

# PUBLIC BUILDING COMMISSION OF CHICAGO



**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
FOR  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES**

**Issued on Monday, October 25, 2010  
RESPONSES ARE DUE ON MONDAY, NOVEMBER 8, 2010**

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 ONE (1) ORIGINAL AND FOUR (4) COPIES (PLUS 1 ADDITIONAL UNBOUND COPY AND 1 CD-ROM COPY)  
OF THE SUBMITTAL**

**TO:**

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

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**Mayor Richard M. Daley**  
**Chairman**

**Erin Lavin Cabonargi**  
**Executive Director**

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## I. SUBMISSION CHECKLIST

Please review submission and ascertain that all applicable forms are complete and additional required documentation is attached. The submission must be signed by an authorized officer of the firm.

1. \_\_\_\_\_ Transmittal Letter
2. \_\_\_\_\_ Table of Contents
3. \_\_\_\_\_ Executive Summary
4. \_\_\_\_\_ Attachment A – General Information
5. \_\_\_\_\_ Copy of Joint Venture Agreement (if applicable)
6. \_\_\_\_\_ Project Flow Chart
7. \_\_\_\_\_ Financial Statements
8. \_\_\_\_\_ Copy of current MBE/WBE certification letter (if applicable)
9. \_\_\_\_\_ Copy of each applicable license and resumes
10. \_\_\_\_\_ Attachment B - Relevant Experience
11. \_\_\_\_\_ Key Personnel (Attach resumes of Key Personnel and detailed organization chart.)
12. \_\_\_\_\_ Attachment C - Legal Actions (Attach additional information as necessary.)
13. \_\_\_\_\_ Attachment E - Insurance (Provide proof of Insurance)
14. \_\_\_\_\_ Attachment F – Disclosure of Retained Parties

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**II. KEY INFORMATION ABOUT THIS RFQ**

1. **RFQ CONTACT:** The RFQ Contact, identified below, is the sole point of contact regarding the RFQ from the date of issuance until selection of the successful Consultant.  
Deputy Director of Procurement  
Rosalinda "Rusty" Castillo  
**Public Building Commission of Chicago**  
50 West Washington, Room 200  
Chicago, Illinois 60602  
Fax (312) 744-3572  
rusty.castillo@cityofchicago.org
2. **SUPPLEMENTAL RFQ:** This RFQ is being issued to supplement the existing pool of pre-qualified firms providing Commissioning Authority (CxA) services in connection with various public/capital projects over the next three years. Commissioning Authorities currently in possession of a three-year term contract with the PBC are *not required* to respond to this Supplemental RFQ.
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](http://www.pbcchicago.com).  
Any addenda that are issued will only be posted to the above listed website link.  
**The Commission will not be liable for a Consultant's failure to obtain or download any addenda issued for a request for qualifications.**
3. **QUESTIONS:** Please direct all written questions (and requests for American Disabilities Act accommodations) to the RFQ Contact. Questions received after Thursday, October 28, 2010 may be answered at the discretion of the Public Building Commission ("PBC"). We will post the answer on the PBC website, which may be viewed at [www.pbcchicago.com](http://www.pbcchicago.com).
4. **SUBMISSION DEADLINE AND PROCUREMENT TIMETABLE:** The following dates are set forth for informational and planning purposes; however, the Public Building Commission reserves the right to change the dates. Notice of any changes will be provided via addendum.  
Issue RFQ.....October 25, 2020  
Due Date and Time for Submissions.....November 8, 2010 at 11:00 AM C.S.T.
5. **NUMBER OF COPIES:** Submit one (1) signed original copy, four (4) double sided copies, plus one (1) unbound copy and one (1) compact disk (CD-ROM) copy of the electronic Submission in a sealed envelope or container.
6. **SUBMIT QUALIFICATIONS TO:**  
Rosalinda "Rusty" Castillo, Deputy Director of Procurement  
Public Building Commission of Chicago  
50 West Washington Street, Room 200  
Chicago, Illinois 60602
7. **CONFIDENTIALITY:** Respondent may designate those portions of the Proposal, which contain trade secrets or other proprietary data that must remain 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:

- A. Mark the title page as follows: "This RFP proposal includes trade secrets or other proprietary data ("data") that may not be disclosed outside the PBC and may not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal. The data subject to this restriction are contained in sheets (insert page numbers or other identification)." The PBC, for purposes of this provision, will include any consultants assisting in the evaluation of Proposals. If, however, a contract is awarded to this Respondent as a result of or in connection with the submission of this data, the PBC has the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the PBC's right to use information contained in the data if it is obtained from another source without restriction.
  - B. Mark each sheet or data to be restricted with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Proposal." All submissions are subject to the Freedom of Information Act.
8. **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 any costs incurred by Consultants associated with this procurement process.

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III. DEFINITIONS**

**3.1 Definitions**

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

**"Commission" or "PBC"** means the Public Building Commission of Chicago.

**"Agreement"** means the contract Commissioning Authority Services for various projects that is to be entered into between the PBC and the selected Respondent pursuant to this RFQ.

**"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.

**"Include."** Whenever the term "include" (in any of its forms) is used, it means "include, without limitation."

**"Respondent"** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit responses pursuant to this RFQ.

**"Supplemental RFQ"** means this Request for Qualifications, including all Exhibits and Addenda.

**"Selected Respondent" or "Consultant"** means the individual, partnership, corporation or joint venture that the PBC selects for award of a contract pursuant to the RFQ.

**"Services"** means all the tasks for which the PBC engages the Selected Respondent.

**"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.

**"Submittal"** means all materials submitted in response to this RFQ.

**"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.

**3.2 Interpretations**

- 3.2.1. 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.

- 3.2.2. Unless a contrary meaning is specifically noted elsewhere, the words "as required," "as directed," "as permitted" and similar words used in the RFQ mean that requirements, directions of and permission of the Executive Director are intended; similarly, the words "approved," "acceptable," "satisfactory" or words of like import mean "approved by," "acceptable to" or "satisfactory to" the Executive Director. Words such as "necessary," "proper" or words of like import mean that the Services must be performed in a manner or be of character which is "necessary" or "proper" in the sole opinion of the PBC.
- 3.2.3. Unless a contrary meaning is specifically noted elsewhere, the words "approved," "reasonable," "suitable," "acceptable," "properly," "satisfactory" or words of like effect and import used in the RFQ means reasonable, suitable, acceptable, proper or satisfactory in the sole judgment of the PBC.

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IV. NATURE OF SERVICES**

**4.1. Intent**

In February, 2010, the Public Building Commission of Chicago (PBC) awarded three-year term contracts to a pool of pre-qualified Commissioning Authorities. The PBC is currently soliciting qualifications from firms or teams (the "Respondents") to supplement the existing pool of pre-qualified firms providing Commissioning Authority (CxA) services in connection with various public/capital projects over the next three years. Commissioning Authorities currently in possession of a three-year term contract are not required to respond to this Supplemental RFQ. The PBC will select the most qualified Commissioning Authorities for inclusion in the existing pool of pre-qualified firms to perform on a Task Order basis as Commissioning Agents (also known as Consultant) on potential public projects developed through the PBC. The task order assignment process to be followed is delineated in Section IV., Subpart 4.3.

The PBC is committed to commissioning building facilities, and considers commissioning to be an integral part of the entire project process to help ensure that building systems operate efficiently, effectively and correctly within PBC and client agency standards and the fulfillment of the project design intent. The PBC will be pursuing LEED™ certification on all capital building projects, which necessitates commissioning to be executed in compliance with LEED as well as PBC guidelines, as outlined below.

The project Commissioning work is expected to initiate within the next (3) years, and will have associated full project cycles. The successful firm(s) may be asked to respond to requests for proposals and/or address project requirements in an expedited fashion to meet individual projects' schedule requirements during this period.

**4.2 General Scope of Services**

The pre-qualified pool of Commissioning Authorities (CxA) will be invited to respond to requests for proposals (RFP) and enter into Task Order agreements with the PBC. They will provide, on a Task Order basis, all services required for and associated with Commissioning of the assigned project or projects in accordance with the specific requirements for the project in all phases of the project.

**4.2.1 Commissioning Services Description**

The services to be provided by the CxA are expected to include pre-design, design, construction, closeout, post-occupancy, warranty and systems evaluation services associated with the project, and as defined in the RFP and may include:

- A. Services as necessary to 1) achieve the targeted level of LEED certification in the version of LEED indicated by the PBC, currently Silver or Gold, in accordance with LEED 2009; 2) Commissioning services required by the PBC that exceed current LEED requirements but fall within standard commissioning scope and practice, per recognized Commissioning methodologies (PECI (Portland Energy Conservation Inc.); ASHRAE (American Society of Heating Refrigeration and Air-Conditioning Engineers, Inc.) methodologies). The PBC requirements for Commissioning Authority services will typically exceed those of LEED with respect to minimum systems to be commissioned.
- B. Services that fall beyond typical commissioning services, but are associated with systems to be



commissioned (see below).

Therefore, the Respondents must be qualified in all aspects of Commissioning of energy using systems including but not limited to mechanical, electrical, plumbing and building automation and controls systems, in all project phases.

In addition, Respondents should be qualified or have resources qualified to perform services that fall beyond typical energy using systems commissioning services.

The CxA must develop a comprehensive understanding of the project relative to the current PBC program, Owner's Project Requirements, project assumptions, constraints, and budget.

The PBC in many cases works from an evolving building prototype. The CxA will be required to develop an understanding of the prototype and its recent evolution. CxA may be asked for work product to include efforts specifically to inform and further develop the prototype.

During all phases, the selected CxA will be expected to participate and communicate with the PBC, the Architect and Engineers, other design consultants, the General Contractor and subcontractors, and the Client Agency representatives, as identified by PBC. Format of written communication may be stipulated by the PBC.

The selected CxA must provide a dedicated commissioning leader and team as required to meet the demands of the project.

#### 4.2.2

A. The PBC will require that the Commissioning Authority provide services beyond those typically required for LEED. CxA must demonstrate capacity to perform Commissioning and LEED tasks. Specific tasks for each project will be defined during the Task Order process. The following services are required of the CxA(s) selected:

##### A. 1 Pre-Design and Design Phase

- a. Identify a scope and budget for the commissioning process as part of the RFP process.
- b. Develop Commissioning Plan. Include Design, Construction, Occupancy and Operations Phases.
  1. Revise the Plan throughout the course of the project as needed.
  2. Provide a draft Commissioning Plan for inclusion in the Contract Documents.
  3. Distribute to the Project Team.
- c. Review the Owner's Project Requirements (OPR) Document for clarity and completeness, including language pertaining to all of the systems that are to be commissioned.
  1. Review updates to the OPR. Coordinate the development of this document with the PBC.
  2. In some instances, the CxA may be asked to facilitate the development of the OPR.
- d. Review the Basis of Design Document (BOD) for clarity and completeness. Verify that the BOD meets OPR and PBC stated program requirements. BOD may take the form of design narrative.
  1. Review updates to BOD at design milestones throughout the course of the project.
- e. Modify PBC-supplied specifications to be included in the contract documents for specified equipment to be commissioned. These specifications shall include all instructions to contractors and subcontractors,

detailing the commissioning scope of work to be performed. Coordinate the content of these specifications with the Architect, MEP design firm, and the PBC project manager.

1. Develop commissioning Specifications in some instances.
- f. Review Design Documents, including Drawings, Specifications, Narratives, for systems to be commissioned, and as directed by PBC.
1. Perform a minimum of two (2) Commissioning Reviews; at Design Development and at 90% CD. More than 2 Cx reviews may be required.
  2. Submit comments in writing to PBC, Architect of Record (AOR), and as directed by PBC.
  3. Review for incorporation and coordination of commissioning requirements.
  4. Review for all systems' compliance with OPR, BOD, and for adequacy and efficiency.
  5. Review strategies, sequence of operations; ease of operation and maintenance; commissionable; adequate O&M documentation and training requirements, aligned with OPR.
  6. Review Indoor Environmental Quality afforded by HVAC system to confirm design is in accordance with OPR.
  7. For scope changes issued during design, review proposed change and provide comments.
- g. Coordinate a controls, GBMS system integration meeting with the electrical and mechanical engineers, and PBC to discuss integration issues between equipment, systems and disciplines to ensure that integration issues and responsibilities are clearly described in the specifications. Document meeting.
- h. Evaluate alternative strategies or technologies intended to improve energy efficiency of the building, to address LEED certification targets or requirements, and / or to improve ease of maintenance;
1. Review mechanical and electrical concepts, design, for enhancements with intent to improve energy efficiency while fully meeting OPR. Discussion to include, but is not limited to lighting and HVAC systems, and may include envelope / systems interconnections.
  2. CxA may be requested to participate in meetings / discussion and / or provide written comments. Engineering studies would not be included.
- i. Review design milestone submittals to assure system controls and inter-functionality are included within the design and construction. Perform this review concurrently with other reviews to be assured within the project schedule.
- A.2. Construction and Post Construction Phase
- a. Provide a commissioning leader to communicate deficiencies to the Owner, manage the Cx process, and provide responses to checklists in a timely manner.
  - b. Back-check to OPR and BOD to ensure any construction phase changes to commissioned equipment do not compromise the intent of the OPR and BOD.
  - c. Attend and participate in a pre-bid technical review and a pre-construction meeting where the commissioning process or requirements are reviewed.
  - d. Organize the commissioning process components.
  - e. For scope changes during construction, review and provide comments.
  - f. Coordinate and direct commissioning activities. Do so in a logical, sequential and efficient manner using consistent protocols and forms, clear and regular communications and consultations with all necessary parties, as directed by PBC.

- g. Organize, conduct and document Commissioning meetings with appropriate parties to implement the Commissioning Plan and resolve problems. Attend selected job-site meetings to coordinate information on construction progress with PBC.
- h. Conduct site visits to observe installations, and confirm the process adequately evaluates the constructed project in accordance with the construction documents and the OPR.
- i. Update project-specific Commissioning Plan. Include Construction, Occupancy and Operations Phases. Distribute to project team.
- j. Review General Contractor (GC) submittals for components of systems to be commissioned, concurrent with the AOR team/design professionals' review. Provide comments.
- k. Include review of subcontractor coordination drawings.
- l. Develop pre-functional checklists (PFC) to verify systems installed per Contract Documents, designer's basis, and manufacturing requirements.
  - 1. CxA may be tasked to complete PFC's or to statistically sample completion by others.
  - 2. Sampling plan for PFC verification is subject to PBC approval.
  - 3. Document this verification and notify the Owner of any discrepancies through the use of a Deficiency Log.
  - 4. Provide a log documenting the status of completeness of the PFC's.
- m. Develop Functional Performance Tests (FPT) and procedures. Work with GC. Submit to AOR and PBC for review. Provide a log of FPT.
- n. Assist in direction of the General Contractor, witness and document the Functional Performance Tests performed by installing contractors, and recommend approval. Coordinate retesting as necessary until satisfactory performance is achieved. Document deficiencies and report progress to the PBC. The CxA must be capable of providing assistance in troubleshooting system failure.
- o. Review HVAC air and water systems testing, adjusting and balancing reports. Provide comments.
- p. Maintain a master issues log and a separate testing record. Provide to the PBC, AOR and as directed by PBC written progress reports and test results with recommended actions.
- q. Identify and assist in resolving any discrepancies or nonconforming work; coordinate with PBC project manager and quality control team in this matter. Document the correction and retesting of non-compliance items.
- r. Approve systems startup by reviewing start-up reports and by selected site observation.
- s. Develop the Systems Manual.
- t. Review the Operation and Maintenance (O&M) Manual, for Commissioned systems, provided by the GC, for completeness in achieving requirements established in the Contract Documents.
- u. Review; recommend pre-approval proposed training plan; and verify the training provided by the GC, in conjunction with AOR team.
- v. Documentation for Cx prerequisite and credits to support the PBC in achieving the targeted LEED level.
- w. Review current and final as-built and record documents at the job site for completeness and accuracy. Document deficiencies.
- x. Complete and submit the final Commissioning Report. Complete and submit initial Cx report promptly at the end of the construction phase. Submit to the PBC, AOR and GC, as directed by PBC.

- y. Schedule and verify deferred, off season and warranty (10-12 months post occupancy, per PBC direction) functional performance testing by the contractor. Identify and assist in resolving non-compliances, and with documentation for warranty claims.
  - 1. Review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Include two (2) meetings.
  - 2. Interview facility staff; identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.
- B. The PBC may require that the Commissioning Authority provide services beyond those typically required for Commissioning. CxA must demonstrate capacity to perform added services listed herein:
  - a. Provide peer / design / constructability review of documents, Plans and Specifications, at each design milestone: Schematic Design; Design Development; 60% CD, 90% CD; 100% CD. (*This is in addition to LEED requirements.*)
  - b. Energy efficiency reviews.
  - c. Develop / provide a project specific M&V plan, to meet LEED requirements, for integration into the contract documents.
  - d. Implement M&V Plan where required.
  - e. Participate in a lessons-learned workshop. Document lessons for commissioned systems. The workshop is facilitated by a member of the PBC.
- C. Exclusions from Commissioning Scope of Services:
  - a. CxA is not responsible to establish design concept; design criteria; compliance with codes; design or general construction scheduling; cost estimating; or construction management.
  - b. The CxA may assist with problem-solving, and identifying and resolving non-conformance or deficiencies; but ultimately that responsibility resides with the GC and the AOR.
  - c. Direction of contractor work, issuance of change orders are excluded from CxA scope of services.
- D. Systems and Components to be Commissioned
  - a. Energy using systems as required by current version of LEED will always be commissioned. Additional systems and components may be commissioned at PBC's direction.
  - b. CxA may be required to provide personnel with experience in specific systems and technologies, including geothermal, and renewable energy such as photovoltaic, solar thermal and wind systems.
  - c. Building systems within the commissioning scope of services may include but are not limited to:
    - 1. Air conditioning systems, including cooling towers, chillers and/or other components Direct-expansion (DX) refrigeration systems, including air-side heat pumps;
    - 2. Heating systems including boilers and other components
    - 3. Hydronic systems (boilers, chillers, pumps)

4. Air handling systems, (including ductwork, terminal devices, humidifiers, coils, exhaust fans)
5. Refrigeration systems
6. Runaround loop energy recovery system
7. Heat pumps
8. Pumps associated with the MEP systems to be commissioned
9. Motors associated with the MEP systems to be commissioned
10. HVAC controls. May tie into a BAS or GBMS (General Building Management System)
11. Domestic hot water and process water pumping and mixing systems; include remote sinks hot water; sensor operation of plumbing fixtures.
12. Life safety system including fire alarm system; egress pressurization;
13. Fire protection system including standpipe and sprinkler systems; fire pump and controller; and all piping and ancillary hardware.
14. Electrical systems including substation transformers; switchboard; motor control centers; power (over 400 Amp); connections to equipment to be commissioned. *In rare cases, may include lighting panel boards; lighting fixtures.*
15. Lighting controls including scheduled or occupancy sensor and/or daylight dimming controls.
16. Emergency power systems; uninterruptible power supply systems, and automatic transfer switching
17. Security systems including access control and alarm monitoring
18. Central (BAS) associated with commissioned equipment.
19. Laboratory, clean room, hoods and pressurization
20. Laboratory Exhaust Fan Ventilation system
21. Equipment sound control systems and testing
22. Data and communication
23. Paging systems
24. Irrigation
25. Vertical transport - Elevators
26. Building envelope
27. Process instrumentation and controls
28. Renewable energy systems i.e.: photovoltaics, wind.
29. Geothermal / ground source systems
30. Solar thermal water heating systems
31. Radiant systems, including slab
32. Airside energy recovery systems

#### 4.3 Task Order Services Request and Award Process

Pre-Qualified Consultants must perform the ordered and required Services in a satisfactory manner consistent with the standard of performance stated in Attachment G – 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.

#### **4.3.1. Issuance of Task Orders**

- 4.3.1.1. All Services must be authorized by a written Task Order. Pre-Qualified Consultants acknowledge and agree that the PBC is under no obligation to issue any Task Orders for Services.
- 4.3.1.2. The PBC may issue a Task Order Request specifically referencing the Agreement, identifying the project, and setting forth the Services to be performed pursuant to the proposed Task Order and a desired completion date.
- 4.3.1.3. 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 vendors on a rotational basis.
  - c. Sole Source: The PBC reserves the right to award a task order to a Pre-Qualified Consultant. A sole source assignment may be the option of choice when:
    - 1. The project requires specific expertise.
    - 2. The PBC is attempting to meet aspirational goals designed to eradicate the effects of competitive disadvantages in the award of contracts
    - 3. The emergency nature of the assignment.
- 4.3.1.4. Pre-Qualified Consultants should be able to respond to Task Order requests within seven (7) days for most projects. Task Order requests may include, but are not limited to a proposed time schedule, budget, deliverables and a list of key personnel, all of which must conform to the terms of the Task Order Request and the terms and conditions of the Agreement.
- 4.3.1.5. Costs associated with the preparation of Task Orders are not compensable under the Agreement and the PBC is not liable for any additional costs.

#### **4.4. Acceptance of Task Orders**

- 4.4.1. Upon acceptance of Pre-Qualified Consultant's response to the Task Order Services Request, the PBC may, by written Task Order signed by the Executive Director, direct the Pre-Qualified Consultant to perform the Task Order Services.
- 4.4.2. Pre-Qualified Consultants must not commence Services under the Task Order until the written approval of the Executive Director has been obtained, and the PBC is not liable for any cost incurred by the Pre-Qualified Consultant without such approval.

#### **4.5. Term of the Contract**

The contract is effective on the date of execution for a period of three (3) years or upon completion of executed task orders, whichever occurs later, with three one-year options to renew.

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V. INSTRUCTIONS FOR PREPARING AND SUBMITTING SUBMISSIONS

5.1. GENERAL INSTRUCTIONS:

- 5.1.1 These instructions prescribe the format and content of the Submission. They are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect our evaluation and may result in disqualification of the Submission. However, the PBC reserves the right to reject or accept any submittals for any reason whatsoever.
- 5.1.2 Submittals should be bound on the long side and prepared on standard 8½" x 11" letter size paper, with material printed double sided. Separate each section by labeled tabs and organize in accordance with submittal requirements listed below. Expensive papers and bindings are discouraged since no materials will be returned. Of the six (6) submittals, at least one (1) must contain original signatures and be marked **ORIGINAL**, one (1) must be submitted without any binding so as to facilitate additional copying by the PBC as required and one must be in electronic format on a CD-ROM. Failure to submit the required number of copies may prevent the Submission from being evaluated within the allotted time.
- 5.1.3 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 ("Committee") may solicit from previous clients (including the PBC, the City of Chicago, other government agencies, or any other available sources) relevant information concerning the firm's record of past performance.
- 5.1.4 Attachments must be referenced in the Submission.
- 5.1.5 Failure to submit the required documents may deem your firm non-responsive.
- 5.1.6 The outside of each envelope or package and each Response must be labeled:

SUPPLEMENTAL REQUEST FOR QUALIFICATIONS FOR  
COMMISSIONING AUTHORITY SERVICES - PS 1854 FOR  
VARIOUS PROJECT SITES

Due 11:00 a.m. November 8, 2010

(Name of Respondent)

Package\_\_of\_\_

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

Public Building Commission of Chicago  
Re: SUPPLEMENTAL RFQ FOR COMMISSIONING AUTHORITY SERVICES for  
Various Project Sites  
**PS1854**  
Richard J. Daley Center, Room 200  
50 W. Washington Street  
Chicago, Illinois 60602  
Attention: Rosalinda "Rusty" Castillo – Deputy Director of Procurement

## 5.2. SUBMITTAL REQUIREMENTS

5.2.1 **RESPONSIVENESS.** Consultant's compliance with all submission requirements.

5.3. **TECHNICAL SUBMISSION:** The following documents and responses will be included in the Technical Submission and tabbed as such in the order given below:

5.3.1 **TRANSMITTAL LETTER:** An individual authorized to legally bind the Respondent must sign the transmittal letter. The person who signs the transmittal 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. If submitting as a Joint Venture, same information is required of both entities.

Any request 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 Transmittal 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 the form being offered. Attachment G – Form of Agreement contains the standard Terms and Conditions of the agreement which are not subject to negotiation.

5.3.2 **TABLE OF CONTENTS:** The Consultant shall include a table of contents in its Submission. Submissions shall be page numbered sequentially from front to back.

5.3.3 **EXECUTIVE SUMMARY:** The Consultant must prepare an Executive Summary and overview of the services it is proposing including all of the following information:

5.3.3.1 Demonstrate that the Consultant has a clear understanding of the services as specified in RFQ, "Nature of Services". Please limit to one page.

5.3.3.2 Statement of qualifications. Please limit to one page.

5.3.3.3 Project Approach. Describe your approach to managing and methodology for commissioning a typical project and determining the appropriate level of commissioning efforts for various systems and equipment (i.e. rationale for total vs. statistical testing of equipment/systems). Please limit to one page.

5.3.3.4 Provide an organization chart illustrating the structure of the Consultant's proposed team.

5.3.3.5. Provide the location of principal and branch offices; which office will perform which function for PBC projects

5.3.3.6 Provide an explanation of how the Respondent satisfies the evaluation criteria. Please limit to one page.

5.3.3.7 Minority and Women-Owned Business Enterprises. The Respondent is required to make a statement of understanding and commitment to comply with the Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises as set forth in Attachment D on assigned task orders.

5.3.4 **QUALIFICATION OF THE FIRM(S)**

Describe the Respondent's experience and approach, capabilities and resources, at both the corporate and individual levels, of commissioning authority services.



5.3.4.1 Include list of projects for which the firm/team has successfully completed within the last five (5) years,

5.3.4.2 Identify experience in commissioning and in specific areas including but not limited to mechanical, electrical, plumbing and building automation and controls systems, in all project phases.

5.3.4.3 Provide evidence of experience in energy efficiency assessment.

Include project name, location, client, total contract amount, day-to-day technical project manager, your firm's primary role on the project, key staff, date completed, brief narrative description for each project identified and described above.

### 5.3.5 **PROJECT FLOW CHART**

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

5.3.5.2. Provide sample staffing allocation plan with indication of role and percentage of time for each key team member allocated to each task during each phase. Indicate at what point(s) CxA presence on site will be increased.

### 5.3.6 **KEY PERSONNEL** (Commissioning leaders and all team members as required to fully commission all energy using systems.)

5.3.6.1 Identify personnel responsible for each area of expertise or activity. (Demonstrate the availability and strengths of personnel and staffing identified).

5.3.6.2 Provide no more than six (6) resumes of key personnel (resume should include education, commissioning and pertinent other experience, certification, licensure, accreditations, registrations, etc). Additional information may be required during the Task Order process.

5.3.6.3 Provide a summary list of the individuals for which résumés have been provided, and the years that those individuals have been with their current firms.

5.3.6.4 Provide a summary of key personnel experience, certifications and associations with or in mechanical, electrical, plumbing, building automation and control systems. Copies of current professional licenses, if applicable for key project personnel.

### 5.3.7. **ADDITIONAL REQUIREMENTS:**

Identify consultant, resources or tools to be accessed and summary of their relevant experience, should the following be required:

- M & V plan to meet LEED and coordinate with GBMS system
- Renewable energy or geothermal systems
- Building envelope commissioning
- Design / Peer / Constructability reviews of documents
- Consultant for energy efficiency assessment
- Security Systems Commissioning
- Electronic verification tools for use in field commissioning activities

### 5.3.8 **FINANCIAL STRENGTH**

The Respondent shall furnish financial statements, such as balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation against the Respondent that may have a material effect in Respondent ability to provide the

Services.

**5.3.9 QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PLAN**

The Respondent must provide a QA/QC Plan, as related to these services.

**5.3.10 SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES**

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 attachment includes various affidavits, certifications and other reporting forms, for the Respondent's review.

**5.3.11 INSURANCE REQUIREMENTS**

The selected Respondent must maintain the types of insurance coverage described in Attachment E – Insurance Requirements. As such, each submission must be accompanied by written evidence of the Respondent's ability to procure the insurance specified in Attachment E and must include a certificate of insurance showing required limits. Indemnification requirements are contained in the Agreement. Indemnification obligations are independent of and unlimited in any manner by the Selected Respondent's insurance coverage. The limits will depend upon the type of activity involved and will be as prescribed by the PBC's Risk Manager. The limits set forth in Attachment E are required by the PBC's intergovernmental agreement with its User Agency client, and are not negotiable.

The PBC reserves the right to require the selected Respondent to furnish certificates of insurance or, if the PBC so requires, certified copies of the original policies of all insurance required by the RFQ. The receipt of any certificate of insurance does not constitute agreement by the PBC that the insurance requirements of the RFQ have been fully met, or that the insurance policies indicated on the certificates are in compliance with all requirements of the RFQ. Failure of the PBC to request or obtain certificates or other evidence of insurance from the selected Respondent shall not be deemed to be a waiver by the PBC.

**5.4 REQUIRED FORMS:**

**5.4.1 ATTACHMENT A – GENERAL INFORMATION**

5.4.1.1 Copy of Joint Venture Agreement (if applicable).

5.4.1.2 Copy of current MBE/WBE certification letter (if applicable).

5.4.1.3 Copy of each applicable license.

5.4.1.4. Copy of sample insurance certificate or statement of ability to comply with insurance requirements identified in 5.3.11 and Attachment E of this attachment.

5.4.1.5. Anti-Collusion

5.4.1.5. Statement of Sustainability for firm and/or team. Limit response to ½ page

**5.4.2 ATTACHMENT B – SECTION A - RELEVANT EXPERIENCE**

5.4.2.1 Attach resumes of Key Personnel. Complete Attachment B – Relevant Experience.

**5.4.3 ATTACHMENT C – LEGAL ACTIONS**

5.4.5.1 Attach additional information as necessary.

**5.4.5 ATTACHMENT D – SPECIAL CONDITIONS FOR M/WBE UTILIZATION**

5.4.6 **ATTACHMENT E – INSURANCE REQUIREMENTS**

5.4.7 **ATTACHMENT F - DISCLOSURE OF RETAINED PARTIES**

5.4.8 **ATTACHMENT G - FORM OF AGREEMENT**

5.5. **REJECTION OF SUBMITTALS:** Submittals that do not comply with the submittal requirements of the RFQ, or that contain omissions, erasures, alterations or additions, or 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.

5.6. **OWNERSHIP OF SUBMITTALS**

The PBC owns all submitted materials. Submittals 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 Submittal. Such costs shall not be included in the Submittal.

5.7. **IMPROPER PRACTICES**

The Respondent shall 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 shall 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.

5.8. **COMPLIANCE WITH LAWS**

The Selected Respondent must comply with all laws, statutes, ordinances and regulations of any 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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**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES**

**VI. EVALUATION CRITERIA**

**Section 6.1 SELECTION PROCESS**

An Evaluation Committee (the "Committee") will review the Respondent's qualifications in accordance with submittal requirements and evaluation criteria set forth below and may recommend a short list of Respondents to the PBC Executive Director. At the Executive Director's discretion, short-listed Respondents may be invited to make oral presentations to the Committee after which the Committee will then summarize the evaluation process and results and submit its recommendation to the Executive Director. The Executive Director will make a final determination and request approval from PBC Board of Commissioners to initiate negotiations with one or more of the firms that have submitted their qualifications and whose responses are most advantageous to the PBC.

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.

**Cancellation:** The PBC reserves the right to terminate this procurement at any stage if the Executive Director determines it to be in the best interest of the PBC. In no event is the PBC liable to Respondents for any cost or damages incurred by Respondents, subconsultants, subcontractors or other interested parties in connection with the selection process, including but not limited to any and all costs of preparing the Request for Qualifications and participation in any conferences, oral presentations or negotiations.

**Section 6.2 EVALUATION CRITERIA**

The Committee will review the qualifications in accordance with the following criteria:

**A. EXPERIENCE AND PAST PERFORMANCE**

- (1) The depth, breadth and relevance of Respondent's recent experience (past 5 years), capabilities and resources, at both the corporate and individual levels, in:
  - (i) General knowledge of Commissioning services, as evidenced by the documents furnished in Respondent's submittal.
  - (ii) Commissioning design review and analysis services; evaluation / analysis of MEP systems; Design recommendations / report on findings;
  - (iii) Design evaluation and recommendations with intent to improve energy efficiency, while meeting OPR.
  - (iv) Example(s) of resultant benefits to Owner from (ii) and (iii).
  - (v) Development and detailed reviews of design phase commissioning related documents including OPR / BOD and design specifications.
  - (vi) Analysis services including quantity, type and adequacy of equipment, type of studies, and quality control,
  - (vii) Services including analysis, design recommendations, and resource management.
  - (viii) Thorough understanding of building energy management systems.
  - (ix) Thorough understanding and experience in design and field aspects of MEP systems.
  - (x) Include field services, available equipment and type of studies,

- (xi) Commissioning Plan development, implementation and administration.
  - (xii) Experience working with all members of the project team including owner, design team and contractors to implement Commissioning Plan.
  - (xiii) Commissioning record, Systems Manual development; Operations and Maintenance and training evaluation
- (2) Respondent's demonstrated ability in meeting reporting, analysis and schedule parameters in its prior engagements, as evidenced by the documents furnished, including, but not limited to, the Executive Summary, references provided in ATTACHMENT B – Relevant Experience and, References.
  - (3) Respondent's demonstration of project budgeting, scheduling, quality assurance/quality control and complete knowledge of standard Commissioning protocols.
    - (i) Complete knowledge of standard commissioning protocols and methodologies and procedures ie: ASHRAE, PEI.
    - (ii) A complete knowledge of LEED and associated commissioning requirements.
  - (4) Additional Requirements, Section 5.3.7. will be considered on specific project assignments. Therefore to be considered for specific project assignment, provide experience and past performance on these requirements.
  - (5) Evidence of Respondent's current and valid Illinois business and professional licenses.
  - (6) History of the Firm (copy of Joint Venture Agreement, if applicable) and ATTACHMENT A – General Information about the Respondent.
  - (7) Resume and experience of all individuals who the company will utilize to perform the Services listed in the scope of work

#### **B. ORGANIZATION**

- (1) Qualifications of key staff, including education, training, job performance in similar capacities on comparable projects and previous experience in providing services, including field services, analysis services.
- (2) Respondent's demonstrated understanding of the services required and ability to identify appropriate personnel for the services required as evidenced by an organization chart indicating key personnel who will be assigned to the PBC's project and the responsibility each will have in the performance of the services.
- (3) Respondent's description of their approach to managing the needs of a typical project.

#### **C. PROJECT FLOW CHART**

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

#### **D. FINANCIAL STRENGTH**

The PBC will evaluate the Respondent's ability to attract and retain a highly qualified staff, as well as Respondent's demonstrated financial viability and ability to perform the Services, as evidenced by the documents furnished in Respondent's submittal.

**E. MBE/WBE UTILIZATION PLAN**

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 B.

**F. CONTRACT TERMS AND CONDITIONS**

Evidence of the Respondent's understanding of the PBC's standard terms and conditions found in Attachment G, "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.

**G. INSURANCE REQUIREMENTS**

Each Respondent must provide evidence of its ability to procure insurance that complies with the requirements set forth in Attachment E.

**H. RFQ COMPLIANCE / RESPONSIVENESS**

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

**I. 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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ATTACHMENT A  
GENERAL INFORMATION ABOUT THE RESPONDENT - FORM A  
SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES

Respondent/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Federal Employer I.D. #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

Contact E-Mail: \_\_\_\_\_

**I. DISCLOSURE OF OWNERSHIP INTERESTS**

This statement is attached to and is a part of the submittal submitted by:

---

Pursuant to Resolution No. 5371 of the Board of Commissioners of the Public Building Commission of Chicago, all proposers shall provide the following information with their submittal. If the question is not applicable, answer "NA". If the answer is none, please answer "none".

Bidder/Proposer/Contractor is a:     Corporation                             LLC  
    Partnership                             LLP  
    Joint Venture                             Not-for-Profit Corporation  
    Sole Proprietorship                     Other

**Important Note:** If a joint venture, attach a copy of joint venture agreement to this form. Joint ventures must submit a list of projects underway or completed as a joint venture on **Attachment B – Relevant Experience** .

How many years has the firm or venture been in business under its present name? \_\_\_\_\_

Under what other names, if any, has the firm or venture operated? \_\_\_\_\_

How many years has your firm been performing the services covered by this RFQ? \_\_\_\_\_

**SECTION 1. FOR PROFIT CORPORATION OR LIMITED LIABILITY COMPANY (LLC)**

a. State of Incorporation or organization \_\_\_\_\_

b. Authorized to do business in the State of Illinois: Yes [ ] No [ ]

c. Names of all officers of corporation or LLC		Names of all directors of corporation	
(or attach list):		(or attach list):	
Name (Print or Type)	Title (Print or Type)	Name (Print or Type)	Title (Print or Type)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. If the corporation has fewer than 100 shareholders indicate here or attach a list of names and addresses of all shareholders and the percentage interest of each.

Name (Print or Type)	Address	Ownership Interest
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

e. If the corporation has 100 or more shareholders, indicate here or attach a list of names and addresses of all shareholders owning shares equal to or in excess of seven and one-half percent (7.5%) of the proportionate ownership of the corporation and indicate the percentage interest of each.

Name (Print or Type)	Address	Ownership Interest
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

f. For LLC's, state whether member-managed or identify managing member:

\_\_\_\_\_.

g. For LLC's identify each member:

Name (Print or Type)	Address	Ownership Interest
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

h. 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.



**SECTION 2. PARTNERSHIPS**

- a. 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 of Partners (Print or Type)	Percentage Interest
_____	_____ %
_____	_____ %
_____	_____ %

**SECTION 3. SOLE PROPRIETORSHIP**

- a. 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 NO, complete items b. and c. of this Section 3.
- b. 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). (Print or Type)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c. 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(s)	Address(es)
_____	_____
_____	_____
_____	_____

**SECTION 4. LAND TRUSTS, BUSINESS TRUSTS, ESTATES & OTHER ENTITIES**

If the bidder/proposer or Contractor is a land trust, business trust, estate or other similar commercial or legal entity, identify any representative, person or entity holding legal title as well as each beneficiary in whose behalf title is held including the name, address and percentage of interest of each beneficiary.

Name(s)	Address(es)
_____	_____
_____	_____
_____	_____

**SECTION 5. NOT-FOR-PROFIT CORPORATIONS**

a. State of incorporation \_\_\_\_\_

b. Name of all officers and directors of corporation (or attach list):

Name (Print or Type)	Title (Print or Type)	Name (Print or Type)	Title (Print or Type)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: The Public Building Commission of Chicago may require additional information from any entity or individual to achieve full disclosure relevant to the transaction. Further, any material change in the information required above must be provided by supplementing this statement at any time up to the time the Public Building Commission of Chicago takes action on the contract or other action requested of the Public Building Commission.

**II. MBE/WBE INFORMATION**

Is Company a certified minority or woman business enterprise? Yes \_\_\_ No \_\_\_\_\_

If yes, check one: MBE \_\_\_ WBE \_\_\_\_\_

Certified by: \_\_\_\_\_  
(Governmental Body or Agency)

Date of Certification \_\_\_\_\_

**III. LICENSING**

Is your firm licensed to do business in the City of Chicago, Cook County, Illinois?

Yes \_\_\_\_\_ No \_\_\_\_\_

List categories in which the firm or venture is licensed to do business and indicate registration or license numbers, if applicable. Please indicate which government entity issued the license.

Category	Registered License (or license number)	Organization issuing License	Intend to Perform? Yes/No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IV. INSURANCE**

Attach a sample Certificate of Insurance which demonstrates the ability to obtain the coverages specified in ATTACHMENT E - INSURANCE REQUIREMENTS.

**COMMITMENT TO COMPLY WITH THE INDEMNIFICATION PROVISIONS IN THE AGREEMENT AND ALL OTHER REQUIREMENTS.**

I/We \_\_\_\_\_ an authorized representative of the Respondent agree to comply with indemnification provisions and all other requirements.

Signed by: \_\_\_\_\_

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

**V. ANTI-COLLUSION**

The Respondent, its agents, officers, or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this submittal or contract. Failure to attest to this section as part of the bid will make the bid non-responsive and not eligible for award consideration.

I declare that this Statement of General Information about Respondent has been examined by me and to the best of my knowledge and belief is a true, correct, and complete statement of the business organization.

\_\_\_\_\_  
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 or Contractor)

**ATTACHMENT B - RELEVANT EXPERIENCE**  
**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**COMMISSIONING AUTHORITY SERVICES – PS1854**  
**FOR**  
**VARIOUS PROJECT SITES**

No more than six (6) project examples of Respondent's Commissioning Authority Services experience for projects located in the Illinois-Chicago Metropolitan area. The Respondent must present their proposed Key Personnel to be assigned for Public Building Commission consulting work.

1. Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Role on Project:           Prime            Subconsultant   
Owner: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Owner's Current Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Total value of the project: \$\_\_\_\_\_ Total fee received by Respondent: \$\_\_\_\_\_  
Completed: Mo/Yr: \_\_\_\_\_  
MBE Goal: \_\_\_\_\_ MBE Goal Attainment: \_\_\_\_\_  
WBE Goal: \_\_\_\_\_ WBE Goal Attainment: \_\_\_\_\_
  
2. Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Role on Project:           Prime            Subconsultant   
Owner: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Owner's Current Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Total value of the project: \$\_\_\_\_\_ Total fee received by Respondent: \$\_\_\_\_\_  
Completed: Mo/Yr: \_\_\_\_\_  
MBE Goal: \_\_\_\_\_ MBE Goal Attainment: \_\_\_\_\_  
WBE Goal: \_\_\_\_\_ WBE Goal Attainment: \_\_\_\_\_
  
3. Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Role on Project:           Prime            Subconsultant

ATTACHMENT B (Continued)

Owner: \_\_\_\_\_

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

Owner's Current Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total value of the project: \$ \_\_\_\_\_ Total fee received by Respondent: \$ \_\_\_\_\_

Completed: Mo/Yr: \_\_\_\_\_

MBE Goal: \_\_\_\_\_ MBE Goal Attainment: \_\_\_\_\_

WBE Goal: \_\_\_\_\_ WBE Goal Attainment: \_\_\_\_\_

4. Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Role on Project: Prime  Subconsultant

Owner: \_\_\_\_\_

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

Owner's Current Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total value of the project: \$ \_\_\_\_\_ Total fee received by Respondent: \$ \_\_\_\_\_

Completed: Mo/Yr: \_\_\_\_\_

MBE Goal: \_\_\_\_\_ MBE Goal Attainment: \_\_\_\_\_

WBE Goal: \_\_\_\_\_ WBE Goal Attainment: \_\_\_\_\_

5. Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Role on Project: Prime  Subconsultant

Owner: \_\_\_\_\_

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

Owner's Current Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total value of the project: \$ \_\_\_\_\_ Total fee received by Respondent: \$ \_\_\_\_\_

Completed: Mo/Yr: \_\_\_\_\_

MBE Goal: \_\_\_\_\_ MBE Goal Attainment: \_\_\_\_\_

WBE Goal: \_\_\_\_\_ WBE Goal Attainment: \_\_\_\_\_

**ATTACHMENT B (Continued)**

6. Project Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 Role on Project:           Prime            Subconsultant   
 Owner: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Owner's Current Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Total value of the project: \$ \_\_\_\_\_ Total fee received by Respondent: \$ \_\_\_\_\_  
 Completed: Mo/Yr: \_\_\_\_\_  
 MBE Goal: \_\_\_\_\_ MBE Goal Attainment: \_\_\_\_\_  
 WBE Goal: \_\_\_\_\_ WBE Goal Attainment: \_\_\_\_\_

**Key Personnel – Proposed Licensed Professional Engineers**

Provide the names of licensed professional key personnel, such as but not limited to Senior Transportation Engineer and Project Engineer currently employed by the Respondent who worked on the projects listed above. Attach resumes of all individuals listed.

Name	Role	Project

**Key Personnel – Proposed Quality Control/Assurance Individual**

Provide the names of key personnel currently employed by the Respondent who worked on the projects listed in Part II sections A&B of this statement of qualifications. Attach resumes of all individuals listed.

Name	Role	Project

ATTACHMENT C  
LEGAL ACTION  
SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES

If the answer to any of the questions below is **YES**, provide a brief description or explanation on a separate sheet following this page.

1. Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
2. 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?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
3. If the answer to the preceding question is "Yes", enter the dollar amount of claims or judgments and the contract value of the contract on which the claim was filed. \$\_\_\_\_\_
4. Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
5. 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?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
6. 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?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
7. Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
8. Within the last 3 years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**
9. Has the firm or venture ever failed to complete any work awarded to it?  
**Yes \_\_\_\_\_, Explain. No \_\_\_\_\_**

## ATTACHMENT D

### SPECIAL CONDITIONS REGARDING THE UTILIZATION OF MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES FOR PROFESSIONAL SERVICES

#### 1. Policy Statement

- a. It is the policy of the Public Building Commission of Chicago ("PBC") to ensure competitive business opportunities for MBE and WBE firms in the performance of Contracts, to prohibit discrimination in the award of or participation in Contracts, and to abolish arbitrary barriers to full participation in Contracts by all persons, regardless of race, sex or ethnicity. Therefore, during the performance of this Contract, the Professional Service Provider must agree that it will not discriminate against any person or business on the basis of race, color, religion, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status, sexual orientation, national origin or sex, in the solicitation or the purchase of goods and services or the subcontracting of work in the performance in this Contract.
- b. The Commission requires the Professional Service Provider also agree to take 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 Professional Service Provider 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 certified MBEs and 5% of the annual dollar value of all Commission Construction Contracts to qualified WBEs.
- b. Further, the Professional Service Provider must agree to use its best efforts to include MBE and WBE firms in any Contract modification work that increases the Contract value. Where the proposed contract modification involves work which can be performed by MBEs and WBEs already performing work on the contract such MBEs and WBEs will participate in such work specified in the contract modification..
- c. Failure to carry out the commitments and policies set forth in this Program constitute a material breach of contract and may result in termination of the Professional Service Provider or such other remedy, as the Commission deems appropriate.

#### 3. Definitions

- a. For purposes of this Special Condition, the following definitions applies:
  - (1) "Certified Minority Business Enterprise" means a person or entity granted certification by the City of Chicago, County of Cook, Metropolitan Water Reclamation District, Chicago Minority Business Development Council, Central Management Service of the State of Illinois, and Women's Business Development Center.
  - (2) "Certified Women's Business Enterprise" means a person or entity granted certification by the City of Chicago, County of Cook, Metropolitan Water Reclamation District, Chicago Minority Business Development Council, Central Management Service of the State of Illinois, and Women's Business Development Center.
  - (3) "Professional Service Contract" means a contract for professional services of any type.
  - (4) "Contract Specific Goals" means the subcontracting goals for MBE and WBE participation established for a particular contract based upon the availability of MBEs and WBEs to perform and anticipated scope of work of the contract and the Commission's progress towards meeting the



aspirational goals.

(5) "Professional Service Provider" means any person or business entity that seeks to enter into a Professional Service Contract with the Commission and includes all partners, affiliates and joint ventures of such person or entity.

(6) "Executive Director" means the Executive Director of the Commission or her duly designated representative as appointed in writing.

(7) "Good faith efforts" means actions undertaken by a Professional Service Provider 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.

(8) "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.

(9) "Minority" means:

- a. Any individual in the following racial or ethnic groups, members of which are rebuttably presumed to be socially disadvantaged:
  - i. African-Americans or Blacks, which includes persons having origins in any of the Black racial groups of Africa;
  - ii. Hispanics, which includes persons of Spanish culture with origins in Mexico, South or Central America or the Caribbean Islands, regardless of race; and
- b. Individual members of other groups, including but not limited to Asian-Americans, Arab-Americans and Native-Americans, found by the Commission to be socially disadvantaged by having suffered racial or ethnic prejudice or cultural bias within American society, without regard to individual qualities, resulting in decreased opportunities to compete in Chicago area markets or to do business with the Commission.

(10) "Minority-owned business enterprise" or "MBE" means a small local business enterprise which is at least 51% owned by one or more economically disadvantaged minority persons, or in the case of a publicly held corporation at least 51% of all classes of the stock of which is owned by one or more economically disadvantaged minority persons whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more economically disadvantaged minority persons.

(11) "Program" means the minority- and women-owned business enterprise construction procurement program established in this special condition.

(12) "Women-owned business enterprise" or "WBE" means a small local business enterprise which is at least 51% owned by one or more economically disadvantaged women or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more economically disadvantaged women, whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more economically disadvantaged women.

#### 4. Determining MBE/WBE Utilization

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

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

#### 5. Submission of Proposals

- a. The following schedules and documents constitute the Respondent's MBE/WBE compliance proposal and must be submitted at the time of the proposal.
  - (1) Evidence of Certification: Affidavit of MBE/WBE. A copy of each proposed MBE and WBE firm's Letter of Certification from the City of Chicago, Department of Procurement Services or any other entity accepted by the Public Building Commission of Chicago must be submitted. The PBC certification by the City of Chicago, County of Cook, Metropolitan Water Reclamation District, Chicago Minority Business Development Council, Central Management Service of the State of Illinois, and Women's Business Development Center.

(2) Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Ventures. Where the Respondent's MBE/WBE compliance proposal includes participation of any MBE or WBE as a joint venture participant, the Proposer must submit a "Schedule B: Affidavit of MBE/Non-MBE or WBE/Non-WBE Joint Venture" with an attached copy of the joint venture agreement proposed among the parties. The Schedule B and the joint venture agreement must clearly evidence that the MBE or WBE participant will be responsible for a clearly defined portion of the work to be performed and that the MBE or WBE firm's responsibilities are in proportion with its ownership percentage.

(3) Schedule C: Letter of Intent to Perform as a sub-consultant, Subconsultant, or Material Supplier, Schedule C, executed by the MBE/WBE firm (or Joint Venture sub-consultant) must be submitted by the Proposer for each MBE/WBE included on the Schedule D. Schedule C must accurately detail the work to be performed by the MBE or WBE firm and the agreed rates and prices to be paid.

(4) Schedule D: Affidavit of Prime Professional Service Provider Regarding MBE or WBE Utilization. A completed Schedule D committing to the utilization of each listed MBE or WBE firm. Unless the Proposer has submitted a completed request for a waiver of participation by MBE/WBE firms (See Request for Waiver procedures in Section 7), the Proposer must include the specific dollar amount or percentage of participation of each MBE/WBE firm listed on its Schedule D. The total dollar commitment to proposed MBE firms must at least equal the MBE goal, and the total dollar commitment to proposed WBE firms must at least equal the WBE goal. Proposers are responsible for calculating the dollar equivalent of MBE or WBE utilization as percentages of their total proposal.

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

## 6. Evaluation of Compliance Proposals

- a. The Respondent's MBE/WBE compliance proposal will be evaluated by the Commission. The Proposer agrees to provide, upon request, earnest and prompt cooperation to the Executive Director or her designee in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed MBE or WBE firm in providing such assistance. A proposal may be treated as non-responsive by reason of the determination that the Respondent's proposal did not contain a sufficient level of Certified MBE or WBE participation, that the Proposer was unresponsive or uncooperative when asked for further information relative to the proposal, or that false statements were made in the Schedules.
- b. If the Commission's review of a Respondent's proposal concludes that the MBE or WBE proposal was deficient, the Commission will promptly notify the Proposer of the apparent deficiency and instruct the Proposer to submit (within 3 business days of such notice given by the Commission) a modification of the MBE or WBE Proposal, in proper format, which remedies the deficiencies cited. Failure to correct all deficiencies cited by the Commission will be cause for rejection of the Respondent's proposal as non-responsive.
- c. Proposers will not be permitted to modify their MBE/WBE compliance proposal except insofar as directed to do so by the Commission. Therefore, all terms and conditions stipulated for prospective MBE and WBE consultants or suppliers must be satisfactorily negotiated prior to the submission to the Commission of the Respondent's MBE/WBE compliance proposal. If circumstances must arise, however, where a proposed MBE/WBE is no longer available, the process described in Section 12 must be followed.

## 7. Request for Waiver

- a. If a Proposer is unable to identify qualified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for this Contract, the proposal must include a written request for waiver. A request for waiver must be sent to the Executive Director and must set forth the Respondent's inability to obtain sufficient MBE and WBE firms notwithstanding good faith attempts to achieve such participation.

- b. Good Faith efforts to achieve participation include but are not limited to:
  - (1) Attendance at the Pre-proposal conference;
  - (2) The Respondent'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;
  - (3) Advertisement in trade association newsletters and minority and woman-oriented and general circulation media for specific sub-consultants;
  - (4) Timely notification of specific sub-consultants to minority and woman assistance agencies and associations;
  - (5) Description of direct negotiations with MBE and WBE firms for specific sub-consultants, including:
    - i. The name, address and telephone number of MBE and WBE firms contacted;
    - ii. A description of the information provided to MBE and WBE firms regarding the portions of the work to be performed; and
    - iii. The reasons why additional MBE and WBE firms were not obtained in spite of negotiations.
  - (6) 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.
  - (7) As to each MBE and WBE contacted which the Proposer considers to be not qualified, a detailed statement of the reasons for the Respondent's conclusion.
  - (8) Efforts made by the Proposer to expand its search for MBE and/or WBE firms beyond usual geographic boundaries.
  - (9) 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 Proposer, may grant a waiver request upon the determination that:
  - (1) Sufficient qualified MBE and/or WBE firms capable of providing the goods or services required by the contract are unavailable despite the good faith efforts of the Proposer;
  - (2) The price(s) quoted by potential MBE and/or WBE firms for goods or services is above competitive levels to an extent unwarranted by any increased cost of doing business attributable to the present effects of disadvantage or discrimination.

## 8. Failure To Achieve Goals

- a. If the Professional Service Provider 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 Professional Service Provider has made such good faith efforts, the performance of other Professional Service Providers in meeting the goals may be considered. The Executive Director or her designee shall consider, at a minimum, the Professional Service Provider's efforts to do the following:
  - (1) Soliciting through reasonable and available means the interest of MBEs or WBEs that Provide interested MBEs or WBEs with adequate information about the plans, specifications and requirements of the contract, including addenda, in a timely manner to assist them in responding to the solicitation.
  - (2) Provide interested MBEs or WBEs with adequate information about the plans, specifications and requirements of the contract, including addenda, in a timely manner to assist them in responding to the solicitation.
  - (3) Negotiating in good faith with interested MBEs or WBEs that have submitted proposals.

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 Professional Service Provider's failure to meet the goals, as long as such costs are reasonable.

(4) Not rejecting MBEs or WBEs as being unqualified without sound reasons based on the thorough investigation of 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 proposals to meet the goals.

(5) Making a portion of the work available to MBE or WBE sub=consultants and suppliers and to select those portions of the work or material consistent with the available MBE or WBE sub-consultants and suppliers, so as to facilitate meeting the goals.

(6) Making good faith efforts despite the ability or desire of a Professional Service Provider to perform the work of a contract with its own organization. A Professional Service Provider that desires to self-perform the work of a contract must demonstrate good faith efforts unless the goals have been met.

(7) Selecting portions of the work to be performed by MBEs or WBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE or WBE participation even when the Contract might otherwise prefer to perform these items with its own forces.

(8) Making efforts to assist interested MBEs or WBEs in obtaining bonding lines of credit or insurance as required by the Commission or Professional Service Provider.

(9) Making efforts to assist interested MBEs or WBEs in obtaining necessary equipment, supplies, materials or related assistance or services, including participation in a mentor-protégée program; and

(10) Effectively using the services of the Commission; minority or women community organizations; minority or women groups; local, state and federal minority or women business assistance offices; and other organizations to provide assistance in the recruitment and placement of MBEs or WBEs.

b. In the event the Public Building Commission Procurement Officer determines that the Professional Service Provider did not make a good faith effort to achieve the goals, the Professional Service Provider may file a Dispute to the Executive Director as provided in Attachment G – Form of Agreement.

## 9. Reporting and Record-Keeping Requirements

a. The Professional Service Provider, within five (5) working days of contract award, must execute a formal subcontract or purchase order in compliance with the terms of the Professional Service Provider's proposal and MBE/WBE assurances. Upon request by the PBC, the Professional Service Provider must provide copies of the contracts or purchase orders executed between it and the MBE and WBE firms. During the performance of the contract, the Professional Service Provider will submit partial and final waivers of lien from MBE and WBE sub-consultant and suppliers indicating the current payment amount and the cumulative dollar amount of payments made to date.

b. The Professional Service Provider must maintain records of all relevant data with respect to the utilization of MBE and WBE firms, including without limitation payroll records, tax returns and records, and books of account in such detail as the Commission requires, and retain such records for a period of at least 3 years after final acceptance of the work. Full access to such records will be granted to the Commission and/or its designees, on five (5) business days' notice in order for the Commission to determine the Professional Service Provider's compliance with its MBE and WBE commitments and the status of any MBE or WBE firm performing any portion of the contract.

c. The Professional Service Provider will file regular MBE and WBE utilization reports on the form entitled

"Status Report of MBE and WBE Sub-Contract Payments", at the time of submitting each monthly invoice. The report must indicate the current and cumulative payments to t MBE and WBE sub-contractors.

10. Disqualification of MBE or WBE

The Contract may be terminated by the Executive Director upon the disqualification of the Professional Service Provider as an MBE or WBE if the sub-consultants status as an MBE or WBE was a factor in the award and such status was misrepresented by the Professional Service Provider.

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

11. Prohibition On Changes To MBE/WBE Commitments

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

12. MBE/WBE Substitution Requirements and Procedures

- a. Arbitrary changes by the Professional Service Provider 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 Professional Service Provider 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 Professional Service Provider of prior specific MBE or WBE commitments established in the contract, and will need to review the eligibility of the MBE or WBE presented as a substitute. The substitution procedure will be as follows:

(1) The Professional Service Provider 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.

(2) The Professional Service Provider's notification must 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 sub-consultant to honor the 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 sub-consultant to meet insurance, licensing or bonding requirements; g) the sub-consultant's withdrawal of its proposal; or h) decertification of the sub-consultant as MBE or WBE.

(3) The Professional Service Provider'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 Professional Service Provider; 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.

The Professional Service Provider's notification must 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 must be all the same MBE/WBE affidavits, documents and Letters of Intent which are required of the proposed MBE or WBE firms.

(4) 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.

(5) 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 must be submitted immediately to the Executive Director.

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

### 14. Severability

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 need not be filled in if all joint venturers are 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 and Sales

\_\_\_\_\_

3) Hiring and firing of management personnel

\_\_\_\_\_

4) Other

\_\_\_\_\_

A. Purchasing of major items or supplies

\_\_\_\_\_

B. Supervision of field operations

\_\_\_\_\_

C. Supervision of office personnel

\_\_\_\_\_

D. 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.

\_\_\_\_\_

\_\_\_\_\_

E. 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.

\_\_\_\_\_

\_\_\_\_\_

2. 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 (Name of Joint Venture)	to me personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (Name of Joint Venture)
_____	_____
to execute the affidavit and did so as his or her free act and deed	to execute the affidavit and did so as his or her free act and deed
_____	_____
Commission expires: (SEAL)	Commission expires: (SEAL)

**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:

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

**SUB-SUBCONTRACTING LEVELS**

\_\_\_\_\_ % 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)

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

\_\_\_\_\_  
Phone



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

(2 of 2)

If MBE/WBE subConsultant 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 subConsultant'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)

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

**STATUS REPORT OF MBE/WBE (SUB) CONTRACT PAYMENTS**

(1 of 2)

Name of Project \_\_\_\_\_ Contract Number \_\_\_\_\_

Date \_\_\_\_\_

STATE OF ILLINOIS         }  
   } SS  
 COUNTY OF COOK         }

In connection with the above-captioned contract:

I DECLARE AND AFFIRM that I

\_\_\_\_\_  
 (Name of Affiant)  
 am the \_\_\_\_\_ and duly authorized representative of  
 (Title)

\_\_\_\_\_  
 (Name of Company)  
 whose address is \_\_\_\_\_

and that the following Minority and Women Business Enterprises have been contracted with, and have furnished, or are furnishing and preparing materials for, and have done or are doing labor on the above-captioned contract; that there is due and to become due them, respectively, the amounts set opposite their names for materials or labor as stated; and that this is a full, true, and complete statement of all such MBEs/WBEs and of the amounts paid, due, and to become due to them:

MBE/WBE Name	Contract For	Amount of Contract	Total Previous Requests	Amount This Request	Balance to Complete
<b>TOTALS</b>					

**STATUS REPORT OF MBE/WBE (SUB) CONTRACT PAYMENTS**  
(2 of 2)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Date)

On this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_,

before me, \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_, known to me to be the person described in the foregoing Affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public  
Commission Expires

(Seal)



**ATTACHMENT E  
INSURANCE REQUIREMENTS  
SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES**

In general, unless otherwise specified in the assigned Task Orders, 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.

**D.1. INSURANCE TO BE PROVIDED**

**D.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 \$500,000 each accident, Illness or Disease.

**D.1.2. Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 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 (with no limitation endorsement). The Public Building Commission, the City of Chicago and the User Agency must be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

If 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 with no limitation endorsement.

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

**D.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 \$1,000,000 per occurrence for bodily injury and property damage. The Public Building Commission, the City of Chicago and the User Agency must be named as additional insureds on a primary, non-contributory basis.

**D.1.4. Professional Liability**

When any professional Consultant performs work in connection with the Agreement, Professional Liability Insurance will be maintained with limits of not less than \$2,000,000 covering acts, errors, or omissions. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede the, start of work on the Agreement. A claims-made policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

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

**D.1.5 Property**

The Consultant is responsible for all loss or damage to Commission, the City of Chicago and the User Agency property at full replacement or repair cost. 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.

#### **D.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.

#### **D.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,. Coverage must include bodily injury, property damage and other losses caused by pollution conditions that arise from the Contract scope of services, completed operations, contractual liability, defense, excavation, environmental cleanup, remediation and disposal. 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. The Public Building Commission, the City of Chicago and the User Agency are to be named as additional insureds 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.

#### **D.1.8 Railroad Protective Liability**

When any work is to be done adjacent to or on railroad or transit property, Contractor must provide, with respect to the operations that Contractor or subcontractors perform, Railroad Protective Liability Insurance 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.

### **D.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. Nonfulfillment 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 60 days prior written notice to be given to the Commission if any policies are canceled, substantially changed, or non-renewed.

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

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

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

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

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in the Agreement given as a matter of law. If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

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

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

*The Commission's Risk Management Department maintains the rights to modify, delete, alter or change these requirements. Insurance requirements may be altered, including, but not limited to naming other entities or persons as additional insureds, based upon the issuance of specific task orders.*

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

ATTACHMENT F  
DISCLOSURE OF RETAINED PARTIES  
SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES

**A. Definitions and Disclosure Requirements**

1. As used herein, "Consultant" means a person or entity that has any contract with the Public Building Commission of Chicago ("Commission").
2. Commission bids, contracts, and/or qualification submittals 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.
3. "Lobbyists" means any person (a) who 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.

**B. Certification**

Consultant hereby certifies as follows:

1. This Disclosure relates to the following transaction: \_\_\_\_\_  
Description or goods or services to be provided under Contract: \_\_\_\_\_  
\_\_\_\_\_
2. Name of Consultant: \_\_\_\_\_
3. **EACH AND EVERY** lobbyist retained or anticipated to be retained by the Consultant with respect to or in connection with the contract or lease is listed below. Attach additional pages if necessary.

Retained Parties:

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

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

4. 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 G  
FORM OF AGREEMENT  
SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES  
EXECUTION PAGE

**THIS AGREEMENT** effective as of [ INSERT DATE ], 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 [ INSERT NAME OF FIRM] with offices at [ INSERT ADDRESS ], (the "Consultant"), at Chicago, Illinois.

**Background Information – Recitals:**

**Whereas**, The Commission on behalf of the [ INSERT CLIENT ] (referred to as the "User Agency"), intends to undertake the construction and/or improvement of the following facility or facilities in Chicago, Illinois described in Schedule A attached to the Agreement (the "Project"):

[ INSERT PROJECT NAME ]

**Whereas**, the Commission requires certain professional services described in the Agreement, in connection with the Project and desires to retain the Consultant on the terms and conditions set forth in the Agreement to perform such Services. The Consultant desires to be so retained by the Commission and has represented to the Commission that the Consultant has the knowledge, skill, experience and other resources necessary to perform the Services in the manner provided by the Agreement.

**Whereas**, the Consultant has consulted with the Commission and the User Agency, made site inspections, and taken such other actions as the Consultant deemed necessary or advisable to make itself fully acquainted with the scope and requirements of the Project and the Services. The Consultant represents that it is qualified and competent by education, training and experience to prepare drawings, specifications and construction documents necessary to complete the Project in accordance with standards of reasonable professional skill and diligence.

**Whereas**, the Construction Budget for the Project will be established by the Commission after completion of Schematic Design based upon the requirements of the Project and allowances for cost escalation and Project contingencies.

**Whereas**, the Commission has relied upon the Consultant's representations in selecting the Consultant.

COMMISSIONING AUTHORITY SERVICES – PS1854  
FOR  
VARIOUS PROJECT SITES

NOW THEREFORE, the parties agree on the terms and conditions that follow:

SIGNED by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PUBLIC BUILDING COMMISSION OF CHICAGO by:

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

COMMISSIONING AUTHORITY SERVICE CONSULTANT, [ INSERT FIRM NAME ]:

\_\_\_\_\_  
President

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)

**ATTACHMENT G**  
**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. **Executive Director** means the person employed by the Commission as its Executive Director or the duly authorized representative thereof.

g. **Key Personnel** means those job titles and persons as identified in such positions in Schedule E of this Agreement.

h. **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 Schedule B of this Agreement and the assigned Task Order.

i. **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.

j. **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 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. **Task Orders.**

a. **Task Order Service Requests.** During the term of the Agreement, the Commission may issue one or more requests or solicitations for specific Services to be performed under the Agreement (a "Task Order Service Request" or "TOSR"). Each such Task Order Request will identify the Project, describe the specific Services to be performed, the desired completion date, and any other information or documents to be provided by the Consultant in responding to the Task Order Service Request.

b. **Task Order Proposals.** Consultant must submit to the Commission a written response to the Task Order Service Request by providing the information and documents requested (the "Task Order Proposal"). The Task Order Proposal will propose a schedule, budget, Deliverables, a list of technical personnel who will perform the Services and any other information or documents listed in the Task Order Service Request. The Task Order Proposal must be submitted within the time specified in the Task Order Service Request. Any costs associated with the preparation of such Task Order Proposal are not compensable under the Agreement and the Commission is not liable for any such costs.

c. **Review Process.** The Commission will review the Task Order Proposal and may elect to approve it, reject it, or use it as a basis for further negotiations with Consultant regarding the Task Order and specific Services to be performed and/or Deliverables to be provided. If the Commission and Consultant negotiate changes to the Task Order regarding the specific Services and/or Deliverables to be provided, Consultant must submit a revised Task Order Proposal (based upon such negotiations) to the Commission.

d. **Notice of Approval of Task Orders.** All Task Orders are subject to the written approval of the Commission and no Task Order will become binding upon the Commission until it is approved in writing by the Executive Director. Absent approval of a Task Order and issuance of a Notice to Proceed as provided in the

following sub-paragraph, the Commission will not be obligated to pay or have any liability to Consultant for any Services or Deliverables provided by Consultant pursuant to such Task Order.

e. **Notice to Proceed.** After approval of the Consultant's engagement to perform Services under a Task Order (as evidenced by the execution of the Notice of Award by the Executive Director, the Commission shall issue a Notice to Proceed authorizing the Services that are within the scope of such Task Order and attaching or incorporating the applicable Task Order. Upon receipt of an executed Notice to Proceed issued by the Project Manager, Consultant will promptly commence and perform, in accordance with the Task Order, the Services set forth in the Task Order. Consultant shall not commence the applicable Services unless and until the Commission issues the Notice to Proceed.

e. **No Obligation.** Consultant acknowledges and agrees that the Commission is under no obligation to issue any Task Orders, and that it is within the Commission's discretion whether to include Consultant in any solicitation for Task Order Proposals.

## 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. **Intentionally omitted.**\*\*

d. **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.

e. **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.

f. **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.

g. **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.

h. **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

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\*\* TO BE INSERTED IN CONTRACTS FOR SURVEYING, TRAFFIC STUDIES AND COMMISSIONING.

to, those referenced in subparagraphs (a) and (b) above.

i. **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 three (3) successive one (1)-year renewal options at the sole discretion of the Commission. The term of this Agreement shall begin upon the final execution of this Agreement, and, subject to the provisions of subparagraph (b) below, shall expire three (3) years after the effective date of this Agreement, or any renewal option period if exercised by the Commission.

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 fees and costs to be paid by the Commission during the term of this Agreement, excluding any renewal option periods, shall not exceed the sum of \$\_\_\_\_\_. The Commission shall compensate the Consultant for the Services in the

manner set forth in Schedule D of this Agreement, or as modified by assigned Task Order. 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 and the assigned Task Order.

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.** 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 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 Schedule D.

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 give 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 signatures(s) of each person signing on behalf of the Consultant have been made with complete and full authority to commit the Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained or incorporated by reference in it.

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