedule pages applicable to the contract correctly filled in. Agreements between a Bidder and a MBE/WBE in which the MBE/WBE promises not to provide subcontracting quotations to other Bidders are prohibited.

6. Evaluation of Compliance Proposals

- a. During the period between bid opening and contract award, the Bidder's MBE/WBE compliance proposal will be evaluated by the Commission. The Bidder agrees to provide, upon request, earnest and prompt cooperation to the Executive Director or his 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 bid may be treated as non-responsive by reason of the determination that the

Bidder's proposal did not contain a sufficient level of Certified MBE or WBE participation, that the Bidder 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 Bidder's proposal concludes that the MBE or WBE proposal was deficient, the Commission will promptly notify the Bidder of the apparent deficiency and instruct the Bidder 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 Bidder's proposal as non-responsive.
- c. Bidders 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 subconsultants or suppliers should be satisfactorily negotiated prior to the submission to the Commission of the Bidder's MBE/WBE compliance proposal with the bid. If circumstances should arise, however, where a proposed MBE/WBE is no longer available, the process described in Section 23.01 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 subconsultant that the supplies will be purchased by.

7. Request for Waiver

- a. If a Bidder 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 bid or proposal must include a written request for waiver. A request for waiver must be sent to the Executive Director and must set forth the Bidder'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:
 - a. Attendance at the Pre-bid conference;
 - b. The Bidder's general affirmative action policies regarding the utilization of MBE and WBE firms, plus a description of the methods used to carry out those policies;
 - c. Advertisement in trade association newsletters and minority and woman-oriented and general circulation media for specific sub-bids;
 - d. Timely notification of specific sub-bids to minority and woman Consultant assistance agencies and associations;
 - e. Description of direct negotiations with MBE and WBE firms for specific sub-bids, including:
 - a. The name, address and telephone number of MBE and WBE firms contacted;
 - b. A description of the information provided to MBE and WBE firms regarding the portions of the work to be performed; and
 - c. The reasons why additional MBE and WBE firms were not obtained in spite of negotiations.
 - f. 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.

- g. 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.
 - h. Efforts made by the Bidder to expand its search for MBE and/or WBE firms beyond usual geographic boundaries.
 - i. 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:
- a. 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;
 - b. 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. Failure To Achieve Goals

- a. If the Consultant 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 Consultant has made such good faith efforts, the performance of other Consultants in meeting the goals may be considered. The Executive Director or his designee shall consider, at a minimum, the Consultant's efforts to do the following:
 - a. 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.
 - b. 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.
 - c. 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 Consultant's failure to meet the goals, as long as such costs are reasonable.
 - d. Not rejecting MBEs or WBEs as being unqualified without sound reasons based on the thorough investigation of a 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.
 - e. Making a portion of the work available to MBE or WBE subconsultants and suppliers and to select those portions of the work or material consistent with the available MBE or WBE subconsultants and suppliers, so as to facilitate meeting the goals.
 - f. Making good faith efforts despite the ability or desire of a Consultant to perform the work of a contract with

its own organization. A Consultant that desires to self-perform the work of a contract must demonstrate good faith efforts unless the goals have been met.

- g. 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.
 - h. Making efforts to assist interested MBEs or WBEs in obtaining bonding lines of credit or insurance as required by the Commission or Consultant.
 - i. 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
 - j. Effectively using the services of the Commission; minority or women community organizations; minority or women Consultants' 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 determines that the Consultant did not make a good faith effort to achieve the goals, the Consultant may file a dispute to the Executive Director as provided in Article XI of the Standard Terms and Conditions.

9. Reporting and Record-Keeping Requirements

- a. The Consultant, within 5 working days of contract award, must execute a formal subcontract or purchase order in compliance with the terms of the Consultant's bid proposal and MBE/WBE assurances, and submit to the Commission a copy of the MBE and WBE subcontracts or purchase orders, each showing acceptance of the subcontract or purchase order by the MBE and WBE firms. During the performance of the contract, the Consultant will submit waivers of lien from MBE and WBE subconsultants and suppliers indicating the current payment amount and the cumulative dollar amount of payments made to date. The Consultant 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 Payment Estimate, which reflects the current status of cumulative and projected payments to MBE and WBE firms.
- b. The Consultant 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 Consultant's compliance with its MBE and WBE commitments and the status of any MBE or WBE firm performing any portion of the contract.

10. Disqualification of MBE or WBE

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

11. Prohibition On Changes To MBE/WBE Commitments

The Consultant must not make changes to its contractual MBE and WBE commitments or substitute such MBE or WBE subconsultants without the prior written approval of the Executive Director. Unauthorized changes or substitutions, including performing the work designated for a subconsultant with the Consultant'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 Consultant 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.

12. MBE/WBE Substitution Requirements and Procedures

- a. Arbitrary changes by the Consultant 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 Consultant 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 Consultant 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:

- a. The Consultant 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, if needed in order to sustain the fulfillment of the MBE/WBE contract requirements.
- b. The Consultant'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 subconsultant 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 subconsultant to meet insurance, licensing or bonding requirements; g) the subconsultant's withdrawal of its bid or proposal; or h) decertification of the subconsultant as MBE or WBE.

The Consultant'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 Consultant; 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.

- c. The Consultant'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.
- d. The Executive Director will evaluate the submitted documentation, and respond within fifteen (15) working 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.

- e. 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) working 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.
- b. The Executive Director will not approve extra payment for escalated costs incurred by the Consultant when a substitution of subconsultants becomes necessary for the Consultant in order to comply with MBE/WBE contract requirements.
- c. 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 Consultant 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.

13. Non-Compliance

- a. The Executive Director has the authority to apply suitable sanctions to the Consultant if the Consultant 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 Consultant'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 Consultant 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 Consultant from entering into future contracts with the Commission.

14. 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.

SCHEDULE B - Joint Venture Affidavit (1 of 3)

This form is not required if for a Joint Venture where all parties are certified MBE/WBE firms. In such case, however, a written Joint Venture agreement among the MBE/WBE firms should be submitted. Each MBE/WBE Joint Venturer must also attach a copy of their current certification letter.

1. Name of Joint Venture _____

2. Address of Joint Venture _____

3. Phone number of Joint Venture _____

4. Identify the firms that comprise the Joint Venture

A. 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.)

B. Describe very briefly the experience and business qualifications of each non-MBE/WBE Joint Venturer.

5. Nature of Joint Venture's business

6. Provide a copy of the Joint Venture agreement.

7. Ownership: What percentage of the Joint Venture is claimed to be owned by MBE/WBE? _____%

8. Specify as to:

A. Profit and loss sharing _____%

B. Capital contributions, including equipment _____%

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

D. Describe any loan agreements between Joint Venturers, and identify the terms thereof.

SCHEDULE B - Joint Venture Affidavit (2 of 3)

9. 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:

A. Financial decisions: _____

B. Management decisions such as:

1. Estimating: _____

2. Marketing/Sales: _____

C. Hiring and firing of management personnel: _____

D. Purchasing of major items or supplies: _____

E. Supervision of field operations: _____

F. Supervision of office personnel: _____

G. 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.

H. State approximate number of operational personnel, their craft/role and positions, and whether they will be employees of the majority firm or the Joint Venture.

10. 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 Consultant if the Joint Venture is a sub-consultant.

Name of Joint Venturer

Name of Joint Venturer

Signature

Signature

Name

Name

Title

Title

Date

Date

State of _____ County of _____

State of _____ County of _____

On this _____ day of _____, 20____

On this _____ day of _____, 20____

before me appeared (Name)

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

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.

(Name of Joint Venture)
to execute the affidavit and did so as his or her
free act and deed.

Notary Public

Notary Public

Commission expires:

Commission expires:

(SEAL)

(SEAL)

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

Name of Project: _____

Project Number: _____

Name of Firm: _____

Name of MBE or WBE Firm: _____

Check the appropriate box: MBE or WBE

TO:

_____ and Public 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):

Sole Proprietor

Corporation

Partnership

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 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 dollar amount:

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

_____ % 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 Exhibit, 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 the 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 Firm (Print)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone

MBE WBE Non-MBE/WBE

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

The Professional Service Provider 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.

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 above-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 MBE/WBE Firm (Print)

Signature

Date

Name (Print)

Phone

IF APPLICABLE:

By:

Joint Venture Partner (Print)

Signature

Date

Name (Print)

Phone

MBE WBE Non-MBE/WBE

ATTACHMENT E

Insurance Requirements

(ATTACHED HERETO AND INCORPORATED HEREIN)

**ATTACHMENT E
INSURANCE REQUIREMENTS
ENVIRONMENTAL ENGINEERING SERVICES—PS2060**

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.

E.1. INSURANCE TO BE PROVIDED

E.1.1. 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.

E.1.2. Commercial General Liability (Primary and Umbrella)

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 of Chicago, the City of Chicago and the User Agency and Owners 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

E.1.3. Automobile Liability (Primary and Umbrella)

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 of Chicago, the City of Chicago and the User Agency and Owners 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

E.1.4. 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 \$5,000,000. 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.

E.1.5 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.

E.1.6 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.

E.1.7 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 of Chicago, the City of Chicago and the User Agency and Owners, and others as may be required by PBC, 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.

E.1.8 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.

E.2. 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 Public Building

Commission of Chicago, the City of Chicago and the User Agency and Owner, their respective Board members, employees, elected and appointed officials, and representatives and the property owner.

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 Public Building Commission of Chicago, the City of Chicago and the User Agency and Owners 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.

Consultant must submit the following:

1. Standard ACORD form Certificate of Insurance issued to the Public Building Commission of Chicago as Certificate Holder including:
 - a. All required entities as Additional Insured
 - b. Evidence of waivers of subrogation
 - c. Evidence of primary and non-contributory status
2. All required endorsements including the CG2010 1001 or similar

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

ATTACHMENT F

Form of Agreement

(ATTACHED HERETO AND INCORPORATED HEREIN)