

January 14, 2020

ADDENDUM No. 2

FOR

DEPARTMENT OF AVIATION  
ON CALL AVIATION PLANNING CONSULTING SERVICES  
FOR CHICAGO O'HARE AND MIDWAY INTERNATIONAL AIRPORTS

SPECIFICATION NO. 980292

For which Request for Proposals are due in the office of the Chief Procurement Officer, Department of Procurement Services, Bid & Bond Room 103, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 at **4:00 p.m., Central Time on January 24, 2020.**

The following additions, changes and revisions are incorporated into the above-referenced Specification (the "Contract Documents") as noted. All other provisions and requirements as originally set forth, except as amended by previous addenda, remain in full force and are binding. Any additional work required by this Addendum shall conform to the applicable provisions of the original Contract Documents.

**RESPONDANT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE PROPOSAL EXECUTION PAGE.**

**SECTION 1. NOTICE OF REVISIONS/CHANGES/CLARIFICATIONS**

1	<i>Attached hereto are the following, revised pages of the RFP:</i> <i>-Conflict of Interest Matrix – See Attachment 1.</i> <i>-Cover Pages – See Attachment 2.</i> <i>-Page (i) – See Attachment 2.</i> <i>-Page (7) – See Attachment 2.</i> <i>-Page (8) – See Attachment 2.</i> <i>-Page (9) – See Attachment 2.</i> <i>-Exhibit 3– See Attachment 3.</i>
End of Section 1.	

**SECTION 2. RESPONSES TO QUESTIONS/REQUESTS FOR CLARIFICATIONS**

The following questions and requests for clarification were submitted in accordance with the instructions provided in the Contract Documents. The City's response (shown in ***bold italics***) follows each question or request for clarification in the table below:

<b>Question 1:</b>	Please confirm if there is a conflict of interest for this contract if a firm has a current contract working with CDA (as a prime consultant or subconsultant).
<b>Response:</b>	<b><i>Please refer to Section I-G of the RFP related to Conflicts of Interest. In addition, a CDA Contract Conflicts Matrix is attached as Attachment 1 to this Addendum 2. Please note that the matrix is to be used as a reference. The City reserves the right to evaluate potential conflicts of interests, if any, not set forth by Respondent or in the matrix that could present a conflict in the performance of the Services. With respect to the evaluation of potential conflicts of interest, the City also reserves the</i></b>

	<b><i>right to render a final decision on the eligibility of a particular Respondent to be considered for an award of an Agreement, all in a manner consistent with the best interests of the City. For the purposes of this RFP, Respondents should refer to the row or column labeled as “CDA Planning Contracts.”</i></b>
<b>Question 2:</b>	Please confirm if a firm would be precluded from any implementation contracts resulting from this Planning Contract.
<b>Response:</b>	<b><i>A Respondent awarded an Agreement pursuant to this RFP would be precluded from providing any implementation related thereto.</i></b>
<b>Question 3:</b>	Will the sign in sheet from the pre-proposal meeting be made available?
<b>Response:</b>	<b><i>The Sign In Sheet to the Pre-Proposal Meeting is available online at: <a href="https://www.chicago.gov/content/dam/city/depts/dps/PreBids/2019PreBids/PreBid980292.pdf">https://www.chicago.gov/content/dam/city/depts/dps/PreBids/2019PreBids/PreBid980292.pdf</a></i></b>
<b>Question 4:</b>	Our small women-owned DBE based in Fort Worth, TX is currently on the winning JV team servicing the ORD TAP 21 program.  Would we still be allowed to join teams who are pursuing the RFP referenced in the subject line above for the ORD and MDW On-Call Planning Consulting Services?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 5:</b>	I wanted to know if I could view the bid take out list in regards to the RFP for the On-Call Aviation Planning Consulting Services bid?
<b>Response:</b>	<b><i>The Take Out List can be found online by visiting <a href="https://webapps1.chicago.gov/vcsearch/opportunities">https://webapps1.chicago.gov/vcsearch/opportunities</a> and entering the Specification No. 980292.</i></b>
<b>Question 6:</b>	In reference [sic] to Section G of the RFQ, Conflicts of Interest, please provide clarification on your assessment of a respondent's ability to successfully perform the proposed Services if the Respondent current holds a Program Management or Construction Management at Risk contract with the City.”
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 7:</b>	SPAAN Tech Inc is a Joint Venture Partner on CM-R Contract “Turner Paschen Aviation Partners” . Can SPAAN Tech submit on the Following Categories as outlined in Exhibit 1 Scope of Services Par. B “detailed Scope of Services for Various Categories: <ul style="list-style-type: none"> <li>• 9. Technical Support</li> <li>• 10. Pre-Construction Planning</li> <li>• 11. Drainage Planning</li> <li>• 12. CADD/Graphics Support</li> </ul>
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 8:</b>	Has an attendee list been published?
<b>Response:</b>	<b><i>Please refer to Response to Question 3 of this Addendum Number 2.</i></b>
<b>Question 9:</b>	Regarding conflicts of interest, our firm is a sub-consultant under CDA Contract #101451, Lead Architectural Design Services – Terminal Area Plan – For The O’Hare 21 Program (Spec #428915). Please confirm whether or not we are precluded from the subject RFP.
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 10:</b>	We are currently working as a third tier subcontractor to CAGE (a division of Ross & Baruzzini) who are in turn a sub consultant to Studio ORD. We are contracted to perform

	Baggage Handling System Design Services. Would we be conflicted out of bidding on this?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 11:</b>	I wanted to know if I could view the bid take out list in regards to the RFP for the On-Call Aviation Planning Consulting Services bid?
<b>Response:</b>	<b><i>Please refer to Response to Question 5 of this Addendum Number 2.</i></b>
<b>Question 12:</b>	Please confirm that only the firms conflicted from submitting on this RFP are solely the firms associated with the development of this RFP, per the RFQ, Part 1, General Information, Section G. We respectfully request that CDA clearly identify any perceived conflict and provides an explanation as to why a conflict of interest for this RFP.
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 13:</b>	The RFP's cover page lists the delivery room number as 301 while Page 5 of the RFP lists the delivery room number as 103. Please confirm Room 103 is the correct room for delivery of the proposals.
<b>Response:</b>	<b><i>See revised page(s) as indicated in Section 1 of this RFP; Proposals must be delivered to the Bid and Bond Room 103, City Hall 121 North LaSalle Street Chicago, IL 60602 no later than 4:00 p.m. Central Standard Time on January 24, 2020.</i></b>
<b>Question 14:</b>	On RFP Page (i), "Submittal Checklist", it appears as though the third check box for Volume I is to be "Respondent's Legal Entity Contracting Information". However, on RFP Page 7, the title for this section is "Company Profile". Please confirm the correct title.
<b>Response:</b>	<b><i>See revised page(s) as indicated in Section 1 of this Addendum 2.</i></b>
<b>Question 15:</b>	Also on RFP Page (i), it appears as though the checklist for Volume II is missing the second-to-last section on MBE/WBE Documentation. Should that information (currently shown on the checklist for Volume I as sub bullets under MBE/WBE Participation Plan and Commitment - SUMMARY) be moved to the second-to-last section of Volume II, as it is spelled out on RFP Page 11, Item II.C.6?
<b>Response:</b>	<b><i>See revised page(s) as indicated in Section 1 of this Addendum 2.</i></b>
<b>Question 16:</b>	On RFP Page 7, Item II.B., Volume I – Required Content, we note that the section number for the cover letter contents starts with Section 4, suggesting that Sections 1-3 are missing. Please indicate whether that is a typo, or if not, what should be contained in those missing sections 1-3.
<b>Response:</b>	<b><i>See revised page(s) as indicated in Section 1 of this RFP The required content within each of the sub-sections listed in this Response remain unchanged.</i></b>
<b>Question 17:</b>	On RFP Page 8, Section II.B.8, ¶1, Sentence 3, RFP states "...This description should also include the proposed organizational structure". However, Section II.B.7 asks that a Team Organizational Chart be included, which would appear to be duplicative. Would you please provide more detail on the difference between the Team Organizational Chart and a proposed organizational structure?
<b>Response:</b>	<b><i>See revised page(s) as indicated in Section 1 of this Addendum 2.</i></b>
<b>Question 18:</b>	On RFP Page 8, Section II.B.8, we notice that we are to include "...description of all personnel who will provide the Services", and in Section II.B.9. ¶a., we are asked to "...describe the professional qualifications, experience, and competence of the individuals who will be dedicated to providing the Services." As Section 8 is only allotted 2 pages for narrative, and Section 9 is only allotted 3 pages for narrative, it appears as though this information might be redundant. Since space for these sections is at a premium, and since Section 8 appears to focus more on project experience, may we omit the

	description of personnel from that section, and instead include it in Section 9, which appears to focus more on Key Personnel?
<b>Response:</b>	<b>Yes.</b>
<b>Question 19:</b>	On RFP Page 8, Section II.B.9, ¶a, we notice that there is a 3-page section limit. Please confirm if the org chart that is required in this section is to be included in the 3-page limit, or excluded from the 3-page limit.
<b>Response:</b>	<b><i>The Organizational Chart shall not be considered as part of the 3-page limit.</i></b>
<b>Question 20:</b>	On RFP Page 8, Section II.B.9, ¶a, we notice that there is a 3-page section limit, but that resumes for “all staff members” are to be provided. Should the resumes be included in an appendix that is separate from this section so we can meet the 3-page section limit? Or would you prefer that resumes be included at the end of this section (and not counted against the 3-page section limit)?
<b>Response:</b>	<b><i>Resumes shall not be considered as part of the 3-page limit.</i></b>
<b>Question 21:</b>	Regarding Schedule C-1, we note that we are required to supply an answer to the following: “The above-described performance is offered for the following price and described terms of payment.” As this is an on-call project, may we substitute the language suggested for Schedule D-1 (“DUR [Due Upon Request]”) in place of a price and described terms of payment?
<b>Response:</b>	<b><i>The Compliance Unit will require to see a copy of the cost proposal that was submitted to the vendor (proposer), and agreed upon, with regard to the services that will be performed by the MBE and/or WBE firm. A total dollar value does not need to be listed on the Schedule D-1, DUR will be acceptable. However, the percentage of participation will be required.</i></b>
<b>Question 22:</b>	RFP Page 46, Exhibit 3, Item 1.6(1), Line 5 indicates an electronic fillable format is available for Schedule C-1, however we get an error message when we click on the hyperlink. Is the form available in electronic fillable format elsewhere?
<b>Response:</b>	<b><i>Remove Exhibit 3 and replace with the attached Exhibit 3. A Schedule C-1 fillable format is not currently available, please use the schedule forms that are attached to this Addendum document.</i></b>
<b>Question 23:</b>	Regarding project references included in Exhibit 7, please confirm whether these examples may include projects that are currently active or have on-going work.
<b>Response:</b>	<b><i>Respondents may include project references for active or works in progress.</i></b>
<b>Question 24:</b>	Ricondo currently holds Contract Number 25098, Aviation Planning Management and Consulting Services for O'Hare and Midway International Airports and provides services to CDA in all the scope items listed under Exhibit 1 of the current RFP. In the scope of services of that contract, it states that as the “CDA Managing Planner” Ricondo is to provide services “overseeing and managing planning efforts being performed by other Consultants working directly for the Department.” The graphic following that description references those other planners as “Planner Existing/New”. Please confirm that the language in our existing contract does not preclude us from potential award of a contract that could result from the current RFP process and it is not presumed the new contract would fall under our management responsibilities under Contract Number 25098.
<b>Response:</b>	<b><i>Any entity currently engaged pursuant to Specification No. 89966 and Specification No. 103340 are not precluded from submitting a proposal for this RFP. In addition, a CDA Contract Conflicts Matrix is attached to this Addendum. Please note that the matrix is to be used as a reference. The City reserves the right to evaluate potential conflicts of interests, if any, not set forth by Respondent or in the matrix that could present a conflict in the performance of the Services. With respect to the evaluation of potential conflicts of interest, the City also reserves the right to</i></b>

	<b><i>render a final decision on the eligibility of a particular Respondent to be considered for an award of an Agreement, all in a manner consistent with the best interests of the City.</i></b>
<b>Question 25:</b>	The RFP indicates multiple respondents may be selected for each service category. It also indicates a contract would cover all such service categories should a respondent be determined to provide services in multiple categories. However, it was indicated in the pre-submittal conference that the City will select single respondents for individual scope items (Items 1 through 12 of Exhibit 1). Please confirm the City's intended approach. In addition, please confirm the MBE and WBE requirements apply contract-wide and not by individual scope element. For example, MBE and WBE requirements apply regardless of how the distribution occurs among the various scope elements and some scope elements may have greater MBE and WBE participation while others may have less, so long as the total work performed under the contract meets the requirements.
<b>Response:</b>	<b><i>The City intends to select one vendor for each of the (12) services categories. With respect to achieving commitment for MBE/WBE goals, the Special Conditions attached to the RFP apply to the duration of the Agreement.</i></b>
<b>Question 26:</b>	Does the City intend to preclude parties currently under contract to perform services related to project management, design, architecture, construction management, or other planning and management services from bidding on the current RFP or, if selected, could they be precluded from selection in future RFPs related to those services? If there are preclusions, do they applied to prime contract holders or extend to subconsultants? Do preclusions apply to MBEs and WBEs?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 27:</b>	If a firm receives a Planning contract as the Prime consultant, is that consultant conflicted from receiving a CDA design contract as either a Prime or a sub?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 28:</b>	If a firm is a Sub-Consultant to a Prime who receives a Planning contract, is that sub-consultant conflicted from receiving a CDA design contract as either a Prime or a sub?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 29:</b>	Similar to recent RFQ/RFPs issued by CDA, will a Conflicts Matrix that summarizes direct or potential conflicts of interest be issued for this RFP that covers all current and proposed Professional Services contracts known at this time?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 30:</b>	GSG Consultants, Inc. is a partner on the Chicago Connect Alliance team providing Program Management Services for O'Hare and Midway International Airports, Specification No. 348988. Can GSG Consultants, Inc. submit a Proposal response to Spec. 980292 as the Prime Consultant?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 31:</b>	GSG Consultants, Inc. is a partner on the Chicago Connect Alliance team providing Program Management Services for O'Hare and Midway International Airports, Specification No. 348988. Can GSG Consultants, Inc. be a subconsultant on a team submitting a Proposal response to Spec. 980292?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
<b>Question 32:</b>	Is there an annual budget established for each task for the 5 year term or should proposers develop their own assumptions and budget for the cost proposal?

<b>Response:</b>	<b><i>As part of the required content under “Cost Proposal,” Respondents should submit maximum hourly rates for its Key Personnel as outlined in Exhibit 2 of the RFP. Individual budget submissions are not required as part of the submission.</i></b>
<b>Question 33:</b>	Can D/M/WBE firms in process of certification with the City of Chicago be considered in the participation plan if they may be certified at a later date but after the publication of this RFP?
<b>Response:</b>	<b><i>Upon review of a Compliance Plan, the proposed MBE/WBE must be a certified firm at the time of submittal..</i></b>
<b>Question 34:</b>	If we submit on multiple categories, do we need to submit separate proposals (i.e. Volumes 1 and 2) for each category, or do we submit on everything in one proposal and label each category accordingly? If it is one proposal, please clarify which proposal sections should be tailored for each category, and which proposal sections can be the same regardless of category.
<b>Response:</b>	<b><i>Respondent should submit a single proposal encompassing any or all services categories Respondent is interested in.</i></b>
<b>Question 35:</b>	If we are a subconsultant to Connect Chicago Alliance for Program Management Services, can we submit as a prime consultant and/or subconsultant for Aviation Planning Services?
<b>Response:</b>	<b><i>Please refer to Response to Question 1 of this Addendum Number 2.</i></b>
End of Section 2	

## END OF ADDENDUM NO. 2

CITY OF CHICAGO  
DEPARTMENT OF PROCUREMENT SERVICES

SHANNON E. ANDREWS  
CHIEF PROCUREMENT OFFICER

**REQUEST FOR PROPOSAL (RFP) FOR  
ON-CALL AVIATION PLANNING CONSULTING SERVICES  
FOR  
CHICAGO O'HARE AND MIDWAY INTERNATIONAL AIRPORTS**

**Specification No. 980292**

Required for use by:

**CITY OF CHICAGO  
Chicago Department of Aviation**



**CITY OF CHICAGO  
Department of Procurement Services**

All Responses and other communications must be addressed and returned to:

Shannon E. Andrews, Chief Procurement Officer  
Attention: Michael Azzo, Senior Procurement Specialist  
Department of Procurement Services  
Bid and Bond Room - Room ~~301~~103 City Hall  
121 North LaSalle Street  
Chicago, Illinois 60602

**A pre-submittal conference will be held on November 7, 2019 at 1:30 P.M., CST, at  
the Chicago Department of Aviation located at 10510 W. Zemke Road,  
Chicago, Illinois**

**ALL RESPONSES MUST BE RECEIVED BY 4:00 PM ~~CDT~~CST  
ON December 20, 2019**

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**LORI E. LIGHTFOOT  
MAYOR**

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**SHANNON E. ANDREWS  
CHIEF PROCUREMENT OFFICER**

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## SUBMITTAL CHECKLIST

### Request for Proposal (RFP) for On-Call Aviation Planning Consulting Services for Chicago O'Hare and Midway International Airports Specification No. 980292

#### Volume I - Required Content

- ☐ Cover Letter
- ☐ Executive Summary
- ☐ ~~Respondent's Legal Entity Contracting Information~~ Company Profile
  - ☐ Joint Venture Agreement including Schedule B and Disclosures as appropriate
  - ☐ LLC Operating Agreement and Disclosures as appropriate
  - ☐ Licensing information
- ☐ Project Understanding and Approach
  - ☐ Narrative
  - ☐ Team Organization Chart
- ☐ Respondent's Professional Qualifications and Specialized Experience
  - ☐ Narrative
  - ☐ Project Reference Forms – Exhibit 7
- ☐ Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project
  - ☐ Narrative
  - ☐ ~~Staff Organization Chart~~
  - ☐ Key Personnel Resumes
- ☐ MBE/WBE Participation Plan and Commitment - SUMMARY
  - ☐ ~~Schedule C-1~~
  - ☐ ~~Schedule D-1~~
  - ☐ ~~Schedule B and JV agreement if appropriate~~
- ☐ Schedule of Compensation (Cost Proposal) – Exhibit 2

#### Volume II - Required Content

- ☐ Conflict of Interests
- ☐ Respondent's Corporate History
- ☐ Legal Actions
- ☐ Financial Statements
- ☐ Economic Disclosure Statement and Affidavit
- ☐ MBE/WBE Documentation
- ☐ Insurance



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Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation (Cost Proposal is required with the Response)
Exhibit 2A	City of Chicago Travel Guidelines
Exhibit 3	Special Conditions Regarding Minority and Women Owned Business Enterprise (MBE/WBE) Commitment, including:
	1. Attachment A: Assist Agencies
	2. Attachment B: Sample Letter to Assist Agencies
	3. Schedule B: Affidavit of Joint Venture (MBE/WBE)
	4. Schedule C-1: MBE/WBE Letter of Intent to Perform as Subcontractor, Supplier, and/or Consultant
	5. Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan
	6. MBE/WBE Utilization Report
Exhibit 4	Online Economic Disclosure Statement and Affidavit Certification of Filing
Exhibit 5	Insurance Requirements and Evidence of Insurance
Exhibit 6	Professional Services Agreement (SAMPLE)
Exhibit 7	Project Reference Form

comply with the instructions of this RFP, including but not limited to the page limitations set forth below, may be cause for rejection of the non-compliant Proposal. Submission of a Proposal constitutes the Respondent's acceptance of all requirements outlined in the RFP. By submitting a response to this RFP, Respondent acknowledges that if its Proposal is accepted by the City, its Proposal and related submittals may become part of the Contract.

The Proposal must include the following information:

**4.1. Cover Letter – limit of one page**

Respondent must submit a cover letter, signed by an authorized Respondent representative, committing Respondent to providing the Services in accordance with its Proposal and the terms and conditions of any Agreement, which may be awarded pursuant to this RFP.

**5.2. Executive Summary – limit of three pages**

Respondent must provide an executive summary, which addresses the following information:

- a. Outline the number of years Respondent has been in business and identify Respondent's legal name, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, partnership), the names of its principals or partners, and whether Respondent is authorized to do business in the State of Illinois. If Respondent is a business entity comprised of more than one (1) legal entity, Respondent must identify all legal entities so comprising Respondent; it must identify each entity's respective ownership percentage of Respondent; and Respondent must summarize the role, degree of involvement and experience of each such separate entity;
- b. Indicate the name, mailing address, email address, and telephone number(s) of the principal contact for oral presentation or negotiations;
- c. Explain its understanding of the City's intent and objectives and its approach to achieving those objectives;
- d. Provide a brief summary of the qualifications, experience, and background of the team and its committed Key Personnel (as herein defined);
- e. Summarize Respondent's commitment to comply with the MBE/WBE requirements as stated in the Special Conditions Regarding Minority Business Enterprise ("**MBE**") and Women Business Enterprise ("**WBE**") Commitment, attached to this RFP as **Exhibit 3**; and
- f. Respondent must identify any exceptions or objections it has to the City's sample Professional Services Agreement ("**PSA**"), a copy of which is attached hereto as **Exhibit 6**. The City may from time to time revise the PSA. The City will not accept or entertain any exceptions or objections to the PSA at any time after Proposal submittal except and only to the extent the City subsequently makes a material change to a substantive provision of the PSA. Additionally, the City will review the extent to which Respondent's takes exceptions to the PSA.

**6.3. Company Profile – limit of one page (plus any attachments required by the provisions below)**

Respondents must briefly describe their legal structure and the way in which their business is organized.

If Respondent is a joint venture, attach a copy of the joint venture agreement signed by an authorized officer of each joint venture. Each joint venture must execute:

- a) Schedule B as shown in **Exhibit 3**, if Respondent's joint venture team includes a City-certified MBE/WBE firm(s), as applicable; and
- b) Separate Economic Disclosure Statement and Affidavits ("**EDS**") for each joint venture partner, a copy of which is attached hereto as **Exhibit 4**.

If Respondent is a limited liability company, a copy of the operating agreement signed by an authorized member or manager of the limited liability company must be attached. Each member of the limited liability company must execute a separate EDS as shown in **Exhibit 4**. Note that the EDS forms should be placed in Volume II of the Proposal.

**7.4. Project Understanding and Approach – limit of ten pages plus a Team Organizational chart**

Respondent must describe its interest, understanding, and approach to providing the Services. Respondent must include an explanation of its approach to Aviation Planning. Also to be included are: a plan for implementing and monitoring the Services; an organizational chart showing the relationship between all team-member firms; the roles and responsibilities of team-member firms; strategies, tools, and safeguards for ensuring timely, quality performance of all required Services; equipment, software, and hardware considerations; training and on-going support; and any additional factors for the City's consideration.

Any subcontractors who will be performing, the Services, including their designation as MBE/WBE/BEPD/VBE, should be listed along with discussion of their roles and responsibilities.

**8.5. Professional Qualifications and Specialized Experience – limit of two pages plus ten pages for Project Reference Forms**

Respondents must describe their qualifications and specialized experience necessary to provide the Services. This description should include similar experience at other airports or in managing similar programs. This description should also include the proposed organizational ~~structure~~chart, lists of key personnel and description of all personnel who will provide the Services. Regarding prior similar experiences, highlight key issues faced and innovative solutions used.

Respondent must also provide comprehensive information for at least three (3) projects of similar type, scope and magnitude as provided in **Exhibit 7** Project Reference Form. One Project Reference Form is required for each referenced project. **Exhibit 7** (Project Reference Form) may be modified for presentation purposes, but must include all requested information; there is no page limit for individual projects; however, the maximum total for all projects is ten pages and no more than one project may be included on any Project Reference Form.

**9.6. Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project - limit of three pages plus a Staff Organization chart plus Resumes**

- a. In three (3) pages or less, Respondent must describe the professional qualifications, experience, and competence of the individuals who will be dedicated to providing the Services. Respondent must provide an organization chart

identifying, at a minimum, the "Key Personnel" who will be responsible for the major components of the Services.

Respondent must indicate each proposed person's areas of expertise, and which person will have prime responsibility for various tasks or aspects of the Services. All Key Personnel must have significant and relevant experience in the area for which they are proposed to provide the Services.

- b. Respondent must indicate the local availability and time that each Key Personnel would be dedicated to the Services.
- c. Respondent must submit resumes or corporate personnel profiles of all staff (maximum two pages per individual) which demonstrate relevant past experience for each proposed staff member and Key Personnel.

**10.7. MBE/WBE Participation Plan and Commitment – limit of three pages**

Respondent must describe its plan for obtaining MBE/WBE participation in accordance with the MBE/WBE Special Conditions (attached as Exhibit 3). The MBE participation goal is 30% of the total contract value, and the WBE participation goal is 10% of the total contract value. —Consistent with the City's practice of encouraging and facilitating the participation of MBEs and WBEs in prime contractor roles on City projects, the City urges Respondents to partner with MBE and/or WBE firms at the prime contractor level. To be eligible for favorable consideration under the Prime Contractor element of the criteria, proposed MBE and/or WBE participation on a Respondent's team must include well-defined management roles and responsibilities for the MBE and/or WBE team members and must allocate to the MBE and/or WBE financial risk commensurate with the financial rewards available to be achieved by a successful Respondent.

**11.8. Cost Proposal – limit of seven pages**

Respondent must submit a Cost Proposal based on annual budget for the five (5) year base period. The City is requesting detailed information regarding the maximum hourly rates for the Services required. In Exhibit 2, provide details of the maximum hourly rates in the Schedule of Compensation. Respondent is responsible for disclosing any charges or fees over and above the maximum hourly rates listed in the Schedule of Compensation that the City would incur before, during, and after the transition of services.

Based on the City's need to compare a Schedule of Compensation between Respondents, Respondents should not deviate from the compensation methods outlined in Exhibit 2. The City reserves the right to negotiate a Schedule of Compensation with selected Respondent(s).

**C. Volume II - Required Content**

**1. Conflict of Interests**

If applicable, Respondent must provide a statement and information regarding conflicts of interest required pursuant to Section I.G. Additionally, Respondent must be absent of any relationship that would constitute a conflict-of-interest or otherwise impede the ability of the Respondent to protect the interest of the City.

**2. Respondent's Corporate History**

Respondent must provide a chronological history of all mergers and/or acquisitions (if any) involving the Respondent and each legal entity comprising Respondent, including all present and former subsidiaries or divisions and any material restructuring activities,

CDA Contract Conflicts Matrix (incl. Planning RFP)

		Contracts Awarded																		Contracts To Be Advertised								Contracts Pending Award									
		OMP DMJM Aviation Partners JV Entity (Spec. No. 4023)	OMP DMJM Aviation Partners & Subs (Spec. No. 4023)	BPC Individual Partners & Subs (Spec. No. B29062934)	OMP - WSP JV Partners & Subs (Spec. No. 27012)	CARE+ JV Individual Partners & Subs (Spec. No. 79753)	Existing A/E Task Order Services -FEDERAL Prime or Sub (Spec. No. 980500)	Existing A/E Task Order Services -NON-FEDERAL- Prime or Subs (Spec. No. 98030)	Central Deicing Facility & Taxiway A/B - Lead Designer or Subs (Spec. No. 192597)	CDA Planning Contracts Subs	CCA Prime or JV (Spec No. 348988)	CCA Subconsultants (Spec No. 348988)	Quality Assurance Mat. Testing (Spec. No. 21589)	Airline Subconsultants-Planners	CMAR Austin Power Partners JV (Spec. No. 376113)	CMAR Austin Power Partners Subs (Spec. No. 376113)	CMAR Turner/Paschen JV (Spec. No. 376113)	CMAR Turner/Paschen Subs (Spec. No. 376113)	CMAR AECOM Hunt/Calyco JV (Spec. No. 376113)	CMAR AECOM Hunt /Clayco Subs (Spec. No. 376113)	Lead Architect Studio ORD JV (Spec. No. 428915)	Lead Architect Studio ORD Subs (Spec. No. 428915)	Lead Architect SOM (Spec. No. 428915)	Lead Architect SOM Subs (Spec. No. 428915)	A/E Task Order Services - FEDERAL - Prime or Subs	A/E Task Order Services - NON-FEDERAL - Prime or Subs	Target Market Engineering Task Order Services - NON-FEDERAL - Prime or Subs	Target Market CM Prime or JV - NON-FEDERAL	Target Market CM Subconsultants - NON-FEDERAL	Target Market Quality Assurance Material Testing Prime or JV	Target Market Quality Assurance Material Testing Subconsultants	CDA Planning Contracts	Lead Tunnel Designer & Engineer - Prime or JV (Spec. No. 880169)	Lead Tunnel Designer & Engineer - Subs (Spec. No. 880169)	South Airfield Detention Consolidation - Prime or JV (Spec 924070)	South Airfield Detention Consolidation - Subs (Spec 924070)	
Contracts To Be Advertised	A/E Task Order Services - FEDERAL - Prime or Subs																																				
	A/E Task Order Services - NON-FEDERAL - Prime or Subs																																				
	Target Market Engineering Task Order Services - NON-FEDERAL - Prime or Subs																																				
	Target Market CM Prime or JV - NON-FEDERAL																																				
	Target Market CM Subconsultants - NON-FEDERAL																																				
	Target Market Quality Assurance Material Testing Prime or JV																																				
	Target Market Quality Assurance Material Testing Subconsultants																																				
	CDA Planning Contracts																																				
Contracts Pending Award	Lead Tunnel Designer & Engineer - Prime or JV (Spec. No. 880169)																																				
	Lead Tunnel Designer & Engineer - Subs (Spec. No. 880169)																																				
	South Airfield Detention Consolidation - Prime or JV (Spec 924070)																																				
	South Airfield Detention Consolidation - Subs (Spec 924070)																																				

- Notes:
- "Prime" refers to single Prime or any Joint Venture Partner.
  - "JV Entity" refers to the Joint Venture and not the JV Partners as individual firms.
  - "Subs" refers to subconsultants or subcontractors to the Prime.
  - In no case shall any designer (Prime or Sub) be involved with any CM or CMAR assignments on a project where they have performed design or design review activities.



Definite Conflict of Interest; firm will not be allowed to participate not allowed to participate unless they remove themselves from conflicted contract.



Potential Conflict of Interest; firm must submit a mitigation plan, or remove themselves from conflicted contract.



No apparent Conflict of Interest, but combinations of positions could cause a conflict.



Existing Contract (Contract Awarded)



Future Contract (Contract Pending Award)



Future Contract (Contract To Be Advertised)



**CITY OF CHICAGO**  
**Department of Procurement Services**  
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**MBE & WBE SPECIAL CONDITIONS FOR COMMODITIES OR SERVICES CONTRACTS**

**ARTICLE 1. SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT FOR COMMODITIES OR SERVICES**

**1.1. Policy and Terms**

It is the policy of the City of Chicago that Local Businesses certified as Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses and all other Regulations promulgated under the aforementioned sections of the Municipal Code, as well as MBEs and WBEs certified by Cook County, Illinois, will have full and fair opportunities to participate fully in the performance of this contract. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

Pursuant to Section 2-92-430 of the Municipal Code of Chicago, the Chief Procurement Officer has established a goal of awarding not less than 25% of the annual dollar value of all non-construction contracts to certified MBEs and 5% of the annual dollar value of all non-construction contracts to certified WBEs.

Accordingly, the Contractor commits to make Good Faith Efforts to expend at least the following percentages of the total contract price (inclusive of any and all modifications and amendments), if awarded, for contract participation by MBEs and WBEs:

MBE Percentage	WBE Percentage
30%	10%

(See Form "Bidders Commitment to Utilize MBE and WBE Firms on No Stated Goals Contract" for Contract Specific Goals in the case of a contract subject to a bid preference pursuant to MCC 2-92-525.)

This commitment is met by the Contractor's status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by any combination of the foregoing.

**Note:** MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both MBE and WBE may only be listed on a bidder's compliance plan as either an MBE or a WBE, but not both to demonstrate compliance with the Contract Specific Goals.

The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector contracts.

Pursuant to MCC 2-92-535, the prime contractor may apply be awarded an additional 0.5 percent credit, up to a maximum of a total of 5% additional credit, for every 1% of the value of a contract self-performed by MBEs or WBEs, or combination thereof, that have entered into a mentoring agreement with the contractor or subcontractor-to-subcontractor mentoring agreement. This up to 5% may be applied to the Contract Specific Goals, or it may be in addition to the Contract Specific Goals.

## 1.2. Definitions

**"Area of Specialty"** means the description of an MBE or WBE firm's business which has been determined by the Chief Procurement Officer to be most reflective of the MBE or WBE firm's claimed specialty or expertise. Each MBE/WBE letter of certification contains a description of the firm's Area of Specialty. This information is also contained in the Directory (defined below). Credit toward this Contract's MBE and WBE participation goals shall be limited to the participation of firms performing within their Area of Specialty.

**NOTICE:** *The City of Chicago does not make any representation concerning the ability of any MBE/WBE to perform work within their Area of Specialty. It is the responsibility of all contractors to determine the capability and capacity of MBEs/WBEs to satisfactorily perform the work proposed.*

**"Bid"** means a bid, proposal, or submittal detailing a description of the services or work to be provided by the contractor in response to a bid solicitation, request for proposal, request for qualification of task order request (issued in accordance with the Master Consulting Agreement) that is issued by the City.

**"Bidder"** means any person or business entity that submits a bid, proposal, qualification or submittal that seeks to enter into a contract with the City, and includes all partners, affiliates and joint ventures of such person or entity.

**"Broker"** means a person or entity that fills orders by purchasing or receiving supplies from a third party supplier rather than out of its own existing inventory and provides no commercially useful function other than acting as a conduit between his or her supplier and his or her customer.

**"Chief Procurement Officer" or "CPO"** means the chief procurement officer of the City of Chicago or his or her designee.

**"Commercially Useful Function"** means responsibility for the execution of a distinct element of the work of the contract, which is carried out by actually performing, managing, and supervising the work involved, evidencing the responsibilities and risks of a business owner such as negotiating the terms of (sub)contracts, taking on a financial risk commensurate with the contract or its subcontract, responsibility for acquiring the appropriate lines of credit and/or loans, or fulfilling responsibilities as a joint venture partner as described in the joint venture agreement.

**"Contract Specific Goals"** means the subcontracting goals for MBE and WBE participation established for a particular contract. In the case of a contract subject to the bid incentive set forth in MCC 2-92-525, "Contract Specific Goals" means the utilization percentage for MBEs or WBEs to which contractor committed with its bid.

**"Contractor"** means any person or business entity that has entered into a contract with the City as described herein, and includes all partners, affiliates, and joint ventures of such person or entity.

**"Direct Participation"** means the value of payments made to MBE or WBE firms for work that is performed in their Area of Specialty directly related to the performance of the subject matter of the Contract will count as Direct Participation toward the Contract Specific Goals.

**"Directory"** means the Directory of Certified "Minority Business Enterprises" and "Women Business Enterprises" maintained and published by the City of Chicago. The Directory identifies firms that have been certified as MBEs and WBEs, and includes both the date of their last certification and the area of specialty in which they have been certified. Contractors are responsible for verifying the current certification status of all proposed MBE, and WBE firms.

**"Good Faith Efforts"** means actions undertaken by a bidder or contractor to achieve a Contract Specific Goal that the CPO or his or her designee has determined, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program's requirements.

**"Indirect Participation"** refers to the value of payments made to MBE or WBE firms for work that is done in their Area of Specialty related to other aspects of the Contractor's business. (Note: no dollar of such indirect MBE or WBE participation shall be considered in a Good Faith Efforts determination more than once against a contractor's MBE or WBE commitment with respect to all government contracts held by that contractor.)

**"Joint venture"** means an association of a MBE or WBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which each joint venture partner contributes property, capital, efforts, skills 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 are commensurate with its ownership interest.

**"Mentor-Protégé Agreement"** means an agreement between a prime and MBE or WBE subcontractor ("Mentoring Agreement") or an agreement between a prime's subcontractor and MBE or WBE subcontractor ("Subcontractor-to-Subcontractor Mentoring Agreement"), pursuant to MCC 2-92-535, that is approved by the City of Chicago and complies with all requirements of MCC 2-92-535 and any rules and regulations promulgated by the Chief Procurement Officer.

**"Minority Owned Business Enterprise" or "MBE"** means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a minority owned and controlled business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

**"Municipal Code of Chicago" or "MCC"** means the Municipal Code of the City of Chicago.

**"Supplier" or "Distributor"** refers to a company that owns, operates, or maintains a store, warehouse or other establishment in which materials, supplies, articles or equipment are bought, kept in stock and regularly sold or leased to the public in the usual course of business. A regular distributor or supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for performance of a contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular distributor the firm must engage in, as its principal business and in its own name, the purchase and sale of the products in question. A regular distributor in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment.

**"Women Owned Business Enterprise" or "WBE"** means a firm awarded certification as a women owned and controlled business in accordance with City Ordinances and Regulations as well as a firm awarded certification as a women owned business by Cook County, Illinois. However, it does not mean a firm that has been found ineligible or which has been decertified by the City or Cook County.

### **1.3. Joint Ventures**

The formation of joint ventures to provide MBEs and WBEs with capacity and experience at the prime contracting level, and thereby meet Contract Specific Goals (in whole or in part) is encouraged. A joint venture may consist of any combination of MBEs, WBEs, and non-certified firms as long as one member is an MBE or WBE.

- a. The joint venture may be eligible for credit towards the Contract Specific Goals only if:
  - i. The MBE or WBE joint venture partner's share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest;
  - ii. The MBE or WBE joint venture partner is responsible for a distinct, clearly defined portion of the requirements of the contract for which it is at risk;
  - iii. Each joint venture partner executes the bid to the City; and



- iv. The joint venture partners have entered into a written agreement specifying the terms and conditions of the relationship between the partners and their relationship and responsibilities to the contract, and all such terms and conditions are in accordance with the conditions set forth in Items i, ii, and iii above in this Paragraph a.
- b. The Chief Procurement Officer shall evaluate the proposed joint venture agreement, the Schedule B submitted on behalf of the proposed joint venture, and all related documents to determine whether these requirements have been satisfied. The Chief Procurement Officer shall also consider the record of the joint venture partners on other City of Chicago contracts. The decision of the Chief Procurement Officer regarding the eligibility of the joint venture for credit towards meeting the Contract Specific Goals, and the portion of those goals met by the joint venture, shall be final.

The joint venture may receive MBE or WBE credit for work performed by the MBE or WBE joint venture partner(s) equal to the value of work performed by the MBE or WBE with its own forces for a distinct, clearly defined portion of the work.

Additionally, if employees of the joint venture entity itself (as opposed to employees of the MBE or WBE partner) perform the work, then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm's percentage of participation in the joint venture as described in Schedule B.

The Chief Procurement Officer may also count the dollar value of work subcontracted to other MBEs and WBEs. Work performed by the forces of a non-certified joint venture partner shall not be counted toward the Contract Specific Goals.

c. **Schedule B: MBE/WBE Affidavit of Joint Venture**

Where the bidder's Compliance Plan includes the participation of any MBE or WBE as a joint venture partner, the bidder must submit with its bid a Schedule B and the proposed joint venture agreement. These documents must both clearly evidence that the MBE or WBE joint venture partner(s) will be responsible for a clearly defined portion of the work to be performed, and that the MBE's or WBE's responsibilities and risks are proportionate to its ownership percentage. The proposed joint venture agreement must include specific details related to:

- i. The parties' contributions of capital, personnel, and equipment and share of the costs of insurance and bonding;
- ii. Work items to be performed by the MBE's or WBE's own forces and/or work to be performed by employees of the newly formed joint venture entity;
- iii. Work items to be performed under the supervision of the MBE or WBE joint venture partner; and
- iv. The MBE's or WBE's commitment of management, supervisory, and operative personnel to the performance of the contract.

**NOTE:** Vague, general descriptions of the responsibilities of the MBE or WBE joint venture partner do not provide any basis for awarding credit. For example, descriptions such as "participate in the budgeting process," "assist with hiring," or "work with managers to improve customer service" do not identify distinct, clearly defined portions of the work. Roles assigned should require activities that are performed on a regular, recurring basis rather than as needed. The roles must also be pertinent to the nature of the business for which credit is being sought. For instance, if the scope of work required by the City entails the delivery of goods or services to various sites in the City, stating that the MBE or WBE joint venture partner will be responsible for the performance of all routine maintenance and all repairs required to the vehicles used to deliver such goods or services is pertinent to the nature of the business for which credit is being sought.

**1.4. Counting MBE/WBE Participation Toward the Contract Specific Goals**

Refer to this section when preparing the MBE/WBE compliance plan and completing Schedule D-1 for guidance on what value of the participation by MBEs and WBEs will be counted toward the stated Contract Specific Goals. The "Percent Amount of Participation" depends on whether and with whom a MBE or WBE subcontracts out any portion of its work and other factors.

Firms that are certified as both MBE and WBE may only be listed on a bidder's compliance plan as either a MBE or a WBE to demonstrate compliance with the Contract Specific Goals. For example, a firm that is certified as both a MBE and a WBE may only be listed on the bidder's compliance plan under one of the categories, but not both. Except as provided in MCC 2-92-525(b)(2), only Payments made to MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements above will be counted toward the Contract Specific Goals.

- a. Only expenditures to firms that perform a Commercially Useful Function as defined above may count toward the Contract Specific Goals.
  - i. The CPO will determine whether a firm is performing a commercially useful function by evaluating the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
  - ii. A MBE or WBE does not perform a commercially useful function if its participation is only required to receive payments in order to obtain the appearance of MBE or WBE participation. The CPO may examine similar commercial transactions, particularly those in which MBEs or WBEs do not participate, to determine whether non MBE and non WBE firms perform the same function in the marketplace to make a determination.
  - iii. Indications that a subcontractor is not performing a commercially useful function include, but are not limited to, labor shifting and equipment sharing or leasing arrangements with the prime contractor or a first tier subcontractor.
- b. Only the value of the dollars paid to the MBE or WBE firm for work that it performs in its Area of Specialty in which it is certified counts toward the Contract Specific Goals, except as provided in MCC 2-92-525(b)(2).
- c. For maintenance, installation, repairs or inspection, or professional services, if the MBE or WBE performs the work itself: 100% of the value of work actually performed by the MBE's or WBE's own forces shall be counted toward the Contract Specific Goals, including the cost of supplies and materials purchased or equipment leased by the MBE or WBE from third parties or second tier subcontractors in order to perform its (sub)contract with its own forces (except supplies and equipment the MBE or WBE subcontractor purchases or leases from the prime contractor or its affiliate). 0% of the value of work at the project site that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals.
- d. If the MBE or WBE is a manufacturer: 100% of expenditures to a MBE or WBE manufacturer for items needed for the Contract shall be counted toward the Contract Specific Goals. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the bidder or contractor.
- e. If the MBE or WBE is a distributor or supplier: 60% of expenditures for materials and supplies purchased from a MBE or WBE that is certified as a regular dealer or supplier shall be counted toward the Contract Specific Goals.
- f. If the MBE or WBE is a broker:
  - i. Zero percent (0%) of expenditures paid to brokers will be counted toward the Contract Specific Goals.

- ii. As defined above, Brokers provide no commercially useful function.
- g. If the MBE or WBE is a member of the joint venture contractor/bidder:
  - i. A joint venture may count the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the MBE or WBE performs with its own forces toward the Contract Specific Goals; or
  - ii. If employees of this distinct joint venture entity perform the work then the value of the work may be counted toward the Contract Specific Goals at a rate equal to the MBE or WBE firm's percentage of participation in the joint venture as described in the Schedule B.
  - iii. A joint venture may also count the dollar value of work subcontracted to other MBEs and WBEs.
- h. If the MBE or WBE subcontracts out any of its work:
  - i. 100% of the value of the work subcontracted to other MBEs or WBEs performing work in its Area of Specialty may be counted toward the Contract Specific Goals.
  - ii. 0% of the value of work that a MBE or WBE subcontracts to a non-certified firm counts toward the Contract Specific Goals (except as allowed by (c) above).
  - iii. The fees or commissions charged for providing a bona fide service, such as professional, technical, consulting or managerial services or for providing bonds or insurance and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
  - iv. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.
  - v. The fees or commissions charged for providing any bonds or insurance, but not the cost of the premium itself, specifically required for the performance of the Contract, provided that the fee or commission is determined by the Chief Procurement Officer to be reasonable and not excessive as compared with fees customarily allowed for similar services.

#### **1.5. Regulations Governing Reductions to or Waiver of MBE/WBE Goals**

The following Regulations set forth the standards to be used in determining whether or not a reduction or waiver of the MBE/WBE commitment goals of a particular contract is appropriate. If a bidder determines that it is unable to meet the MBE and/or WBE Contract-Specific Goals on a City of Chicago contract, a written request for the reduction or waiver of the commitment must be included in the bid or proposal.

The written request for reduction or waiver from the commitment must be in the form of a signed petition for grant of relief from the MBE/WBE percentages submitted on the bidder's letterhead, and must demonstrate that all required efforts as set forth in this document were taken to secure eligible Minority and Women Business Enterprises to meet the commitments. The Chief Procurement Officer or designee shall determine whether the request for the reduction or waiver will be granted.

A bidder will be considered responsive to the terms and conditions of these Regulations if, at the time of bid, it submits a waiver request and all supporting documentation that adequately addresses the conditions for waiver of MBE/WBE goals, including proof of notification to assist agencies except:

- Bidders responding to Request for Proposals (RFPs) who have been identified as a short listed candidate and/or a prospective awardee will be given a designated time allowance, but no more than fourteen (14) calendar days to submit to the Department of Procurement Services complete documentation that adequately addresses the conditions for waiver described herein; and
- Bidders responding to Request for Information and or Qualifications (RFI/RFQs) deemed by the Chief Procurement Officer or authorized designee to be the most responsive and responsible shall submit documentation that adequately addresses the conditions for waiver described herein during negotiations.

Failure to submit documentation sufficient to support the waiver request will cause the bid/proposal to be found non-responsive by the Chief Procurement Officer, and the bid/proposal will be rejected. In such cases the remedies to be taken by the Chief Procurement Officer, in his or her discretion, may include, but are not limited to, forfeiture of bid deposit; negotiating with the next lowest bidder; or re-advertising the bid/proposal. All bidders must submit all required documents at the time of bid opening to expedite the contract award.

#### **1.5.1. Direct Participation**

Each of the following elements must be present in order to determine whether or not such a reduction or waiver is appropriate.

- a. The bidder has documented the unsuccessful solicitation for either subcontractors or joint venture partners of at least 50% (or at least five when there are more than eleven certified firms in the commodity area) of the appropriate certified MBE/WBE firms to perform any direct work identified or related to the advertised bid/proposal. Documentation must include but is not necessarily limited to:
  1. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;
  2. A listing of all MBE/WBE firms contacted that includes:
    - Name, address, telephone number and email of MBE/WBE firms solicited;
    - Date and time of contact;
    - Method of contact (written, telephone, transmittal of facsimile documents, email, etc.)
  3. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
    - Project identification and location;
    - Classification/commodity of work items for which quotations were sought;
    - Date, item and location for acceptance of subcontractor bid proposals;
    - Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portions of the work and indicates why negotiations were unsuccessful;
    - Affirmation that Good Faith Efforts have been demonstrated by:
      - choosing subcontracting opportunities likely to achieve MBE/WBE goals; and
      - not imposing any limiting conditions which were not mandatory for all subcontractors; and

- providing notice of subcontracting opportunities to M/WBE firms and assist agencies at least five (5) business days in advance of the initial bid due date; and
- documented efforts or actual commitment to the indirect participation of MBE/WBE firms.

**OR**

- b. Subcontractor participation will be deemed excessively costly when the MBE/WBE subcontractor proposal exceeds the average price quoted by more than twenty percent (20%). In order to establish that a subcontractor's quote is excessively costly, the bidder must provide the following information:
1. A detailed statement of the work identified for MBE/WBE participation for which the bidder asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
    - A listing of all potential subcontractors contacted for a quotation on that work item;
    - Prices quoted for the subcontract in question by all such potential subcontractors for that work item.
  2. Other documentation which demonstrates to the satisfaction of the Chief Procurement Officer that the MBE/WBE proposals are excessively costly, even though not in excess of 20% higher than the average price quoted. This determination will be based on factors that include, but are not limited to the following:
    - The City's estimate for the work under a specific subcontract;
    - The bidder's own estimate for the work under the subcontract;
    - An average of the bona fide prices quoted for the subcontract;
    - Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

**1.5.2. Assist Agency Participation in waiver/reduction requests**

Every waiver and/or reduction request must include evidence that the bidder has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community. This notice must be given at least five (5) business days in advance of the initial bid due date.

The notice requirement of this Section will be satisfied if a bidder contacts at least one of the associations on Attachment A to these Regulations when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B to these Regulations provides the letter format that a prime contractor may use. Proof of notification prior to bid submittal (e.g. certified mail receipt or facsimile transmittal receipt) will be required to be submitted with the bid for any bid/proposal to be deemed responsive. If deemed appropriate, the Contract Compliance Officer may contact the assist agency for verification of notification.

**1.5.3. Impracticability**

If the Chief Procurement Officer determines that a lesser MBE and/or WBE percentage standard is appropriate with respect to a particular contract subject to competitive bidding prior to the bid solicitations for such contract, bid specifications shall include a statement of such revised standard.

The requirements set forth in these Regulations (this subsection 1.5 "Regulations Governing Reductions to or Waiver of MBE/WBE Goals") shall not apply where the Chief Procurement Officer determines prior to the bid solicitations that MBE/WBE subcontractor participation is impracticable.

This may occur whenever the Chief Procurement Officer determines that for reasons of time, need, industry practices or standards not previously known by the Chief Procurement Officer, or such other extreme circumstances as may be deemed appropriate, such a Waiver is in the best interests of the City. This determination may be made in connection with a particular contract, whether before the contract is let for bid, during the bid or award process, before or during negotiation of the contract, or during the performance of the contract.

For all notifications required to be made by bidders, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

#### **1.6. Procedure to Determine Bid Compliance**

A bid may be rejected as non-responsive if it fails to submit one or more of the following with its bid demonstrating its Good Faith Efforts to meet the Contract Specific Goals by reaching out to MBEs and WBEs to perform work on the contract:

- An MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goals; and/or
- A request for reduction or waiver of the Contract Specific Goals in accordance with Section 2-92-450 of the MCC.

In the case of a bid utilizing the "Bid Incentive to Encourage MBE and WBE Utilization" pursuant to MCC 2-92-525(b)(2), failure to submit an MBE/WBE compliance plan demonstrating how the bidder plans to meet the Contract Specific Goal to which the bidder has committed will not result in rejection of the bid, but the bidder may be found ineligible for the bid incentive.

Except as provided in MCC 2-92-525(b)(2), only compliance plans utilizing MBE and WBE firms that meet BOTH the Commercially Useful Function and Area of Specialty requirements will be counted toward the Contract Specific Goals.

The following Schedules and described documents constitute the bidder's MBE/WBE proposal, and must be submitted in accordance with the guidelines stated:

**(1) Schedule C-1: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.**

The bidder must submit the appropriate Schedule C-1 with the bid for each MBE and WBE included on the Schedule D-1. Suppliers must submit the Schedule C-1 for Suppliers, first tier subcontractors must submit a Schedule C-1 for Subcontractors to the Prime Contractor and second or lower tier subcontractors must submit a Schedule C-1 for second tier Subcontractors. The City encourages subcontractors to utilize the electronic fillable format Schedule C-1, which is available at the Department of Procurement Services website, <http://cityofchicago.org/forms>. Each Schedule C-1 must be executed by each MBE and WBE and accurately detail the work to be performed by the MBE or WBE and the agreed upon rates/prices. Each Schedule C must also include a separate sheet as an attachment on which the MBE or WBE fully describes its proposed scope of work, including a description of the commercially useful function being performed by the MBE or WBE in its Area of Specialty. If a facsimile copy of the Schedule C-1 has been submitted with the bid, an executed original Schedule C-1 must be submitted by the bidder for each MBE and WBE included on the Schedule D-1 within five business days after the date of the bid opening.

Failure to submit a completed Schedule C-1 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.

**(2) Letters of Certification.**

A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago or Cook County Illinois, must be submitted with the bid/proposal. All Letters of Certification issued by the City of Chicago and Cook County include a statement of the MBE/WBE firm's Area of Specialty. The MBE/WBE firm's scope of work, as detailed by their Schedule C-1, must conform to their stated Area of Specialty. Letters of Certification for firms that the City or Cook County has found ineligible or has decertified will not be accepted.

**(3) Schedule B: Affidavit of Joint Venture, and Joint Venture Agreements (if applicable).**

If the bidder's MBE/WBE proposal includes the participation of a MBE/WBE as joint venture on any tier (either as the bidder or as a subcontractor), the bidder must provide a copy of the joint venture agreement and a Schedule B along with all other requirements listed in Section 1.3, "Joint Ventures," above. In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment; (2) work responsibilities or other performance to be undertaken by the MBE/WBE; and (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g., check signing authority).

**(4) Schedule D-1: Required Schedules Regarding MBE/WBE Utilization**

Bidders must submit, together with the bid, a completed Schedule D-1 committing them to the utilization of each listed MBE/WBE firm. The City encourages bidders to utilize the electronic fillable format Schedule D-1, which is available at the Department of Procurement Services website, <http://cityofchicago.org/forms>. Except in cases where the bidder has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section 1.5 "Regulations Governing Reductions to or Waiver of MBE/WBE Goals" herein, the bidder must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE firm included on their Schedule D-1. The total dollar commitment to proposed MBEs must at least equal the MBE goal, and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base bids or in the case of Term Agreements, depends upon requirements agreements and blanket agreements, as percentages of the total estimated usage. All commitments made by the bidder's Schedule D-1 must conform to those presented in the submitted Schedule C-1. If Schedule C-1 is submitted after the opening, the bidder may submit a revised Schedule D-1 (executed and notarized to conform with the Schedules C-1). Bidders shall not be permitted to add MBEs or WBEs after bid opening to meet the Contract Specific Goals, however, contractors are encouraged to add additional MBE/WBE vendors to their approved compliance plan during the performance of the contract when additional opportunities for participation are identified. Except in cases where substantial and documented justification is provided, bidders will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-1 and D-1.

All commitments for joint venture agreements must be delineated in the Schedule B.

**(5) Application for Approval of Mentor Protégé Agreement**

Any applications for City approval of a Mentor Protégé agreement must be included with the bid. If the application is not approved, the bidder must show that it has made good faith efforts to meet the contract specific goals.

**1.7. Reporting Requirements During the Term of the Contract**

- a. The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written agreements will be made available to the Chief Procurement Officer upon request.
- b. The Contractor will be responsible for reporting payments to all subcontractors on a monthly basis in the form of an electronic report. Upon the first payment issued by the City of Chicago to the contractor for services performed, on the first day of each month and every month thereafter, email and or fax audit notifications will be sent out to the Contractor with instructions to report payments that have been made in the prior month to each subcontractor. The reporting of payments to all subcontractors must be entered into the Certification and Compliance Monitoring System (C2), or whatever reporting system is currently in place, on or before the fifteenth (15th) day of each month.
- c. Once the prime Contractor has reported payments made to each subcontractor, including zero dollar amount payments, the subcontractor will receive an email and or fax notification requesting them to log into the system and confirm payments received. All monthly confirmations must be reported on or before the 20th day of each month. Contractor and subcontractor reporting to the C2 system must be completed by the 25th of each month or payments may be withheld.
- d. All subcontract agreements between the contractor and MBE/WBE firms or any first tier non-certified firm and lower tier MBE/WBE firms must contain language requiring the MBE/WBE to respond to email and/or fax notifications from the City of Chicago requiring them to report payments received for the prime or the non-certified firm.  
  
Access to the Certification and Compliance Monitoring System (C2), which is a web based reporting system, can be found at: <https://chicago.mwdbe.com>
- e. The Chief Procurement Officer or any party designated by the Chief Procurement Officer, shall have access to the contractor's books and records, including without limitation payroll records, tax returns and records and books of account, to determine the contractor's compliance with its commitment to MBE and WBE participation and the status of any MBE or WBE performing any portion of the contract. This provision shall be in addition to, and not a substitute for, any other provision allowing inspection of the contractor's records by any officer or official of the City for any purpose.
- f. The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs and WBEs, retaining these records for a period of at least five years after project closeout. Full access to these records shall be granted to City, federal or state authorities or other authorized persons.

## **1.8. Changes to Compliance Plan**

### **1.8.1. Permissible Basis for Change Required**

No changes to the Compliance Plan or contractual MBE and WBE commitments or substitution of MBE or WBE subcontractors may be made without the prior written approval of the Contract Compliance Officer. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the contractor's own forces, shall be a violation of these Special Conditions and a breach of the contract with the City, and may cause termination of the executed Contract for breach, and/or subject the bidder or contractor to contract remedies or other sanctions. The facts supporting the request for changes must not have been known nor reasonably could have been known by the parties prior to entering into the subcontract. Bid shopping is prohibited. The bidder or contractor must negotiate with the subcontractor to resolve the problem. If requested by either party, the Department of Procurement Services shall facilitate such a meeting. Where there has been a mistake or disagreement about the scope of work, the MBE or WBE can be substituted only where an agreement cannot be reached for a reasonable price for the correct scope of work.



Substitutions of a MBE or WBE subcontractor shall be permitted only on the following basis:

- a) Unavailability after receipt of reasonable notice to proceed;
- b) Failure of performance;
- c) Financial incapacity;
- d) Refusal by the subcontractor to honor the bid or proposal price or scope;
- e) Mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;
- f) Failure of the subcontractor to meet insurance, licensing or bonding requirements;
- g) The subcontractor's withdrawal of its bid or proposal; or
- h) De-certification of the subcontractor as a MBE or WBE (graduation from the MBE/WBE program does not constitute de-certification).
- i) Termination of a Mentor Protégé Agreement.

#### **1.8.2. Procedure for Requesting Approval**

If it becomes necessary to substitute a MBE or WBE or otherwise change the Compliance Plan, the procedure will be as follows:

- a) The bidder or contractor must notify the Contract Compliance Officer and Chief Procurement Officer in writing of the request to substitute a MBE or WBE or otherwise change the Compliance Plan. The request must state specific reasons for the substitution or change. A letter from the MBE or WBE to be substituted or affected by the change stating that it cannot perform on the contract or that it agrees with the change in its scope of work must be submitted with the request.
- b) The City will approve or deny a request for substitution or other change within 15 business days of receipt of the written request.
- c) Where the bidder or contractor has established the basis for the substitution to the satisfaction of the Chief Procurement Officer, it must make Good Faith Efforts to meet the Contract Specific Goal by substituting a MBE or WBE subcontractor. Documentation of a replacement MBE or WBE, or of Good Faith Efforts, must meet the requirements in section 5. If the MBE or WBE Contract Specific Goal cannot be reached and Good Faith Efforts have been made, as determined by the Chief Procurement Officer, the bidder or contractor may substitute with a non-MBE or non-WBE.
- d) If a bidder or contractor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Compliance Plan, the bidder or contractor must obtain the approval of the Chief Procurement Officer to modify the Compliance Plan and must make Good Faith Efforts to ensure that MBEs or WBEs have a fair opportunity to bid on the new scope of work.
- e) A new subcontract must be executed and submitted to the Contract Compliance Officer within five business days of the bidder's or contractor's receipt of City approval for the substitution or other change.

The City shall not be required to approve extra payment for escalated costs incurred by the contractor when a substitution of subcontractors becomes necessary to comply with MBE/WBE contract requirements.

#### **1.9. Non-Compliance and Damages**

Without limitation, the following shall constitute a material breach of this contract and entitle the City to declare a default, terminate the contract, and exercise those remedies provided for in the contract, at law or

in equity: (1) failure to demonstrate Good Faith Efforts, except in the case of a contract where a bid incentive under MCC 2-92-525 was taken into consideration in the award; and (2) disqualification as a MBE or WBE of the contractor or any joint venture partner, subcontractor or supplier if its status as an MBE or WBE was a factor in the award of the contract and such status was misrepresented by the contractor.

Payments due to the contractor may be withheld until corrective action is taken.

Pursuant to MCC 2-92-445 or 2-92-740, as applicable, remedies or sanctions may include a penalty in the amount of the discrepancy between the amount of the commitment in the Compliance Plan, as such amount may be amended through change orders or otherwise over the term of the contract, and the amount paid to MBEs or WBEs, and disqualification from contracting or subcontracting on additional City contracts for up to three years. The consequences provided herein shall be in addition to any other criminal or civil liability to which such entities may be subject.

The contractor shall have the right to protest the final determination of non-compliance and the imposition of any penalty by the Chief Procurement Officer pursuant to MCC 2-92-445 or 2-92-740, within 15 business days of the final determination.

In the case of a in the case of a contract for which a bid incentive under MCC 2-92-525 was taken into consideration in the award, any contractor that has failed to retain the percentage of MBE or WBE subcontractor committed to in order for the bid incentive to be allocated will be fined an amount equal to three times the amount of the bid incentive allocated, unless the contractor can demonstrate that due to circumstances beyond the contractor's control, the contractor for good cause was unable to retain the percentage of MBE or WBE subcontractors throughout the duration of the contract period.

#### **1.10. Arbitration**

- a) In the event a contractor has not complied with the contractual MBE/WBE percentages in its Schedule D, underutilization of MBEs/WBEs shall entitle the affected MBE/WBE to recover from the contractor damages suffered by such entity as a result of being underutilized; provided, however, that this provision shall not apply to the extent such underutilization occurs pursuant to a waiver or substitution approved by the City. The Ordinance and contracts subject thereto provide that any disputes between the contractor and such affected MBEs/WBEs regarding damages shall be resolved by binding arbitration before an independent arbitrator other than the City, with reasonable expenses, including attorney's fees, being recoverable by a prevailing MBE/WBE in accordance with these regulations. This provision is intended for the benefit of any MBE/WBE affected by underutilization and grants such entity specific third party beneficiary rights. Any rights conferred by this regulation are non-waivable and take precedence over any agreement to the contrary, including but not limited to those contained in a subcontract, suborder, or communicated orally between a contractor and a MBE/WBE.
- b) An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitative process. Except as otherwise agreed to in writing by the affected parties subject to the limitation contained in the last sentence of the previous paragraph, within ten (10) calendar days of the contractor receiving notification of the intent to arbitrate from the MBE/WBE the above-described disputes shall be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601 [Phone: (312) 616-6560; Fax: (312) 819-0404]. All such arbitrations shall be initiated by the MBE/WBE filing a demand for arbitration with the AAA; shall be conducted by the AAA; and held in Chicago, Illinois.
- c) All arbitration fees are to be paid pro rata by the parties, however, that the arbitrator is authorized to award reasonable expenses, including attorney and arbitrator fees, as damages to a prevailing MBE/WBE.
- d) The MBE/WBE must send the City a copy of the Demand for Arbitration within ten (10) calendar days after it is filed with the AAA. The MBE/WBE also must send the City a copy of the decision of the

arbitrator within ten (10) calendar days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

**1.11. Equal Employment Opportunity**

Compliance with MBE and WBE requirements will not diminish or supplant equal employment opportunity and civil rights provisions as required by law.

**1.12. Attachments and Schedules**

The following attachments and schedules follow, they may also be downloaded from the Internet at:

<http://www.cityofchicago.org/forms>

- Attachment A: Assist Agencies
- Attachment B: Sample Format for Requesting Assist Agency Comments on Bidder's Request for Reduction or Waiver of MBE/WBE Goals
- Schedule B: Affidavit of Joint Venture (MBE/WBE)
- Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant
- Schedule D-1: Compliance Plan Regarding MBE/WBE Utilization

**Attachment A –Assist Agency List (Rev. Apr. 2018)**

- 1.
2. Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.

*\*Prime Contractors should contact with subcontracting opportunities to connect certified firms.*

<p><b>51<sup>st</sup> Street Business Association *</b>                  220 E. 51<sup>st</sup> Street                  Chicago, IL 60615                  Phone: 773-285-3401                  Fax: 773-285-3407                  Email: <a href="mailto:the51ststreetbusinessassociation@yahoo.com">the51ststreetbusinessassociation@yahoo.com</a>                  Web: <a href="http://www.51stStreetChicago.com">www.51stStreetChicago.com</a>                  Maintains list of certified firms: Yes                  Provides training for businesses: Yes</p>	<p><b>African American Contractors Association - AACA</b>                  P.O. Box #19670                  Chicago, IL 60619                  Phone: 312-915-5960                  Email: <a href="mailto:aacanatlassoc@gmail.com">aacanatlassoc@gmail.com</a>                  Web: <a href="http://www.aacanatl.org">www.aacanatl.org</a>                  Maintains list of certified firms: Yes                  Provides training for businesses: Yes</p>
<p><b>Angel of God Resource Center, Inc.</b>                  14527 S. Halsted                  Chicago, IL 60827                  Phone: 708-392-9323                  Fax: 708-880-0121                  Email: <a href="mailto:asmith5283@yahoo.com">asmith5283@yahoo.com</a>;  <a href="mailto:aogrc@angelofgodresourcecenter.org">aogrc@angelofgodresourcecenter.org</a>                  Web: <a href="http://www.angelofgodresourcecenter.org">www.angelofgodresourcecenter.org</a>                  Maintains list of certified firms: No                  Provides training for businesses: Yes</p>	<p><b>Association of Asian Construction Enterprises *</b>                  5677 W. Howard                  Niles, IL 60714                  Phone: 847-673-7377                  Fax: 847-673-2358                  Email: <a href="mailto:nakmancorp@aol.com">nakmancorp@aol.com</a>                  Maintains list of certified firms: Yes                  Provides training for businesses: Yes</p>
<p><b>Austin African American Business Networking Assoc.</b>                  5820 W. Chicago Ave.,                  Chicago, IL 60651                  Phone: 773-626-4497                  Email: <a href="mailto:aaabna@yahoo.com">aaabna@yahoo.com</a>                  Web: <a href="http://www.aaabna.org">www.aaabna.org</a>                  Maintains list of certified firms: No                  Provides training for businesses: Yes</p>	<p><b>Black Contractors United *</b>                  12000 S. Marshfield Ave.                  Calumet Park, IL 60827                  Phone: 708-389-5730                  Fax: 708-389-5735                  Email: <a href="mailto:bcunewera@att.net">bcunewera@att.net</a>                  Web: <a href="http://www.blackcontractorsunited.com">www.blackcontractorsunited.com</a>                  Maintains list of certified firms: Yes                  Provides training for businesses: Yes</p>
<p><b>Business Leadership Council *</b>                  230 W. Monroe Street, Ste 2650                  Chicago, IL 60606                  Phone: 312-628-7844                  Fax: 312-628-7843                  Email: <a href="mailto:Karen.r@businessleadershipcouncil.org">Karen.r@businessleadershipcouncil.org</a>                  Web: <a href="http://www.businessleadershipcouncil.org">www.businessleadershipcouncil.org</a>                  Maintains list of certified firms: Yes                  Provides training for businesses: Yes</p>	<p><b>LGBT Chamber of Commerce of Illinois *</b>                  3179 N. Clark St., 2nd Floor                  Chicago, IL 60657                  Phone: 773-303-0167                  Fax: 773-303-0168                  Email: <a href="mailto:jholston@lgbtcc.com">jholston@lgbtcc.com</a>                  Web: <a href="http://www.lgbtcc.com">www.lgbtcc.com</a>                  Maintains list of certified firms: Yes                  Provides training for businesses: Yes</p>

<p><b>Chatham Business Association Small Business Dev. *</b> 800 E. 78<sup>th</sup> Street Chicago, IL 60619 Phone: 773-994-5006 Fax: 773-855-8905 Email: <a href="mailto:melindakelly@cbaworks.org">melindakelly@cbaworks.org</a> Web: <a href="http://www.cbaworks.org">www.cbaworks.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>Chicago Minority Supplier Development Council Inc. *</b> 105 W. Adams, Suite 2300 Chicago, IL 60603-6233 Phone: 312-755-2550 Fax: 312-755-8890 Email: <a href="mailto:pbarreda@chicagomsgdc.org">pbarreda@chicagomsgdc.org</a> Web: <a href="http://www.chicagomsgdc.org">www.chicagomsgdc.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p><b>Chicago Urban League *</b> 4510 S. Michigan Ave. Chicago, IL 60653 Phone: 773-624-8810 Fax: 773-451-3579 Email: <a href="mailto:sbrinston@thechicagourbanleague.org">sbrinston@thechicagourbanleague.org</a> Web: <a href="http://www.cul-chicago.org">www.cul-chicago.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>Chicago Women in Trades (CWIT)</b> 2444 W. 16<sup>th</sup> Street Chicago, IL 60608 Phone: 312-942-1444 Jayne Vellinga, Executive Director Email: <a href="mailto:jvellinga@cwit2.org">jvellinga@cwit2.org</a> Web: <a href="http://www.chicagowomenintrades2.org">www.chicagowomenintrades2.org</a> Maintains list of certified firms: No Provides training for businesses: Yes</p>
<p><b>Contractor Advisors Business Development Corp. *</b> 1507 E. 53<sup>rd</sup> Street, Suite 906 Chicago, IL 60615 Phone: 312-436-0301 Email: <a href="mailto:info@contractoradvisors.us">info@contractoradvisors.us</a> Web: <a href="http://www.contractoradvisors.us">www.contractoradvisors.us</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>Cosmopolitan Chamber of Commerce</b> 1633 S. Michigan Avenue Chicago, IL 60616 Phone: 312-971-9594 Fax: 312-341-9084 Email: <a href="mailto:rmcgowan@cosmochamber.org">rmcgowan@cosmochamber.org</a> Web: <a href="http://www.cosmochamber.org">www.cosmochamber.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p><b>Do For Self Community Development Co. *</b> 7447 S South Shore Drive, Unit 22B Chicago, IL 60649 Phone: 773-356-7661 Email: <a href="mailto:dennisdoforself@hotmail.com">dennisdoforself@hotmail.com</a> Web: <a href="http://www.doforself.org">www.doforself.org</a> Maintains list of certified firms: No Provides training for businesses: Yes</p>	<p><b>Far South Community Development Corporation</b> 9923 S. Halsted Street, Suite D Chicago, IL 60628 Phone: 773-941-4833 Fax: 773-941-5252 Email: <a href="mailto:lacy@farsouth.org">lacy@farsouth.org</a> Web: <a href="http://www.farsouthcdc.org">www.farsouthcdc.org</a> Maintains list of certified firms: No Provides training for businesses: Yes</p>
<p><b>Federation of Women Contractors *</b> 216 W. Jackson Blvd. #625 Chicago, IL 60606 Phone: 312-360-1122 Fax: 312-750-1203 Email: <a href="mailto:fwcchicago@aol.com">fwcchicago@aol.com</a> Web: <a href="http://www.fwcchicago.com">www.fwcchicago.com</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>Fresh Start Home Community Development Corp.</b> 5168 S. Michigan Avenue, 4N Chicago, IL 60615 Phone: 312-632-0811 Fax: 855-270-4175 Email: <a href="mailto:Info@FreshStartNow.us">Info@FreshStartNow.us</a> Web: <a href="http://www.FreshStartNow.us">www.FreshStartNow.us</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>

<p><b>Greater Englewood Community Development Corp. *</b>  815 W. 63rd Street  Chicago, IL 60621  Phone: 773-651-2400  Fax: 773-651-2400  Email: <a href="mailto:jharbin@greaterenglewoodcdc.org">jharbin@greaterenglewoodcdc.org</a>  Web: <a href="http://www.greaterenglewoodcdc.org">www.greaterenglewoodcdc.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>	<p><b>Greater Pilsen Economic Development Assoc. *</b>  1801 S. Ashland  Chicago, IL 60608  Phone: 312-698-8898  Email: <a href="mailto:greaterpilsen@gmail.com">greaterpilsen@gmail.com</a>  Web: <a href="http://www.greaterpilsen.org">www.greaterpilsen.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>
<p><b>Greater Far South Halsted Chamber of Commerce *</b>  10615 S. Halsted Street  Chicago, IL 60628  Phone: 518-556-1641  Fax: 773-941-4019  Email: <a href="mailto:halstedchamberevents@gmail.com">halstedchamberevents@gmail.com</a>  Web: <a href="http://www.greaterfarsouthhalstedchamber.org">www.greaterfarsouthhalstedchamber.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>	<p><b>Greater Southwest Development Corporation</b>  2601 W. 63rd Street  Chicago, IL 60629  Phone: 773-362-3373  Fax: 773-471-8206  Email: <a href="mailto:c.james@greatersouthwest.org">c.james@greatersouthwest.org</a>  Web: <a href="http://www.greatersouthwest.org">www.greatersouthwest.org</a>  Maintains list of certified firms: No  Provides training for businesses: Yes</p>
<p><b>Hispanic American Construction Industry Association (HACIA) *</b>  650 W. Lake St., Unit 415  Chicago, IL 60661  Phone: 312-575-0389  Fax: 312-575-0544  Email: <a href="mailto:jperez@haciaworks.org">jperez@haciaworks.org</a>  Web: <a href="http://www.haciaworks.org">www.haciaworks.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>	<p><b>Illinois Hispanic Chamber of Commerce *</b>  222 Merchandise Mart Plaza, Suite 1212 c/o 1871  Chicago, IL 60654  Phone: 312-425-9500  Email: <a href="mailto:aalcantar@ihccbbusiness.net">aalcantar@ihccbbusiness.net</a>  Web: <a href="http://www.ihccbbusiness.net">www.ihccbbusiness.net</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>
<p><b>Illinois State Black Chamber of Commerce *</b>  411 Hamilton Blvd., Suite 1404  Peoria, Illinois 61602  Phone: 309-740-4430 / 773-294-8038  Fax: 309-672-1379  Email: <a href="mailto:LarryIvory@IllinoisBlackChamber.org">LarryIvory@IllinoisBlackChamber.org</a>;  <a href="mailto:vgilb66709@yahoo.com">vgilb66709@yahoo.com</a>  <a href="http://www.illinoisblackchamberofcommerce.org">www.illinoisblackchamberofcommerce.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>	<p><b>JLM Business Development Center *</b>  2622 W. Jackson Boulevard  Chicago, IL 60612  Phone: 773-826-3295  Fax: 773-359-4021  Email: <a href="mailto:jlbizcenter@gmail.com">jlbizcenter@gmail.com</a>  Web: <a href="http://www.jlmcenter.org">www.jlmcenter.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>
<p><b>Latin American Chamber of Commerce *</b>  3512 W. Fullerton Avenue  Chicago, IL 60647  Phone: 773-252-5211  Fax: 773-252-7065  Email: <a href="mailto:d.lorenzopadron@LACCUSA.com">d.lorenzopadron@LACCUSA.com</a>  Web: <a href="http://www.LACCUSA.com">www.LACCUSA.com</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>	<p><b>National Association of Women Business Owners *</b>  500 Davis Street, Ste 812  Evanston, IL 60201  Phone: 773-410-2484  Fax: 847-328-2018  Email: <a href="mailto:wjaehn@nawbochicago.org">wjaehn@nawbochicago.org</a>  Web: <a href="http://www.nawbochicago.org">www.nawbochicago.org</a>  Maintains list of certified firms: Yes  Provides training for businesses: Yes</p>

<p><b>National Black Wall Street *</b> 4655 S. King Drive, Suite 203 Chicago, IL 60653 Phone: 773-268-6900 Fax: 773-392-0165 Email: <a href="mailto:markallen2800@aol.com">markallen2800@aol.com</a> Web: <a href="http://www.nationalblackwallstreetchicago.org">www.nationalblackwallstreetchicago.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>National Organization of Minority Engineers (NOME) *</b> 33 W. Monroe, Suite 1540 Chicago, IL 60603 Phone: 312-960-1239 Email: <a href="mailto:grandevents1@sbcglobal.net">grandevents1@sbcglobal.net</a> Web: <a href="http://www.nomeonline.org">www.nomeonline.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p><b>Neighborhood Development Services, NFP *</b> 10416 South Maryland Avenue Chicago, IL 60628 Phone: 773-413-9348 Fax: 773-371-0032 Email: <a href="mailto:neighborhooddevservices@gmail.com">neighborhooddevservices@gmail.com</a> Web: <a href="http://www.ndsnfp.org">www.ndsnfp.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>Rainbow/PUSH Coalition *</b> 930 E. 50<sup>th</sup> Street Chicago, IL 60615 Phone: 773-256-2768 Fax: 773-373-4103 Email: <a href="mailto:jmitchell@rainbowpush.org">jmitchell@rainbowpush.org</a> Web: <a href="http://www.rainbowpush.org">www.rainbowpush.org</a> Maintains list of certified firms: Yes Provides training for businesses: No</p>
<p><b>Real Men Charities, Inc.</b> 2423 E. 75<sup>th</sup> Street Chicago, IL 60649 Phone: 773-425-4113 Email: <a href="mailto:ymoyo@realmencook.com">ymoyo@realmencook.com</a> Web: <a href="http://www.realmencook.com">www.realmencook.com</a> Maintains list of certified firms: No Provides training for businesses: Yes</p>	<p><b>RTW Veteran Center</b> 7415 E. End, Suite 120 Chicago, IL 60649 Phone: 773-406-1069 Fax: 866-873-2494 Email: <a href="mailto:rtwvetcenter@yahoo.com">rtwvetcenter@yahoo.com</a> Web: <a href="http://www.rtwvetcenter.org">www.rtwvetcenter.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>
<p><b>South Shore Chamber, Inc. *</b> 1750 E. 71<sup>st</sup> Street Chicago, IL 60649-2000 Phone: 773-955- 9508 Tonya Trice, Executive Director Email: <a href="mailto:ttrice@southshorechamberinc.org">ttrice@southshorechamberinc.org</a> Web: <a href="http://www.southshorechamberinc.org">www.southshorechamberinc.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>	<p><b>St. Paul Church of God in Christ Community Development Ministries, Inc. (SPCDM)</b> 4550 S. Wabash Avenue Chicago, IL. 60653 Phone: 773-538-5120 Fax: 773-538-5125 Email: <a href="mailto:spcdm@sbcglobal.net">spcdm@sbcglobal.net</a> Web: <a href="http://www.stpaulcdm.org">www.stpaulcdm.org</a> Maintains list of certified firms: No Provides training for businesses: Yes</p>
<p><b>The Monroe Foundation</b> 1547 South Wolf Road Hillside, Illinois 60162 Phone: 773-315-9720 Email: <a href="mailto:omonroe@themonroefoundation.org">omonroe@themonroefoundation.org</a> Web: <a href="http://www.themonroefoundation.org">www.themonroefoundation.org</a> Maintains list of certified firms: No Provides training for businesses: Yes</p>	<p><b>US Minority Contractors Association, Inc. *</b> 1250 Grove Ave. Suite 200 Barrington, IL 60010 Phone: 847-708-1597 Fax: 847-382-1787 Email: <a href="mailto:admin@usminoritycontractors.org">admin@usminoritycontractors.org</a> Web: <a href="http://www.USMinorityContractors.org">www.USMinorityContractors.org</a> Maintains list of certified firms: Yes Provides training for businesses: Yes</p>



<p><b>Women's Business Development Center *</b>              8 S. Michigan Ave., 4th Floor              Chicago, IL 60603              Phone: 312-853-3477              Fax: 312-853-0145              Email: <a href="mailto:fcurry@wbdc.org">fcurry@wbdc.org</a>              Web: <a href="http://www.wbdc.org">www.wbdc.org</a>              Maintains list of certified firms: Yes              Provides training for businesses: Yes</p>	<p><b>Urban Broadcast Media, Inc.</b>              4108 S. King Drive,              Chicago, IL 60653              Phone: 312-614-1075              Email: <a href="mailto:drleonfinney312@gmail.com">drleonfinney312@gmail.com</a>              Web: <a href="http://www.urbanbroadcastmedia.org">www.urbanbroadcastmedia.org</a>              Maintains list of certified firms: No              Provides training for businesses: Yes</p>
<p><b>Women Construction Owners &amp; Executives (WCOE) *</b>              Chicago Caucus              308 Circle Avenue              Forest Park, IL 60130              Phone: 708-366-1250              Email: <a href="mailto:mkm@mkmservices.com">mkm@mkmservices.com</a>              Web: <a href="http://www.wcoeusa.org">www.wcoeusa.org</a>              Maintains list of certified firms: Yes              Provides training for businesses: No</p>	<p><b>Your Community Consultants Foundation</b>              9301 S. Parnell Ave.,              Chicago, IL 60620              Phone: 773-224-9299              Fax: 773-371-0032              Email: <a href="mailto:allen81354@aol.com">allen81354@aol.com</a>              Maintains list of certified firms: No              Provides training for businesses: Yes</p>

**Attachment B - Sample Format for Requesting Assist Agency Comments on Bidder's Request for Reduction or Waiver of MBE/WBE Goals**

**On Bidder/Proposer's Letterhead – SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY**

RETURN RECEIPT REQUESTED

(Date)

**Specification No.:** {Specification Number}

**Project Description:** {PROJECT DESCRIPTION}

(Assist Agency Name and Address – **SEND TO THE ASSIST AGENCIES – DO NOT SEND TO THE CITY**)

Dear \_\_\_\_\_:

\_\_\_\_\_ (Bidder/Proposer) intends to submit a bid/proposal in response to the above referenced specification with the City of Chicago. Bids are due \_\_\_\_\_ advertised specification with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:

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Our efforts to identify potential subcontractors have not been successful in order to meet the Disadvantaged/Minority/Women Business Enterprise contract goal. **Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted.** If you are aware of such a firm, please contact

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Name of Company Representative	at	Address/Phone
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within (10) ten business days of receipt of this letter.

Under the City of Chicago's MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within ten (10) working days of your receipt of this letter to:

Monica Jimenez, Deputy Procurement Officer  
Department of Procurement Services  
City of Chicago  
121 North La Salle Street, Room 806  
Chicago, Illinois 60602

If you wish to discuss this matter, please contact the undersigned at \_\_\_\_\_.

Sincerely,

**Schedule B – Affidavit of Joint Venture**

**SCHEDULE B: Affidavit of Joint Venture (MBE/WBE)**

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All Information Requested by this Schedule must Be Answered in the Spaces Provided. Do Not Refer to Your Joint Venture Agreement Except to Expand on Answers Provided on this Form. If Additional Space Is Required, Additional Sheets May Be Attached.

- I. Name of joint venture: \_\_\_\_\_  
Address of joint venture: \_\_\_\_\_  
Phone number of joint venture: \_\_\_\_\_
- II. Identify each non-MBE/WBE venturer(s):  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact person for matters concerning MBE/WBE compliance: \_\_\_\_\_
- III. Identify each MBE/WBE venturer(s):  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact person for matters concerning MBE/WBE compliance: \_\_\_\_\_
- IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and/or WBE venturer's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the MBE/WBE's own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.
- VI. Ownership of the Joint Venture.  
A. What are the percentage(s) of MBE/WBE ownership of the joint venture?  
MBE/WBE ownership percentage(s) \_\_\_\_\_  
Non-MBE/WBE ownership percentage(s) \_\_\_\_\_
- B. Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other detail as applicable):
1. Profit and loss sharing: \_\_\_\_\_
2. Capital contributions:  
(a) Dollar amounts of initial contribution: \_\_\_\_\_

**Schedule B: Affidavit of Joint Venture (MBE/WBE)**

(b) Dollar amounts of anticipated on-going contributions: \_\_\_\_\_

3. Contributions of equipment (Specify types, quality and quantities of equipment to be provided by each venturer): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Other applicable ownership interests, including ownership options or other agreements which restrict or limit ownership and/or control: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Provide copies of all written agreements between venturers concerning this project.
6. Identify each current City of Chicago contract (and each contract completed during the past two (2) years) by a joint venture of two or more firms participating in this joint venture:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- VII. Control of and Participation in the Joint Venture. Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):
- A. Joint venture check signing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Authority to enter contracts on behalf of the joint venture:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Signing, co-signing and/or collateralizing loans:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Acquisition of lines of credit:  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule B: Affidavit of Joint Venture (MBE/WBE)**

E. Acquisition and indemnification of payment and performance bonds:

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F. Negotiating and signing labor agreements:

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G. Management of contract performance. (Identify by name and firm only):

1. Supervision of field operations: 

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2. Major purchases: 

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3. Estimating: 

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4. Engineering: 

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VIII. Financial Controls of joint venture:

A. Which firm and/or individual will be responsible for keeping the books of account?

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B. Identify the managing partner, if any, and describe the means and measure of their compensation:

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C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

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IX. State the approximate number of operative personnel (by trade) needed to perform the joint venture's work under this contract. Indicate whether they will be employees of the non-MBE/WBE firm, the MBE/WBE firm, or the joint venture.

### Schedule B: Affidavit of Joint Venture (MBE/WBE)

[illegible]

If any personnel proposed for this project will be employees of the joint venture:

- A. Are any proposed joint venture employees currently employed by either venturer?  
Currently employed by non-MBE/WBE (number) \_\_\_\_\_ Employed by MBE/WBE \_\_\_\_\_
- B. Identify by name and firm the individual who will be responsible for hiring joint venture employees:  
\_\_\_\_\_
- C. Which venturer will be responsible for the preparation of joint venture payrolls:  
\_\_\_\_\_
- X. Please state any material facts of additional information pertinent to the control and structure of this joint venture.

[illegible]

**Schedule B: Affidavit of Joint Venture (MBE/WBE)**

The undersigned affirms 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 of each venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore, and any proposed changes in any provision of the joint venture agreement, and to permit the audit and examination of the books, records and files of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of the City or the Federal funding agency.

Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.

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

_____ Name of MBE/WBE Partner Firm	_____ Name of Non-MBE/WBE Partner Firm
_____ Signature of Affiant	_____ Signature of Affiant
_____ Name and Title of Affiant	_____ Name and Title of Affiant
_____ Date	_____ Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-signed officers

\_\_\_\_\_  
(names of affiants)

personally appeared and, known to me be the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

(SEAL)

**Schedule C-1: Letter of Intent From MBE/WBE To Perform As Subcontractor, Supplier and/or Consultant**



**FOR  
NON-CONSTRUCTION  
PROJECTS ONLY**

**SCHEDULE C-1**  
**MBE/WBE Letter of Intent to Perform as a**  
**Subcontractor, Supplier, or Consultant**

Project Name: \_\_\_\_\_ Specification No.: \_\_\_\_\_

From: \_\_\_\_\_  
(Name of MBE/WBE Firm)

To: \_\_\_\_\_ and the City of Chicago.  
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County, Illinois Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above-named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

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

The above described performance is offered for the following price and described terms of payment:

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

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

**SUB-SUBCONTRACTING LEVELS**

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

\_\_\_\_\_ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

\_\_\_\_\_ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

**NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.**

One or more owners or principals of the Prime Contractor ( ) does / ( ) does not have an ownership interest in the undersigned. Provide names of such individuals and their respective ownership percentages, or indicate "none." Attach additional sheets if necessary: \_\_\_\_\_

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: ( ) Yes ( ) No

**NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.**

\_\_\_\_\_  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

\_\_\_\_\_  
(Name/Title-Please Print)

\_\_\_\_\_  
(Email & Phone Number)



**Schedule D-1: Affidavit of Implementation of MBE/WBE Goals and Participation Plan**



**SCHEDULE D-1**  
Compliance Plan Regarding MBE/WBE Utilization  
Affidavit of Prime Contractor

**FOR  
NON-CONSTRUCTION  
PROJECTS ONLY**

**MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-1 WILL CAUSE THE  
BID TO BE REJECTED. DUPLICATE AS NEEDED.**

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

Specification No.: \_\_\_\_\_

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM that I am a duly authorized  
representative of \_\_\_\_\_  
(Name of Prime Consultant/Contractor)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the  
MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago and/or Cook County, Illinois  
(Letters of Certification Attached).

**I. Direct Participation of MBE/WBE Firms:**

**NOTE:** The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with  
MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the  
performance of this contract.

A. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach  
copies of Letters of Certification, Schedule B form and a copy of Joint Venture Agreement clearly describing the role  
of each MBE/WBE firm(s) and its ownership interest in the joint venture.

B. Complete this section for each MBE/WBE Subcontractor/Supplier/Consultant participating on this contract:

1. Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed:<sup>1</sup> \_\_\_\_\_%

**Total Participation % \_\_\_\_\_**

2. Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

<sup>1</sup> The Prime Contractor may claim an additional 0.5 percent participation credit (up to a maximum of five (5) percent) for  
every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**3.** Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**4.** Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**5.** Attach Additional Sheets as Needed

**II. Indirect Participation of MBE/WBE Firms**

**NOTE:** This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor is required to demonstrate Good Faith Efforts pursuant to the MBE/WBE Special Conditions in a request for a waiver or reduction of MBE/WBE goals. Indirect participation may be considered as part of such Good Faith Efforts in support of the requested waiver or reduction.

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

**1.** Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**2.** Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**3.** Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**4.** Name of MBE/WBE: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation \$ \_\_\_\_\_

Percentage of Participation % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_%

**Total Participation %** \_\_\_\_\_

**5.** Attach Additional Sheets as Needed

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

**III. Summary of MBE/WBE Proposal**

**A. MBE Proposal (Direct & Indirect)**

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Direct MBE Participation</b>		

2. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Indirect MBE Participation</b>		

**B. WBE Proposal (Direct & Indirect)**

1. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Direct WBE Participation</b>		

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Indirect WBE Participation</b>		

**Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan**

The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

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

\_\_\_\_\_  
(Phone)

One or more owners or principals of the Prime Contractor ( ) does / ( ) does not have an ownership interest in any MBE or WBE listed in this Schedule D. Provide names of such individuals and their respective ownership percentages, and identify the MBE/WBE firms in which such ownership is held, or indicate "none." Add additional sheets if necessary:

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

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.**

\_\_\_\_\_  
(Name of Prime Contractor – Print or Type)

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

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

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

\_\_\_\_\_  
(Name/Title of Affiant – Print or Type)

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above signed officer \_\_\_\_\_  
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
(Notary Public Signature)

SEAL:

Commission Expires: \_\_\_\_\_