

# PUBLIC BUILDING COMMISSION OF CHICAGO



**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
PS 1857  
FOR  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION**

Issued on Monday, November 29, 2010

**RESPONSES ARE DUE ON MONDAY, DECEMBER 20, 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 SIX (6) COPIES (4 PAPER COPIES, 1 UNBOUND COPY AND 1 CDROM) 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. \_\_\_\_\_ Project Flow Chart
5. \_\_\_\_\_ Financial Statements
6. \_\_\_\_\_ Attachment A – Disclosure Affidavit
7. \_\_\_\_\_ Attachment B - Relevant Experience / References
8. \_\_\_\_\_ Key Personnel (Attach resumes of Key Personnel and detailed organization chart.)
9. \_\_\_\_\_ Copy of each applicable license as requested in the RFQ and resumes
10. \_\_\_\_\_ Attachment C - Legal Actions (Attach additional information as necessary.)
11. \_\_\_\_\_ Attachment D – Disclosure of Retained Parties
12. \_\_\_\_\_ Attachment E - Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises (Schedule C, Schedule D)
13. \_\_\_\_\_ Copy of Joint Venture Agreement (if applicable)
14. \_\_\_\_\_ Copy of current MBE/WBE certification letter (if applicable)
15. \_\_\_\_\_ Attachment F – Insurance (Provide proof of Insurance)

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION – PS1857  
FOR  
VARIOUS PROJECT SITES**

**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.

**Contract Officer**

Gary S. Bell

**Public Building Commission of Chicago**

50 West Washington, Room 200

Chicago, Illinois 60602

Fax (312) 744-3572

[garybell@cityofchicago.org](mailto:garybell@cityofchicago.org)

2. **SUPPLEMENTAL RFQ:** This RFQ is being issued to supplement the existing pool of pre-qualified firms providing Environmental – Renovation / Demolition services in connection with various public/capital projects over the next three years. Environmental – Renovation / Demolition consultants 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.**

4. **QUESTIONS:** Please direct all written questions (and requests for American Disabilities Act accommodations) to the RFQ Contact. Questions received less than seven calendar days prior to the due date and time may be answered at the discretion of the Public Building Commission ("PBC"). We will post the answers on the PBC website, which may be viewed at [www.pbcchicago.com](http://www.pbcchicago.com).

5. **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.....November 29, 2010**

**Due Date and Time for Submissions.....December 20, 2010 at 12:00 PM C.S.T.**

6. **NUMBER OF COPIES:** Submit a signed original copy, four (4) copies, plus one (1) unbound copy and one (1) compact disk (CD-ROM) copy of the electronic Submission in a sealed envelope or container.

7. **SUBMIT QUALIFICATIONS TO:**

Gary S. Bell, Contract Officer

Public Building Commission of Chicago

50 West Washington Street, Room 200

Chicago, Illinois 60602

8. **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.

9. **RIGHT TO CANCEL:** The PBC reserves the right to cancel this procurement process whenever the best interest of the PBC is served. The PBC shall not be liable for any costs incurred by Consultants associated with this procurement process.

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**FOR**  
**VARIOUS PROJECTS**  
**PS1857**  
**III. DEFINITIONS**

### 3.1 Definitions

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

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

**"Agreement"** means the contract for Environmental Consulting Services for Renovation/Demolition Projects that is to be entered into between the PBC and the selected Consultant 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.

**"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.

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

**"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

- A.** Any headings in this RFQ are for convenience of reference only and do not define, limit, control or affect the meaning of the RFQ's provisions. In this RFQ, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFQ refer to this RFQ. All section references, unless otherwise expressly indicated, are to sections of

this RFQ. Words of any gender shall be deemed and construed to include correlative words of the other gender. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFQ and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFQ.

- B.** 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.
  
- C.** 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 Environmental Consulting Services for Renovation/Demolitions. The PBC is currently soliciting qualifications from firms or teams (the “Respondents”) to supplement the existing pool of pre-qualified Environmental Consulting Services for Renovation/Demolition services in connection with various public / capital projects over the next three years. Environmental Consultants 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 Environmental Consultants for inclusion in the existing pool of pre-qualified firms to perform on a Task Order basis as Environmental Consultants on potential public projects developed through the PBC.

**4.2. General Scope of Services – Environmental Consulting Services for Renovation and Demolition**

The Environmental Consultant (the “Consultant”) will enter into a Task Order with the PBC. The Consultant’s Task Order will be executed in a Not to Exceed format, on a project by project basis. The Consultant will provide, on a Task Order basis, all Services, including inspections, drawings and specifications and performance of renovation/demolition oversight activities including hazardous (and non-hazardous) waste removal activities, and the oversight of lead and asbestos abatement activities.

If the Consultant is performing in a satisfactory manner, the Commission will assign additional Task Orders to the Consultant for each of the future phases of Services required until Project completion.

The Consultant’s Services shall include, but are not limited to the following categories of work:

**A. Asbestos Containing Materials Inspections**

The Consultant shall conduct asbestos containing materials inspections of buildings as requested by the PBC that are scheduled for either renovation or demolition activities. The types of buildings can range from residential, commercial, industrial and school buildings. For renovation activities in schools, the Consultant shall follow the Asbestos Hazard Emergency Response Act (AHERA) requirements and for all non-school building renovation and demolition projects, the Consultant shall follow the National Emission Standards for Hazardous Air Pollutants (NESHAP) for Asbestos (Code of Federal Regulations at 40 C.F.R. Part 61, Subpart M requirements). For work in school buildings, the Consultant must have an IDPH licensed Project Designer on-staff.

Surveys shall be completed by conducting a thorough inspection of all areas that will be affected by the renovation/demolition activities in the facility for asbestos containing materials in accordance with the regulations above and by utilizing an Illinois Department of Public Health (IDPH) licensed asbestos inspector. Samples shall be analyzed by a “National Voluntary Laboratory Accreditation Program” (NVLAP) accredited laboratory.

The Consultant shall provide draft and final asbestos survey reports to the PBC for review and comment, which includes a site map indicating a north arrow, material types, quantities, locations, laboratory data sheets, analytical results, copies of IDPH licenses for inspectors, chain of custody forms, a chart and clear summary of results (utilizing existing site/floor plans to indicate sample locations). The Consultant shall be prepared to conduct revisions to the document as requested by the PBC. The Consultant shall be required to upload the final document to the “Collaboration Workspaces” (CW) website.



## **B. Lead-Based Paint Inspections**

The Consultant shall conduct lead-based paint inspections as requested by the PBC using an X-Ray Fluorescence (XRF) lead paint analyzer on painted surfaces in the structure to be renovated/demolished. This survey shall be conducted by an IDPH licensed Lead Inspector.

The Consultant shall provide draft and final reports that shall consist of the name of the lead inspector, his/her license number, the date of inspection, list all substrates inspected, the colors of paint on each substrate and wall direction for each sample, the reading for each sample positive/negative/inconclusive, an evaluation for each sample taken if the paint is in good, fair or poor condition, and a chart and clear summary of results (utilizing existing site/floor plans to indicate sample locations). Results of any laboratory analyses shall be included in this report along with the chain-of-custody forms as necessary. The IDPH licensed lead inspector shall sign the final inspection report.

The Consultant shall provide draft and final lead survey reports to the PBC for review and comment, which includes a site map indicating material types, quantities, locations, laboratory data sheets, analytical results, copies of IDPH licenses for inspectors, chain of custody forms, a chart and clear summary of results (utilizing existing site/floor plans to indicate sample locations). The Consultant shall be prepared to conduct revisions to the document as requested by the PBC. The Consultant shall be required to upload the final document to the CW website.

## **C. Hazardous Material Building Inspections**

The Consultant shall conduct an inspection of the structure(s) planned for renovation/demolition for hazardous (and non-hazardous) materials such as PCB-containing components, mercury-containing components, chemicals, and other hazardous (and non-hazardous) materials that require removal prior to renovation/demolition.

The Consultant shall provide a draft and final survey report that contains locations, estimated volumes, CAS registry numbers, quantities and types of materials, photographs, results of the inspection, limitations and recommendations. The Consultant shall be prepared to conduct revisions to the document as requested by the PBC. The Consultant shall be required to upload the final document to the CW website.

## **D. Design Drawings and Specifications**

### **Asbestos Containing Materials (ACM) and Lead-Based Paint (LBP)**

The Consultant shall prepare ACM and/or LBP abatement drawings using existing or generated plans and CAD drawings. The Consultant shall utilize using existing or generated site/floor plans and ACM and LBP inspections to indicate ACM and LBP requiring abatement prior to renovation/demolition. The Consultant shall use the ACM and LBP inspections and create (or modify existing) ACM and LBP abatement specifications to tailor them for the abatement work. ACM abatement plans shall be created utilizing an asbestos project designer, licensed by IDPH. Additionally, the Consultant shall prepare necessary documents in order to “delist” the structure as a school building prior to demolition activities. For work in school buildings, the Consultant must have an IDPH licensed Project Designer on-staff.

The Consultant shall provide draft and final copies of the abatement specifications and drawings to the PBC. The Consultant shall be prepared to conduct revisions to the document as requested by the PBC. The Consultant shall be required to upload the final document to the CW website.

### **Hazardous Materials**

The Consultant shall prepare hazardous (and non-hazardous) material removal specifications for all materials requiring removal and disposal prior to the renovation/demolition of a building.

The Consultant shall provide draft and final copies of the hazardous (non-hazardous) specifications to the PBC. The

Consultant shall be prepared to conduct revisions to the document as requested by the PBC. The Consultant shall be required to upload the final document to the CW website.

## **PERFORMANCE OF RENOVATION/DEMOLITION OVERSIGHT ACTIVITIES**

### **E. Oversight of Waste Removal Activities**

At a minimum, the Consultant shall be responsible for the following Hazardous (and Non-Hazardous) waste materials management and oversight activities at a typical PBC renovation/demolition project:

1. The Consultant shall be familiar with the specifications and waste inventory of all buildings to be renovated or demolished including quantities, classifications, and locations of all waste within the buildings requiring removal by a hired Contractor.
2. The Consultant shall attend project meetings with PBC and weekly meetings with Renovation/Demolition Contractors.
3. The Consultant shall review and approve all submittals related to the handling, removal and disposal of all regulated waste from all buildings included in the scope of work..
4. The Consultant shall coordinate with Renovation/Demolition Contractor on-site and shall maintain all submittal records and upload them to CW on a weekly basis.
5. The Consultant shall be responsible to maintain schedules of all waste removal activities on-site.
6. The Consultant shall be responsible to inspect the areas where waste is being removed and stored.
7. The Consultant shall inspect all waste leaving the site and shall sign-off on all waste manifests and bills of lading on behalf of the PBC.
8. The Consultant shall also be responsible to meet with regulators as requested and shall respond within twenty-four (24) hours to any violation notices received.
9. The Consultant shall respond to site issues, unforeseen conditions, regulatory inspections/citation, site emergencies, spills, etc on an emergency response basis and prepare a detailed comprehensive report at the conclusion of each incident.
10. The Consultant shall assist PBC PM with review and comment of all pay applications as requested.
11. The Consultant shall prepare a report documenting all waste removal activities that occurred on site, which includes photographed activities, signed waste manifests, transporter information, submittals, etc.

### **F. Oversight of Asbestos Abatement Activities**

The Consultant shall provide IDPH licensed Asbestos Air Sampling Professionals/ Project Managers (ASP/PM) who shall coordinate daily work activities with the Renovation/Demolition General Contractor and their Asbestos Abatement Contractor. The Consultant shall monitor asbestos abatement activities in accordance with all local, state and federal guidelines. The Consultant shall review the asbestos contractor submittals including but not limited to:

1. Notifications;
2. Worker and supervisor licensing;
3. Disposal facility information;
4. Health and Safety Plan;

5. Sign in sheets; and
6. Waste manifests.

At a minimum, the ASP/PMs shall be responsible for the following daily oversight activities per containment at the PBC job site:

1. The ASP/PM shall post and maintain all necessary notices/permits required to be posted at the jobsite.
2. The ASP/PM shall maintain a copy of the ACM inspection report at the job-site.
3. The ASP/PM shall conduct containment inspections.
4. The ASP/PM shall inspect the work areas and abatement procedures.
5. The ASP/PM shall visually inspect the engineering controls systems including negative pressure ventilation systems, decontamination procedures and respiratory protection worn by asbestos abatement employees.
6. The ASP/PM shall monitor the contractor work methods including workspace cleanliness, wet work methods, bag out, and final cleaning.
7. The ASP/PM shall evaluate whether visible debris and asbestos containing materials have been fully removed as per the specifications.
8. The ASP/PM shall conduct air monitoring in accordance with the National Institute for Occupational Safety and Health (NIOSH) Method 7400, counting rules and all local, state and federal requirements. The ASP/PM shall provide work area monitoring (inside and outside containments) and final clearance inspection, testing and sample analysis using phase contrast microscopy (PCM) in accordance with applicable regulations.
9. The timing and sequencing, including area start and finish points, of abatement must be coordinated with the PBC PM, the renovation/demolition contractor and their asbestos abatement contractor for the overall project.
10. The ASP/PM shall prepare daily reports documenting the abatement activities.
11. The ASP/PM shall also prepare monitoring reports in a standardized reporting format to document on-site monitoring during abatement that includes, at a minimum:
  - a. Summary of work by building, including summaries of abated materials;
  - b. Company and ASP Name and License;
  - c. Date and time of activities;
  - d. Sampling methods used;
  - e. Asbestos abatement contractor;
  - f. Daily worker log;
  - g. Work area sign-in and out logs;
  - h. Photographs during abatement activities (before and after);
  - i. Notifications;
  - j. Worker and Supervisor Licensing;
  - k. Waste Manifests;
  - l. Analytical/filled out air sampling forms by ASP;
  - m. Daily inspectors logs;
  - n. Other forms and/or logs required by state and federal regulations; and

- o. Provide sampling and analysis of unexpected ACM encountered during the work.

### **G. Oversight of Lead Abatement Activities**

The Consultant shall provide IDPH licensed lead inspectors who shall coordinate daily work activities with the Renovation/Demolition General Contractor and their Lead Abatement sub-contractor. The Consultant shall monitor lead abatement activities in accordance with all local, state and federal guidelines and shall review the lead contractor submittals including but not limited to:

1. Notifications;
2. Worker and supervisor licensing;
3. Health and Safety Plan;
4. Disposal facility information;
5. Sign in sheets; and
6. Waste manifests.

At a minimum, the lead inspector shall be responsible for the following general activities at the PBC job site:

1. Inspect the containments, work areas and lead abatement procedures.
2. Maintain a copy of the LBP inspection report at the job-site.
3. Post and maintain all necessary notices/permits required to be posted at the jobsite.
4. Prepare daily reports documenting the LBP abatement activities.
5. Visually inspect the engineering controls systems including negative pressure ventilation systems, decontamination procedures and respiratory protection worn by lead abatement employees.
6. Monitor contractor work methods including workspace cleanliness, work methods, and final cleaning.

Before a work area may be released for re-occupancy, the Consultant shall provide the following services:

1. The Consultant shall visually inspect the work area to ensure that all abated or mitigated surfaces and all floors have been treated to provide smooth and easily cleanable surfaces.
2. Lead dust levels on horizontal surfaces are tested below the levels established by the IDPH. All environmental lead samples must be submitted and analyzed by an accredited laboratory, as defined in the regulations.
3. The Consultant shall provide the lead abatement contractor a signed copy of the compliance investigation report required by Section 845.225 of the IDPH regulations before being released from the work area and allowing the work area for re-occupancy and removing the isolation barriers.

The timing and sequencing, including area start and finish points, of abatement must be coordinated with the PBC PM, the renovation/demolition contractor and their lead abatement contractor for the overall project.

The lead inspector shall also prepare monitoring reports in a standardized reporting format to document on-site monitoring during abatement that includes, at a minimum:

- Summary of work by building, including summaries of abated materials;

- Company and lead inspector name and license;
- Date and time of activities;
- Sampling methods used;
- Lead abatement contractor;
- Daily worker log;
- Work area sign-in and out logs;
- Photographs during abatement activities (before and after);
- Notifications;
- Worker and Supervisor Licensing;
- Waste Manifests;
- Chains of Custody/Analytical signed by lead inspector;
- Daily inspectors logs; and
- Other forms and/or logs required by state and federal regulations.

#### **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.

##### **A. Issuance of Task Orders**

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.
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.
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.
- d. 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.
- e. Costs associated with the preparation of Task Orders are not compensable under the Agreement and the PBC is not liable for any additional costs.

**B. Acceptance of Task Orders**

- 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.

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.

**4.4 TERM OF CONTRACT**

The contract is effective on the date of execution for a period of three (3) years with three (3) successive one (1)-year renewal options.

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VARIOUS PROJECTS**

**V. INSTRUCTIONS TO RESPONDENTS**

**5.1. Submittal of Qualifications**

Responses must be received by the PBC at the address shown in the RFQ up to the date and time shown herein. It is the Respondent's sole responsibility to see that the submittal is received as stipulated. The submittal must be complete and contain the number of copies shown in the RFQ document. Any false statement(s) made by the Respondent will void the response and eliminate the Respondent from further consideration. When responses are delivered by mail or messenger to the PBC the Respondent is responsible for delivery BEFORE the due date and time. If delivery is delayed beyond the established deadline, the Response is late and may not be considered.

**ONE (1) ORIGINAL RESPONSE WITH ORIGINAL SIGNATURES AND FOUR (4) COPIES, PLUS ONE (1) ADDITIONAL COPY WITHOUT BINDING, AND ONE (1) CDROM WITH THE ELECTRONIC (PDF) COPY OF THE SUBMITTAL MUST BE SUBMITTED**

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

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS FOR  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION – PS1857  
FOR VARIOUS PROJECT SITES  
Due 12:00 p.m. C.S.T., December 20, 2010**

**(Name of Respondent)**

**Package\_\_of\_\_**

**Public Building Commission of Chicago**

**Re: ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION-PS-1857  
Richard J. Daley Center, Room 200  
50 W. Washington Street  
Chicago, Illinois 60602  
Attention: Gary S. Bell –Contract Officer**

**5.2. Submittal Format**

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.

Submittals should be bound on the left 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 in Section 6.1. Expensive papers and bindings are discouraged since no materials will be returned.

Respondents are advised to adhere to submittal requirements. Failure to comply with the instructions of this RFQ may be cause for rejection of submittals. The PBC reserves the right to accept any submittal and/or any part or parts thereof and/or to reject any or all submittals.

The Respondents must complete all the affidavits and forms provided in this RFQ and provide all of the information requested on each form. Incomplete forms may result in disqualification from the RFQ Process.

### 5.3. Addenda and Interpretation

- A. No oral interpretation of the meaning of the RFQ will be made to any Respondent.
- B. Requests for interpretation must be received no later than **Monday, December 13, 2010 at 12:00 PM Central Standard Time (C.S.T.)**. Every request for such interpretation must be made in writing, addressed to the Public Building Commission of Chicago 50 West Washington Street Chicago, Illinois 60602, ATTENTION: Gary S. Bell – Contract Officer, and emailed to [garybell@cityofchicago.org](mailto:garybell@cityofchicago.org). The interpretations, if any, will be issued in writing which, if issued, will be posted in the PBC website at <http://www.pbcchicago.com> and will be sent via e-mail to all prospective Respondents if Respondent's e-mail address is available to the PBC not later than five (5) days prior to the date of the submission of Submittals.

***The PBC will not be liable for Respondent's failure to obtain or download any addenda issued this request for qualifications.***

- C. Failure of any Respondent to receive any such Addendum or interpretation shall not relieve such Respondent from any obligation under his Submittal as submitted. All Respondents are responsible for obtaining each Addendum and must acknowledge receipt of each Addendum that has been issued.

### 5.4. Rejection of Submittals

Submittals that do not comply with the submittal requirements of the RFQ, or that contain omissions, erasures, alterations or additions not called for, 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.

### 5.5. 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.

### 5.6. 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.

### 5.7. Form of Agreement

The PBC's standard terms and conditions for contracts with Environmental Consultants are attached as **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.

### 5.8. Minority and Women-Owned Business Enterprises

The PBC affirmative action requirements are set forth with particularity in **Attachment E, "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises"**. This attachment includes various affidavits, certifications and other reporting forms, which must be submitted with Respondent's Qualifications.



### **5.9. 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.

### **5.10. Insurance Requirements and Indemnification**

The Successful Respondents must maintain the types of insurance coverage described in **Attachment F- Insurance Requirements**. The limits will depend upon the type of activity involved and will be as prescribed by the PBC's Risk Manager. Respondent must submit written evidence of ability to procure and comply with the amounts of insurance coverage that is indicated in Attachment F. The limits set forth in Attachment F are required by the PBC's intergovernmental agreement with its User Agency client, and are not negotiable.

**5.11. Right to Make Multiple Awards** The PBC reserves the right to award to one or more Respondents as it deems to be in its best interest of the PBC and public.

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**PUBLIC BUILDING COMMISSION OF CHICAGO  
SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION  
FOR  
VARIOUS PROJECTS**

**VI. SUBMITTAL REQUIREMENTS**

An Evaluation Committee (the "EC") 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. 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.

**6.1. Submittal Requirements**

**The Submittal shall include each of the following in exact order as stated in this RFQ:**

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

- A. TRANSMITTAL LETTER:** An individual authorized to legally bind the Respondent must sign the transmittal letter. The person who signs the transmittal letter shall be considered the contact person for all matters pertaining to the Submittal 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.

The Transmittal Letter must identify all firms in the project team composition, as well as indicate which RFQ they are responding to and shall state that 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.

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

- C. EXECUTIVE SUMMARY:** The Respondent shall prepare an Executive Summary (2 PAGE LIMIT) which is a commitment, signed by an authorized representative of the Respondent to:

1. Provide required Services described in this RFQ;
2. Provide the personnel specified in the qualification submission;
3. Accept the terms of this RFQ;
4. Utilize MBE/WBE participation; and

5. Use only part or full time on-staff employees.

Any deviation or exclusion of any of the above listed commitments will render the Respondents submittal as non-responsive. 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.

#### **D. EXPERIENCE OF RESPONDENT FIRM'S EXPERIENCE, LABORATORY AND REGULATORY KNOWLEDGE**

The Respondent shall describe the depth, breadth and relevance of their recent experience (per Submittal Requirements), capabilities and resources, at the corporate level (3 PAGE LIMIT), in:

1. Managing all aspects of the environmental work described in this RFQ;
2. Understanding laboratory and analytical procedures including the type of analytical tests required relative to the contaminants of concern, regulatory requirements and data quality objectives. Generalized statements indicating that the respondent has knowledge of the analytical procedures and has performed analytical data reviews are not acceptable.
3. Provide a demonstration of Respondent's knowledge of applicable Illinois Environmental Protection Agency (IEPA), Illinois Department of Public Health (IDPH), Chicago Department of Public Health (CDPH), Occupational Safety and Health Administration (OSHA), City of Chicago Department of Environment (CDOE), National Emission Standards for Hazardous Air Pollutants (NESHAP) and Asbestos Hazard Emergency Response Act (AHERA) regulations

The Respondent shall provide project summaries, completed by the Consultant, illustrating the following (three (3) Summaries for each type of work described in this RFQ and provided on Attachment B-1):

- a. Name of Project;
- b. Location of Project;
- c. Approximate Dollar Value of Project;
- d. Project Summary;
- e. How projects were tracked and monitored, and completed within budget; and
- f. Identify actual cost savings (dollar amounts) for each project where the Respondent proposed alternate strategies that reflected in cost savings.

#### **E. KEY PERSONNEL**

The Respondent shall prepare a matrix stating each staff member proposed to work on PBC projects. The staff members should work directly for the company filling out the qualification package. If the individuals are working for the MBE/WBE firm, please state this on the matrix. The Respondent shall include the number of years experience each staff member has in the environmental industry and in their current position at the current company. This matrix shall also include the scopes of work each staff member will be performing on PBC projects including:

1. Asbestos inspections;
2. Lead inspections;

3. Hazardous waste inspections;
4. Asbestos abatement design drawing preparation;
5. Lead abatement design drawing preparation;
6. Asbestos abatement specification preparation;
7. Lead abatement specification preparation;
8. Hazardous (and non-hazardous) waste removal activity oversight;
9. Asbestos abatement oversight; and
10. Lead abatement oversight.

**F. RESUMES:** The Respondent shall include a resume section for all staff members the Respondent proposes to work on PBC projects that demonstrates the depth, breadth and relevance of Respondent's recent experience, capabilities and resources, at the individual levels in the work described in this RFQ. The resumes must be placed in this section in alphabetical order by last name.

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

1. Certified Industrial Hygienist certified by the American Board of Industrial Hygiene. The Certified Industrial Hygienist shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team. The Certified Industrial Hygienist shall have a minimum of ten (10) years of experience in the environmental industry.
2. Hazardous Waste Project Manager with the minimum of ten (10) years of experience conducting hazardous waste inspections and preparing specifications for hazardous waste handling and disposal. The project manager shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
3. IDPH Licensed Asbestos Designer with the minimum of ten (10) years of experience designing asbestos abatement projects for school and non-school facilities. The IDPH Licensed Asbestos Designer shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
4. IDPH Licensed Asbestos Inspectors with a minimum of five (5) years of experience in asbestos inspection. At least one IDPH Licensed Asbestos Inspector shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team. The IDPH Licensed Asbestos Inspector, IDPH Licensed Air Sampling Professional, and Licensed Asbestos Project Manager may be one person.
5. IDPH Licensed Asbestos Air Sampling Professional/Project Manager with a minimum of five (5) years of experience in asbestos air sampling/project management. At least one IDPH Licensed asbestos air sampling professional/project manager shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless

directly part of their MBE/WBE team. The IDPH Licensed Asbestos Inspector, IDPH Licensed Air Sampling Professional, and Licensed Asbestos Project Manager may be one person.

6. IDPH Licensed Asbestos Management Planner with the minimum of ten (10) years of experience providing asbestos management planning for projects for school and non-school facilities. The Licensed Asbestos Management Planner shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
7. IDPH Licensed Lead Inspector/Risk Assessor with a minimum of (5) years of experience in lead inspecting and risk assessing. The IDPH Licensed Lead Inspector/Risk Assessor shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
8. Lead Paint Abatement Specification Author with at least ten (10) years of experience in preparation of lead paint specifications for lead abatement work. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
9. Lead Paint Abatement Drawing Preparer with at least ten (10) years of experience in preparation of lead paint abatement drawings for lead abatement work. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
10. One Certified XRF Operator. The Certified XRF Operator shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
11. Quality Control/Assurance individual(s). The Respondent shall provide specific name (s) and resume(s) of all QA/QC individuals who will review formatting and content of all reports, documents, specifications and drawings prior to distribution to the PBC.

**H. EMERGENCY RESPONSE:** Provide a demonstration of Respondent's knowledge of environmental project emergency response actions. Provide examples of three circumstances where an emergency response situation occurred and how the Respondent's staff handled the circumstance.

**I. REFERENCES:** Provide references including: Name, address and telephone number of a contact person; and brief description of the project(s) and Respondent's role on the project. Complete attachment B and provide any additional project related information.

**J. EQUIPMENT:** Respondent shall maintain critical sampling, analysis, and monitoring equipment at their location of business. Provide verification that the Respondent has the following equipment available. This equipment includes but is not limited to the following:

1. Camera equipment for producing photographs that are compliant with IDPH requirements and for collecting digital photographs;
2. Mobile telephones for all staff assigned to the PBC project work;
3. Word processing, data management, and imaging equipment necessary to support the PBC requirements, including electronic transmission of documents, Computer Assisted Design, development and production of reports, and digital storage of records;

4. Asbestos sampling and analysis equipment required for collecting Phase Contrast Microscopy (PCM), Polarized Light Microscopy (PLM), and Transmission Electron Microscopy (TEM) samples and for analysis of PCM and PLM samples;
5. Lead Based Paint direct read instruments as approved by USEPA and other regulatory agencies including but not limited to XRF.

**K. QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PLAN:** The Respondent shall provide a detailed two page Quality Control Plan (QCP), featuring a management plan that addresses both quality assurance and quality control within the Respondent's company. The management plan must include a narrative describing coordination, communication, and quality control methods for the scopes of work listed in this RFQ.

**L. ORGANIZATION**

1. Attachment A – Disclosure Affidavit  
Complete and execute Attachment A- Disclosure Affidavit and include an organization chart describing the management structure, lines of authority and communication and functions of key personnel.
2. A list of all of the Respondents' key officers and directors if the Respondent is a publicly held company.

**M. 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.

**N. MBE/WBE UTILIZATION PLAN**

Respondent's MBE/WBE Participation Plan must identify all MBE and WBE firms proposed to be included on the Respondent team and the proposed role of each. A copy of each MBE and WBE firm's current Letter of Certification must be submitted with the Respondent's MBE/WBE Participation Plan and the proposed role of each participating MBE and WBE must be consistent with the Area of Specialty as indicated on its Letter of Certification.

Opportunities for MBE and WBE capacity building being proposed by the Respondent should be clearly stated and described in detail.

The Respondent shall submit completed Schedules C and D, from **Attachment E "Special Conditions Regarding the Utilization of Minority and Women Owned Business Enterprises"**, outlining its plan for MBE/WBE utilization, including information describing any past experience the Respondent has that would reflect an ongoing working relationship between the Respondent and the MBE/WBE firms identified in the submission.

**O. QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) PLAN**

Provide a detailed Quality Control Plan (QCP), featuring a management plan that addresses both quality assurance and quality control within the Consulting company. The management plan must include a narrative describing coordination, communication, and quality control methods for the scopes of work listed in section 3.2 General Scope of Services. The management plan should include an organizational chart, lines of authority and scheduling milestones.

**P. INSURANCE REQUIREMENTS**

The selected Respondent must maintain the types of insurance coverage described in Attachment F. As such, each submission must be accompanied by written evidence of the Respondent's ability to procure the insurance specified in Attachment F and/or must include a sample 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 F 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 sample 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.

**Q. ATTACHMENT D - DISCLOSURE OF RETAINED PARTIES.** Completed and executed.

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**PUBLIC BUILDING COMMISSION OF CHICAGO**  
**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION**  
**FOR**  
**VARIOUS PROJECTS**

**VII. EVALUATION CRITERIA**

**Section 7.1. Selection Process**

An Evaluation Committee (the "EC") 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 EC after which the EC 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, sub-consultants, 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 7.2. EVALUATION CRITERIA**

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

**A. EXECUTIVE SUMMARY**

The Respondent will be evaluated on providing a clear description of how their firm satisfies the evaluation criteria and a detailed statement illustrating Respondent's understanding of the Services listed in this RFQ.

**B. EXPERIENCE OF RESPONDENT'S FIRM'S EXPERIENCE, LABORATORY AND REGULATORY KNOWLEDGE:**

The Respondent will be evaluated on the depth, breadth and relevance of their firm's recent experience, capabilities and resources, at the individual and corporate levels, in:

1. Managing all aspects of the environmental work described in this RFQ;
2. Understanding laboratory and analytical procedures including the type of analytical tests required relative to the contaminants of concern, regulatory requirements and data quality objectives. Generalized statements indicating that the respondent has knowledge of the analytical procedures and has performed analytical data reviews are not acceptable.



3. Providing a demonstration of Respondent's knowledge of applicable Illinois Environmental Protection Agency (IEPA), Illinois Department of Public Health (IDPH), Chicago Department of Public Health (CDPH), Occupational Safety and Health Administration (OSHA), City of Chicago Department of Environment (CDOE), National Emission Standards for Hazardous Air Pollutants (NESHAP) and Asbestos Hazard Emergency Response Act (AHERA) regulations.
4. The Respondent shall be evaluated on providing project summaries illustrating the following (three (3) Summaries for each type of work described in this RFQ) as evidenced by **ATTACHMENT B – Relevant Business Experience. :**
  - a. Name of Project;
  - b. Location of Project;
  - c. Approximate Dollar Value of Project;
  - d. Project Summary;
  - e. How projects were tracked and monitored, and completed within budget; and
  - f. Identify actual cost savings (dollar amounts) for each project where the Respondent proposed alternate strategies that reflected in cost savings.

**C. KEY PERSONNEL**

The Respondent shall be evaluated on the matrix provided stating each staff member proposed to work on PBC projects. The staff members should work directly for the company filling out the qualification package. If the individuals are working for the MBE/WBE firm, please state this on the matrix. The Respondent shall include the number of years experience each staff member has in the environmental industry and in their current position at the current company. This matrix shall also include the scopes of work each staff member will be performing on PBC projects including:

1. Asbestos inspections;
2. Lead inspections;
3. Hazardous waste inspections;
4. Asbestos abatement design drawing preparation;
5. Lead abatement design drawing preparation;
6. Asbestos abatement specification preparation;
7. Lead abatement specification preparation;
8. Hazardous (and non-hazardous) waste removal activity oversight;
9. Asbestos abatement oversight; and
10. Lead abatement oversight.

**D. RESUMES**

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

## **E. REQUIRED STAFFING**

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

1. Certified Industrial Hygienist certified by the American Board of Industrial Hygiene. The Certified Industrial Hygienist shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team. The Certified Industrial Hygienist shall have a minimum of ten (10) years of experience in the environmental industry.
2. Hazardous Waste Project Manager with the minimum of ten (10) years of experience conducting hazardous waste inspections and preparing specifications for hazardous waste handling and disposal. The project manager shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
3. IDPH Licensed Asbestos Designer with the minimum of ten (10) years of experience designing asbestos abatement projects for school and non-school facilities. The IDPH Licensed Asbestos Designer shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
4. IDPH Licensed Asbestos Inspectors with a minimum of five (5) years of experience in asbestos inspection. At least one IDPH Licensed Asbestos Inspector shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team. The IDPH Licensed Asbestos Inspector, IDPH Licensed Air Sampling Professional, and Licensed Asbestos Project Manager may be one person.
5. IDPH Licensed Asbestos Air Sampling Professional/Project Manager with a minimum of five (5) years of experience in asbestos air sampling/project management. At least one IDPH Licensed asbestos air sampling professional/project manager shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team. The IDPH Licensed Asbestos Inspector, IDPH Licensed Air Sampling Professional, and Licensed Asbestos Project Manager may be one person.
6. IDPH Licensed Asbestos Management Planner with the minimum of ten (10) years of experience providing asbestos management planning for projects for school and non-school facilities. The Licensed Asbestos Management Planner shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
7. IDPH Licensed Lead Inspector/Risk Assessor with a minimum of (5) years of experience in lead inspecting and risk assessing. The IDPH Licensed Lead Inspector/Risk Assessor shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
8. Lead Paint Abatement Specification Author with at least ten (10) years of experience in preparation of lead paint specifications for lead abatement work. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.

9. Lead Paint Abatement Drawing Preparer with at least ten (10) years of experience in preparation of lead paint abatement drawings for lead abatement work. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
10. One Certified XRF Operator. The Certified XRF Operator shall be an employee of the Respondent. The Respondent may not use a sub-consultant to satisfy this requirement unless directly part of their MBE/WBE team.
11. Quality Control/Assurance individual(s). The Respondent shall provide specific name (s) and resume(s) of all QA/QC individuals who will review formatting and content of all reports, documents, specifications and drawings prior to distribution to the PBC.

**F. EMERGENCY RESPONSE:** The Consultant shall be evaluated on the demonstration provided of Respondent's knowledge of environmental project emergency response actions. Provide examples of three circumstances where an emergency response situation occurred and how the Respondent's staff handled the circumstance.

**G. EQUIPMENT:** The Respondent shall be evaluated on the ability to maintain critical sampling, analysis, and monitoring equipment at their location of business.

#### **H. ORGANIZATION**

The Respondent shall be evaluated on the:

1. Qualifications of key staff, including education, training, job performance in similar capacities on comparable projects and previous experience in providing these services, including laboratory services, field services, etc.;
2. Respondent's demonstrated understanding of the services required and ability to identify appropriate personnel for the services required as evidenced by an organization chart indicating key personnel who will be assigned to the PBC's project and the responsibility each will have in the performance of the services; and
3. Respondent's description of their approach to managing the needs of a typical project.
4. Current, valid evidence of Respondent's business and professional licenses including all IDPH licenses as evidenced by **ATTACHMENT B – Relevant Business Experience**.

#### **I. FINANCIAL STRENGTH**

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

#### **J. 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 E.

#### **K. 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. Respondent needs to specifically describe its QA/QC process for reviewing all reports prior to submission to the PBC. The quality of responses received from the

QA/QC references will be evaluated.

**L. INSURANCE REQUIREMENTS**

The PBC will assess each Respondent's ability to procure and comply with the amounts of insurance coverage that is indicated in Attachment F- Insurance Requirements.

**M. CONTRACT TERMS AND CONDITIONS**

Evidence of the Respondent's understanding and acceptance of the PBC's standard terms and conditions for contracts with environmental consultants as 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.

**N. RFQ COMPLIANCE**

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

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**ATTACHMENT A  
DISCLOSURE AFFIDAVIT**

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION**

**PS1857**

**(COMMISSION'S DISCLOSURE AFFIDAVIT FORM ATTACHED)**

## DISCLOSURE AFFIDAVIT

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

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

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

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

Nature of Transaction:

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

Instructions: FOR USE WITH ANY OF THE ABOVE TRANSACTIONS. Any firm proposing one of the above transactions with the Public Building Commission of Chicago must complete this Disclosure Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a completed Disclosure Affidavit.

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

and on behalf of \_\_\_\_\_  
("Bidder/ Proposer" or "Contractor") having been duly sworn under oath certifies that:

### I. DISCLOSURE OF OWNERSHIP INTERESTS

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

Bidder/Proposer/Contractor is a:

<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
<input type="checkbox"/> Partnership	<input type="checkbox"/> LLP
<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Not-for-Profit Corporation
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Other



**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)
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_____	_____
_____	_____
_____	_____

**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. CONTRACTOR CERTIFICATION**

**A. CONTRACTOR**

1. The Contractor, or any affiliated entities of the Contractor, or any responsible official thereof, or any other official, agent or employee of the Contractor, any such affiliated entity, acting pursuant to the direction or authorization of a responsible official thereof has not, during a period of three years prior to the date of execution of this certification:
  - a. Bribe or attempted to bribe, or been convicted of bribery or attempting to bribe a public officer or employee of the City of Chicago, the State of Illinois, any agency of the federal government or any state or local government in the United States (if an officer or employee, in that officer's or employee's official capacity); or
  - b. Agreed or colluded, or been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
  - c. Made an admission of such conduct described in 1(a) or (b) above which is a matter of record but has not been prosecuted for such conduct.
2. The Contractor or agent, partner, employee or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rigging<sup>2</sup> in

violation of Section 3 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-3), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rigging during a period of five years prior to the date of submittal of this bid, proposal or response.<sup>3</sup>

3. The Contractor or any agent, partner, employee, or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rotating<sup>4</sup> in violation of Section 4 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-4), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rotating.
4. The Contractor understands and will abide by all provisions of Chapter 2-56 of the Municipal Code entitled "Office of the Inspector General" and all provisions of the Public Building Commission Code of Ethics Resolution No.5339, as amended by Resolution No. 5371.
5. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state or local department or agency.
  - b. Have not within a three-year period preceding this bid or proposal been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (5)(b) above; and
  - d. Have not within a three-year period preceding this bid or proposal had one or more public transactions (federal, state or local) terminated for cause or default.

## B. SUBCONTRACTORS

1. The Contractor has obtained from all subcontractors being used in the performance of this contract or agreement, known by the Contractor at this time, disclosures substantially in the form of Section 1, and certifications substantially in the form of Section 2, of this Disclosure Affidavit. Based on such disclosures and certification(s), and any other information known or obtained by the Contractor, is not aware of any such subcontractor or subcontractor's affiliated entity or any agent, partner, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct describe in Section II(A) (1)(a) or (b) of this certification; (b) bid-rigging, bid-rotating, or any similar offense of any state or the United States which contains the same elements as bid-rigging or bid-rotating, or having made an admission of guilt of the conduct described in Section II(A)(1)(a) or (b) which is matter of record but has/have not been prosecuted for such conduct.
2. The Contractor will, prior to using them as subcontractors, obtain from all subcontractors to be used in the performance of this contract or agreement, but not yet known by the Contractor at this time, certifications substantially in the form of this certification. The Contractor shall not, without the prior written permission of the Commission, use any of such subcontractors in the performance of this contract if the Contractor, based on such certifications or any other information known or obtained by Contractor, became aware of such subcontractor, subcontractor's affiliated entity or any agent, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been

convicted of (a) any of the conduct describe in Section II(A)(1)(a) or (b) of this certification or (b) bid-rigging, bid-rotating or any similar offenses of any state or the United States which contains the same elements as bid-rigging or bid-rotating or having made an admission of guilt of the conduct described in Section II(A)(1)(a) or (b) which is a matter of record but has/have not been prosecuted for such conduct. The Contractor shall cause such subcontractors to certify as to Section II(A)(5). In the event any subcontractor is unable to certify to Section II(A)(5), such subcontractor shall attach an explanation to the certification.

3. For all subcontractors to be used in the performance of this contract or agreement, the Contractor shall maintain for the duration of the contract all subcontractors' certifications required by Section II(B)(1) and (2) above, and Contractor shall make such certifications promptly available to the Public Building Commission of Chicago upon request.
4. The Contractor will not, without the prior written consent of the Public Building Commission of Chicago, use as subcontractors any individual, firm, partnership, corporation, joint venture or other entity from whom the Contractor is unable to obtain a certification substantially in the form of this certification.
5. The Contractor hereby agrees, if the Public Building Commission of Chicago so demands, to terminate its subcontractor with any subcontract if such subcontractor was ineligible at the time that the subcontract was entered into for award of such subcontract. The Contractor shall insert adequate provisions in all subcontracts to allow it to terminate such subcontract as required by this certification.

C. STATE TAX DELINQUENCIES

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

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

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

D. OTHER TAXES/FEES

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

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

**E. PUNISHMENT**

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

**F. JUDICIAL OR ADMINISTRATIVE PROCEEDINGS**

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

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

**III. CERTIFICATION OF ENVIRONMENTAL COMPLIANCE**

- A. Neither the Contractor nor any affiliated entity of the Contractor has, during a period of five years prior to the date of execution of this Affidavit: (1) violated or engaged in any conduct which violated federal, state or local Environmental Restriction<sup>5</sup>, (2) received notice of any claim, demand or action, including but not limited to citations and warrants, from any federal, state or local agency exercising executive, legislative, judicial, regulatory or administrative functions relating to a violation or alleged violation of any federal, state or local statute, regulation or other Environmental Restriction; or (3) been subject to any fine or penalty of any nature for failure to comply with any federal, state or local statute, regulation or other Environmental Restriction.

If the Contractor cannot make the certification contained in Paragraph A of Section III, identify any exceptions:

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(Attach additional pages of explanation to this Disclosure Affidavit, if necessary.)

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

- B. Without the prior written consent of the Public Building Commission of Chicago, Contractor will not employ any subcontractor in connection with the contract or proposal to which this Affidavit pertains without obtaining from such subcontractor a certification similar in form and substance to the certification contained in Paragraph A of this Section III prior to such subcontractor's performance of any work or services or furnishing any goods, supplies or materials of any kind under the proposal or the contract to which this Affidavit pertains.

- C. Until completion of the Contract's performance under the proposal or contract to which this Affidavit pertains, the Contractor will not violate any federal, state or local statute, regulation or other Environmental Restriction, whether in the performance of such contract or otherwise.

#### **IV. INCORPORATION INTO CONTRACT AND COMPLIANCE**

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

**V. VERIFICATION**

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

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

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

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

\_\_\_\_\_  
Title

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

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

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

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

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

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

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

## Notes 1-5 Disclosure Affidavit

1. Business entities are affiliated if, directly or indirectly, one controls or has the power to control the other, or if a third person controls or has the power to control both entities. Indicia of control include without limitation: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or organization of another business entity using substantially the same management, ownership or principals as the first entity.
2. For purposes of Section II (A) (2) of this certification, a person commits the offense of and engages in bid-rigging when he knowingly agrees with any person who is, or but for such agreement should be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of state or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted. see 720 ILCS 5/33-E-3.
3. No corporation shall be barred from contracting with any unit of state or local government as a result of a conviction, under either Section 33E-3 or Section 33E-4 of Article 33 of the State of Illinois Criminal Code of 1961, as amended, of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent on behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of the State of Illinois Criminal Code.
4. For purposes of Section II(A) of this certification, a person commits the offense of and engages in bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes hereof, shall include at least three contract bids within a period of ten years, the most recent of which occurs after January 1, 1989) of submitting sealed bids to units of state or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. See 720 ILCS 5/33E-4.
5. "Environmental Restriction" means any statute, ordinance, rule, regulation, permit, permit condition, order or directive relating to or imposing liability or standards of conduct concerning the release or threatened release of hazardous materials, special wastes or other contaminants into the environment, and to the generation, use, storage, transportation, or disposal of construction debris, bulk waste, refuse, garbage, solid wastes, hazardous materials, special wastes or other contaminants including but not limited to (1) Section 7-28-440 or 11-4-1500 or Article XIV of Chapter 11-4 or Chapter 7-28 or 11-4 of the Municipal Code of Chicago; (2) Comprehensive Environment Response and Compensation and Liability Act (42 U.S.C. § 9601 *et seq.*) the Hazardous Material Transportation Act (49 U.S.C. § 1801 *et seq.*); (4) the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 7401 *et seq.*); (5) the Clean Water Act (33 U.S.C. § 1251 *et seq.*); (6) the Clean Air Act (42 U.S.C. § 7401 *et seq.*); (7) the Toxic Substances Control Act of 1976 (15 U.S.C. § 2601 *et seq.*); (8) the Safe Drinking Water Act (42 U.S.C. § 300f); (9) the Occupational Health and Safety Act of 1970 (29 U.S.C. § 651 *et seq.*); (10) the Emergency Planning and Community Right to Know Act (42 U.S.C. § 11001 *et seq.*); and (10) the Illinois Environmental Protection Act (415 ILCS 5/1 through 5/56.6).

**ATTACHMENT B-1**  
**RELEVANT BUSINESS EXPERIENCE**  
**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION - PS1857**  
**FOR**  
**VARIOUS PROJECT SITES**

No more than six (6) project examples of Respondent's Environmental Consulting for Renovation / Demolition 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.

**(COMMISSION'S ATTACHMENT B-1 FORM ATTACHED)**



**ATTACHMENT B-1**  
**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION**  
**FOR**  
**VARIOUS PROJECTS**

**The Respondent shall provide project summaries, completed by the Consultant, illustrating the following (three (3) summaries for each type of work described in this RFQ) as stated in Submittal Requirements, Section 6.1, Subpart D.3:**

1. Type of Project:       Asbestos (Survey, Abatement, Specifications and Drawings)  
                                  Hazardous Materials (Survey, Removal and Disposal and Specifications)  
                                  Lead (Survey, Abatement, Specifications and Drawings)

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

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

Consultant Project Author: \_\_\_\_\_

Project Type:    Industrial  Residential  Commercial  Other (explain): \_\_\_\_\_

Approximate Total Contract Value: \$ \_\_\_\_\_ Your Firm's Contract Amount: \$ \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_

How projects were tracked and monitored, and completed within budget

\_\_\_\_\_

Identify actual cost savings (dollar amounts) for each project where the Respondent proposed alternate strategies that reflected in cost savings \$ \_\_\_\_\_ Describe the alternate strategy proposed by the Respondent's consulting firm \_\_\_\_\_

**(ATTACHMENT B-1 CONTINUED)**

2. Type of Project:     Asbestos (Survey, Abatement, Specifications and Drawings)  
                               Hazardous Materials (Survey, Removal and Disposal and Specifications)  
                               Lead (Survey, Abatement, Specifications and Drawings)

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

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

Consultant Project Author: \_\_\_\_\_

Project Type:    Industrial  Residential  Commercial  Other (explain): \_\_\_\_\_

Approximate Total Contract Value: \$ \_\_\_\_\_    Your Firm's Contract Amount: \$ \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_

How projects were tracked and monitored, and completed within budget

\_\_\_\_\_

Identify actual cost savings (dollar amounts) for each project where the Respondent proposed alternate strategies that reflected in cost savings \$ \_\_\_\_\_ Describe the alternate strategy proposed by the Respondent's consulting firm \_\_\_\_\_

**(ATTACHMENT B-1 CONTINUED)**

3. Type of Project:     Asbestos (Survey, Abatement, Specifications and Drawings)  
                               Hazardous Materials (Survey, Removal and Disposal and Specifications)  
                               Lead (Survey, Abatement, Specifications and Drawings)

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

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

Consultant Project Author: \_\_\_\_\_

Project Type:    Industrial  Residential  Commercial  Other (explain): \_\_\_\_\_

Approximate Total Contract Value: \$ \_\_\_\_\_ Your Firm's Contract Amount: \$ \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_

How projects were tracked and monitored, and completed within budget

\_\_\_\_\_

Identify actual cost savings (dollar amounts) for each project where the Respondent proposed alternate strategies that reflected in cost savings \$ \_\_\_\_\_ Describe the alternate strategy proposed by the Respondent's consulting firm \_\_\_\_\_

**ATTACHMENT B-2**  
**REFERENCES**  
**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION - PS1857**  
**FOR**  
**VARIOUS PROJECT SITES**

No more than six (6) project examples of Respondent's Environmental Consulting for Renovation / Demolition 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.

**(COMMISSION'S ATTACHMENT B-2 FORM ATTACHED)**

**ATTACHMENT B-2**

**REFERENCES**

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION  
FOR  
VARIOUS PROJECTS**

**Provide three (3) references for any of the projects that were identified in Attachment B-1.**

Category: \_\_\_\_\_

Consultant Project Author: \_\_\_\_\_

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

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

Role on Project:            Prime             Subconsultant

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

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

Category: \_\_\_\_\_

Consultant Project Author: \_\_\_\_\_

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

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

Role on Project:            Prime             Subconsultant

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

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

Category: \_\_\_\_\_

Consultant Project Author: \_\_\_\_\_

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

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

Role on Project:            Prime             Subconsultant

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

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

**ATTACHMENT C – LEGAL ACTIONS**

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION**  
**FOR**  
**VARIOUS PROJECTS**  
**PS1857**

**(COMMISSION'S LEGAL ACTIONS FORM ATTACHED)**

## ATTACHMENT C – LEGAL ACTIONS

### SUPPLEMENTAL REQUEST FOR QUALIFICATIONS ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION PROJECTS FOR VARIOUS PROJECTS PS1857

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 – DISCLOSURE OF RETAINED PARTIES**

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION**

**FOR**  
**VARIOUS PROJECTS**  
**PS1857**

**(COMMISSION'S DISCLOSURE OF RETAINED PARTY FOLLOWS THIS PAGE)**



## DISCLOSURE OF RETAINED PARTIES

**A. Definitions and Disclosure Requirements**

1. As used herein, "Consultant" means a person or entity who 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 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 E

### **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 certified WBEs.
- b. The Professional Service Provider must agree to use its best efforts to award a minimum of 25% of the contract dollar value of this Contract to certified MBEs and 5% of the contract value of this Contract to certified WBEs.
- c. 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..
- d. 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 his 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 Proposer's MBE/WBE compliance proposal and must be submitted at the time of the proposal.

(1) Evidence of Certification: Affidavit of MBE/WBE. A copy of each proposed MBE and WBE firm's Letter of Certification from the City of Chicago, Department of Procurement Services or any other entity accepted by the Public Building Commission of Chicago must be submitted. The PBC 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, METRA, and Women's Business Development Center.

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

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

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

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

## 6. Evaluation of Compliance Proposals

- a. The Proposer's MBE/WBE compliance proposal will be evaluated by the Commission. The Proposer agrees to provide, upon request, earnest and prompt cooperation to the Executive Director or his designee in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed MBE or WBE firm in providing such assistance. A proposal may be treated as non-responsive by reason of the determination that the Proposer's proposal did not contain a sufficient level of Certified MBE or WBE participation, that the Proposer was unresponsive or uncooperative when asked for further information relative to the proposal, or that false statements were made in the Schedules.

- b. If the Commission's review of a Proposer's proposal concludes that the MBE or WBE proposal was deficient, the Commission will promptly notify the Proposer of the apparent deficiency and instruct the Proposer to submit (within 3 business days of such notice given by the Commission) a modification of the MBE or WBE Proposal, in proper format, which remedies the deficiencies cited. Failure to correct all deficiencies cited by the Commission will be cause for rejection of the Proposer's proposal as non-responsive.
- c. Proposers will not be permitted to modify their MBE/WBE compliance proposal except insofar as directed to do so by the Commission. Therefore, all terms and conditions stipulated for prospective MBE and WBE consultants or suppliers should be satisfactorily negotiated prior to the submission to the Commission of the Proposer's MBE/WBE compliance proposal. If circumstances should arise, however, where a proposed MBE/WBE is no longer available, the process described in Section 12 should be followed.

## 7. Request for Waiver

- a. If a Proposer is unable to identify qualified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for this Contract, the proposal must include a written request for waiver. A request for waiver must be sent to the Executive Director and must set forth the Proposer's inability to obtain sufficient MBE and WBE firms notwithstanding good faith attempts to achieve such participation.
- b. Good Faith efforts to achieve participation include but are not limited to:
  - (1) Attendance at the Pre-proposal conference;
  - (2) The Proposer'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 Proposer'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 his 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 Section 11 – Attachment G.

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

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

#### 10. Disqualification of MBE or WBE

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

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

The Professional Service Provider must not make changes to its contractual MBE and WBE commitments or substitute such MBE or WBE sub-consultants without the prior written approval of the Executive Director.

Unauthorized changes or substitutions, including performing the work designated for a sub-consultant with the Professional Service Provider's own forces, is a violation of this section and a breach of the contract with the Commission, and may cause termination of the contract for breach, and/or subject the Professional Service Provider to contract remedies or other sanctions. The facts supporting the request must not have been known nor reasonably should have been known by the parties prior to entering into the subcontract.

## 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 should include the specific reasons for the proposed substitution. Stated reasons which would be acceptable include any of the following reasons: a) Unavailability after receipt of reasonable notice to proceed; b) failure of performance; c) financial incapacity; d) refusal by the 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 should include the names, address and principal official of any proposed substitute MBE or WBE and the dollar value and scope of work of the proposed subcontract. Attached should be all the same MBE/WBE affidavits, documents and Letters of Intent which are required of the proposed MBE or WBE firms.

(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 should 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.

**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION  
FOR  
VARIOUS PROJECTS  
PS1857**

**(COMMISSION'S JOINT VENTURE AFFIDAVIT FORM ATTACHED)**

**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.

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

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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

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- A. Purchasing of major items or supplies

---

- B. Supervision of field operations

---

- C. Supervision of office personnel

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**JOINT VENTURE AFFIDAVIT (2 of 3)**

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 therefore be reimbursed; the authority of each joint venturer to commit or obligate the other. Describe the estimated contract cash flow for each joint venturer.

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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.

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

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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.

**JOINT VENTURE AFFIDAVIT (3 of 3)**

Note: If, after filing 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\_\_  
before me appeared (Name)

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

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

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

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

Commission expires:  
(SEAL)

Commission expires:  
(SEAL)



**SUPPLEMENTAL REQUEST FOR QUALIFICATIONS  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION  
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**(COMMISSION'S SCHEDULE C AND SCHEDULE D FORM ATTACHED)**

**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 ____

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

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

STATE OF ILLINOIS    }  
  } SS  
COUNTY OF COOK     }

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

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

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

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

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

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

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

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

**SUB-SUBCONTRACTING LEVELS**

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

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

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

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

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

By:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Phone

IF APPLICABLE:

By:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

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



**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 F – INSURANCE REQUIREMENTS

### SUPPLEMENTAL REQUEST FOR QUALIFICATIONS ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION FOR VARIOUS PROJECTS PS1857

*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.*

#### F.1. INSURANCE TO BE PROVIDED

##### F.1.1. Workers' Compensation and Employers Liability

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

##### F.1.2. Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (with no limitation endorsement. The Public Building Commission, User Agency, Owner and/or parties in possession of property must be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

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

##### F.1.3. Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Consultant must provide Automobile Liability Insurance, with limits of not less than \$2,000,000 per occurrence for bodily injury and property damage. The Public Building Commission, User Agencies, Owner and/or parties in possession of property must be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

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

##### F.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 \$5,000,000 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

##### F.1.5 Property

The Consultant is responsible for all loss or damage to property of Commission, User Agencies, Owner and/or parties in possession of 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.

#### **F.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.

#### **F.1.7 Contractors Pollution Liability**

Contractors Pollution coverage is required with limits of not less than \$5,000,000 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, User Agencies, Owner and/or parties in possession of property must be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work

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

### **F.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, User Agencies, and their respective Board members, employees, elected and appointed officials, and representatives and owners or parties in possession of property.

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 and the User Agencies 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.

***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.***

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**ATTACHMENT G  
FORM OF AGREEMENT - TERMS AND CONDITIONS**

**PROFESSIONAL SERVICES AGREEMENT NO. PS1857  
ENVIRONMENTAL CONSULTING SERVICES FOR RENOVATION/DEMOLITION  
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.

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

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

**PUBLIC BUILDING COMMISSION OF CHICAGO** by:

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

**ENVIRONMENTAL CONSULTING SERVICES, [ 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**  
**FORM OF AGREEMENT**

**DEFINITIONS AND USAGE**

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. **Compliance with Policies Concerning MBE and WBE.\*** Without limiting the generality of the requirements of the policies of the Commission referred to in paragraph 2 above, the Consultant agrees to use best efforts to utilize minority business enterprises for not less than twenty five percent (25%) and women business enterprises for not less than five percent (5%) of the value of the Services, in accordance with the Resolution passed by the Board of Commissioners of the Commission on October 1, 2009, concerning participation of minority business enterprises and women business enterprises on contracts awarded by the Commission. Consultant agrees to furnish to the Commission, reports and other information concerning compliance with such Resolution as may be requested by the Commission from time to time.

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 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 \$1,500,000.00. 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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