

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL TASK ORDER SERVICES: A) FACILITIES ARCHITECTURE AND
ENGINEERING; AND B) AIRPORT ENGINEERING**

FOR THE

CHICAGO AIRPORT SYSTEM

NON-FEDERAL

Specification No. 98030

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:

Jamie L. Rhee, Chief Procurement Officer
Attention: Lisa Freelon-Gilbert, Contracts Negotiator
Department of Procurement Services
Bid and Bond Room - Room 301 City Hall
121 North LaSalle Street
Chicago, Illinois 60602

**A pre-submittal conference will be held on September 15, 2011, at 11:00 A.M., Central Time, at
the Aviation Administration Building, 10510 West Zemke Road Chicago, Illinois 60666**

**ALL RESPONSES MUST BE RECEIVED BY 4:00 P.M. CENTRAL TIME ON
OCTOBER 12, 2011**

**RAHM EMANUEL
MAYOR**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM
Non-Federal
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**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM
Non-Federal
Specification No. 98030**

LIST OF EXHIBITS

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation (SAMPLE)
Exhibit 3	Special Conditions Regarding Minority and Women Owned Business Enterprise (MBE/WBE) Commitment, including: <ol style="list-style-type: none">1. Attachment A: Assist Agencies2. Attachment B: Sample Letter to Assist Agencies3 Schedule B: Affidavit of Joint Venture (MBE/WBE)4. Schedule C-3: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier, and/or Consultant5. Schedule D-3: Affidavit of MBE/WBE Goal Implementation Plan6. MBE/WBE Utilization Report
Exhibit 4	Economic Disclosure Statement and Affidavit
Exhibit 5	Insurance Requirements and City of Chicago Insurance Certificate
Exhibit 6	Professional Services Agreement (SAMPLE)
Exhibit 7	City of Chicago Travel Guidelines
Exhibit 8	Project Reference Form
Exhibit 9	Submittal Checklist

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL TASK ORDER SERVICES FROM: A) FACILITIES ARCHITECTURE AND
ENGINEERING; AND B) AIRPORT ENGINEERING
Non-Federal Funded
Specification No. 98030**

I. GENERAL INFORMATION

The City of Chicago ("**City**"), acting through its Chicago Department of Aviation ("**CDA**" or "**Department**"), invites the submission of Qualifications ("**Proposal**" or "**Response**") for Professional Task Order Services for Chicago Airport System ("**Services**"). The intent of the Request for Qualifications ("**RFQ**") is to identify qualified Respondents having demonstrated experience, expertise and resources to provide one or more of the following services (the "**Services**"): facilities architecture and engineering services ("**Group A**"); and airport engineering services ("**Group B**") at the Chicago Airport System (Group A and Group B are sometimes individually referred to herein as a "**Group**" and collectively as the "**Groups**"). The nature of the work desired from each Group is described in greater detail in the scope of services attached hereto as Exhibit 1 (the "**Scope of Services**").

"Respondent(s)" means the entities that submit Proposals in response to this RFQ. The Respondent(s) awarded an Agreement pursuant to this RFQ, if any, are sometimes referred to herein as "**Consultant(s)**." "**Agreement**" refers to an agreement awarded to a Consultant.

Respondent(s) with demonstrated experience in providing the services identified herein, and with an interest in making these Services available to the City. Respondents may submit Proposals for one (1) or both Groups, however, the award of an agreement for one group does not obligate the City to award Respondent an agreement for other Groups to which the Respondent submitted a Proposal. Please note the City is simultaneously seeking similar professional task order services for the CDA. Respondents are free to submit Proposals to this RFQ and any other similar solicitation issued by the City. Respondents are required to identify all resources that will be necessary to complete the Services identified in the Scope of Services.

A. General Information and Guidelines

1. Communications between the City and Respondents

Respondents must communicate only with the Department of Procurement Services ("**DPS**") regarding this RFQ. All questions or requests for clarification must be submitted to the following e-mail address: AERFQ@cityofchicago.org. All questions and requests for clarification must be submitted no later than 4:00 p.m. Central Time on September 19, 2011 or no response will be provided except at the discretion of the City. The subject line of the email must clearly indicate that the contents are "Questions and Requests for Clarification" about the RFQ, and must refer to "RFQ for Professional Task Order Services for Chicago Airport System Specification No. 98030". A Respondent that deviates from any of these requirements is subject to immediate disqualification from this RFQ process.

2. Pre-Submittal Conference

The City will hold a pre-submittal conference in Conference Room 1 at the Aviation Administration Building located at 10510 West Zemke Road, Chicago, IL 60666 on September 15, 2011 at 11:00 a.m., CST. Attendance is not mandatory, but strongly encouraged. The City will address questions regarding the RFQ at the pre-submittal conference, and may respond both to questions or requests for clarification raised on the day of the conference, and to questions submitted prior to the conference date. However, Respondent may only rely on written addenda and/or clarifications.

3. RFQ Document Availability, Information Resources

Respondents should obtain this RFQ from the Bid and Bond Room located at City Hall, 121 N. LaSalle St., Room 301, Chicago, Illinois 60602.

Respondents may request that the Bid and Bond Room personnel mail them a copy of the RFQ by providing the Bid and Bond Room a Federal Express account number or make arrangements with Bid and Bond Room personnel to have a package ready for pickup by another courier service. The Bid and Bond Room telephone number is (312) 744-9773. The City accepts no responsibility for the timely or in-tact delivery of materials.

In the alternative, Respondents may download the RFQ from URL address: <http://www.cityofchicago.org/content/dam/city/depts/dps/ContractAdministration/Specs/2011/Spec98030.pdf>. All Respondents who choose to download the RFQ are responsible for checking this website for clarifications and/or addenda.

If Respondent chooses to download the RFQ document, the Respondent must contact the Bid and Bond Room by faxing a legible copy of Respondent's business card, referencing Specification No. 98030 to (312) 744-5611 or by calling the Bid & Bond Room at (312) 744-9773 to register Respondent's company as an RFQ document holder, which will better enable Respondent to receive any future clarifications and/or addenda related to this RFQ. Respondents are responsible for obtaining all RFQ materials.

Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a Proposal. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFQ.

Respondents are solely responsible for acquiring the necessary information or materials.

The City encourages Respondents to use the checklist provided in Exhibit 9 in preparing Proposals.

B. Deadline and Procedures for Submitting Proposals

1. Proposals must be received by the Bid and Bond Room no later than 4:00 p.m. CT on October 12, 2011. The Bid and Bond Room can be reached at (312) 744-9773 between the hours of 8:30 am and 4:30 pm Monday through Friday (excluding holidays and City shut down days).
2. The City may not accept Proposals that are not received by the date and time set forth in Section I.B.1 above. Only the City's Chief Procurement Officer, at her sole discretion, will determine whether to accept a Proposal received after the due date and time.

Failure by a messenger delivery service or printing service to meet the deadline will not excuse the Respondent from the deadline requirement of this RFQ. Hand-delivered Proposals must be received in the depository located in the Bid and Bond Room. The actual time of the receipt of all Proposals to this RFQ will be determined solely by the clock located in the Bid and Bond Room. It is the Respondent's sole responsibility to ensure that the Proposal is received as required.

3. The Proposals must be delivered to the following address:

Jamie L. Rhee, Chief Procurement Officer
Department of Procurement Services
Bid and Bond Room
Room 301, City Hall
121 North LaSalle Street
Chicago, Illinois 60602
Attention: Lisa Freelon-Gilbert, Contracts Negotiator

4. Respondents must submit the following Proposal Items:

	Proposal Item	Quantity
1.	Original Copy - Paper	1
2.	Duplicate Copy - Paper	2
3.	Electronic Copy - CD-ROM (in PDF format)	15

The original Proposal must be clearly marked as "ORIGINAL". All documents requiring a signature must bear the original signature of Respondent's authorized signatory. Respondent must enclose all documents in clearly labeled sealed envelopes or boxes. **Respondent must label its Proposal(s) to identify the Group(s) to which Respondent is submitting. If responding to more than one Group, separate Proposals for each Group must be submitted.**

5. The outside of each sealed envelope or box must be labeled as follows:

Proposal Enclosed
Request for Qualifications for Professional Task Order Services at Chicago Airport System –
Non-Federal Funded
Specification No. 98030
Due: 4:00 p.m. CT, October 12, 2011
Submitted by: _____
(Name of Respondent)
Envelope/Package/Box ____ of ____

The City's opening of Respondent's sealed envelope(s) or package(s) containing a Proposal shall neither be deemed nor constitute acceptance by the City of Respondent's Proposal. The City reserves the right to open and inspect all such sealed envelope(s) or package(s), regardless of whether they were submitted by the due date and time specified herein, for any purpose, including without limitation, determining the particular RFQ to which Respondent has responded, determining if a Proposal was submitted by the date and time specified in this RFQ, and in order to determine a Respondent's return address.

C. Procurement Timetable

The timetable for the selection process is summarized below. Note that these target dates are subject to change by the City.

Key Activity	Target Date
City Issues RFQ	September 2, 2011
Pre-Submittal Conference	September 15, 2011
RFQ Questions and Clarifications Due	September 19, 2011
Proposals Due	October 12, 2011

D. Conflicts of Interests

For the purposes of this section, the term "Respondents" shall mean the entities that submit SOQs in response to this RFQ and, if Respondent is a joint venture or limited liability company, any partner in the joint venture or any member of the limited liability company. For the purposes of this section, the following definitions apply:

- ^ "CARE Plus" or "Chicago Airports Resources Enterprise Plus" means a joint venture lead by R.M. Chin & Associates, which serves as the Department's Owner's Representative and Construction Manager for Capital Improvement Program projects.
- ^ "PMO" means DMJM Aviation Partners, a joint venture, which serves as the OMP's Program Management Office.

Respondents will be subject to the following conflicts of interest rules:

1. CARE Plus or any joint venture partner in CARE Plus, the PMO or any joint venture partner in the PMO, ("Ineligible Parties") are not eligible for consideration for award of an Agreement and may not participate on the Agreement as a subcontractor.
2. If Respondent is a subcontractor of one or more of the Ineligible Parties (Covered Entity #2), Respondent will be ineligible for consideration for award of an Agreement as a Consultant unless the Respondent's SOQ contains a letter stating the Respondent will terminate its role as a Covered Entity #2 if the Respondent is awarded a contract.
3. If Respondent proposes to use as one of its subcontractors any Covered Entity #2 as described above, Respondent must comply with the requirements set forth below to be eligible for consideration for award of an Agreement.
 - a. The Covered Entity #2 shall have no management role whatsoever in the Respondent; and
 - b. The Covered Entity #2 shall have no beneficial interest whatsoever in the Respondent; and
 - c. Respondent's SOQ shall propose to use Covered Entities #2 on no more than forty-nine percent (49%) of all Services under an Agreement; and
 - d. Respondent must provide an accurate and complete description of the conflict of interest and the measures the Respondent proposes to mitigate the effects of the conflict of interest.

The CPO will make the determination of eligibility in his/her sole judgment based upon the requirements set forth above. The CPO's determination adverse to the Respondent shall be final unless the Respondent's SOQ contains a letter from the Covered Entity #2 agreeing to withdraw from Respondent's team in the event of such an adverse determination.

- 4A. If Respondent is an entity that has an Affiliated Relationship (as defined below), Respondent will be ineligible for consideration for award of an Agreement as a Consultant but may provide Services as a subcontractor in accordance with Section 3 above.

For purposes of this section, an "Affiliated Relationship" exists if the Respondent and any of the Ineligible Parties or any joint venture partner of the Ineligible Parties or any subcontractor of the Ineligible Parties (Covered Entity #3) have any common ownership, whether directly or indirectly (including, without limitation, if they are subsidiaries of the same parent company); however, if any institutional investor owns less than 10% of both the Respondent and the Covered Entity # 3, such ownership will not render the relationship between the Respondent and the Covered Entity #3 an Affiliated Relationship.

- 4B. If Respondent proposes to use any subcontractor that has an Affiliated Relationship with a Covered Entity #3 the Respondent must comply with the requirements set forth below to be eligible for consideration for award of an Agreement.
- a. The Covered Entity #3 shall have no management role whatsoever in the Respondent; and
 - b. The Covered Entity #3 shall have no beneficial interest whatsoever in the Respondent; and
 - c. Respondent's SOQ shall propose to use Covered Entities #3 on no more than forty-nine percent (49%) of all Services under an Agreement; and
 - d. Respondent must provide an accurate and complete description of the conflict or apparent conflict and the measures that the Respondent proposes to mitigate the effects of the conflict.

The CPO will make the determination of eligibility in his/her sole judgment based upon the requirements set forth above. The CPO's determination adverse to the Respondent shall be final unless the Respondent's SOQ contains a letter from the Covered Entity #3 agreeing to withdraw from Respondent's team in the event of such an adverse determination.

The City reserves the right to evaluate potential conflicts of interests, if any, not set forth above 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 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.

II. BACKGROUND AND SCOPE OF SERVICES

A. Scope of Service

The Services to be provided for Professional Task Order Services for Chicago Airport System are set forth in Exhibit 1. These Services include but are not necessarily limited to the items listed below. In performing the Services, the Consultant, must cooperate fully with other vendors and consultants working with the CDA as needed as may be determined in the sole discretion of the Commissioner. The Consultant must supply all personnel, materials, and equipment necessary to perform the specified Services in accordance with the terms and conditions of the Agreement with the same degree of skill, care, and diligence normally exercised by professionals in performing the type of services on engagements of a scope and magnitude comparable to the Services to be provided herein.

B. Term of Services

The City intends to award one (1) or more Agreement(s) for each Group pursuant to this RFQ solicitation for a base contract period of five (5) years.

III. REQUIRED INFORMATION

Each Proposal must contain all of the following documents and must conform to the following requirements.

A. Format

Proposals responding to this RFQ should be prepared using a font no smaller than 10 point on 8 ½" X 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The City encourages using reusable, recycled, recyclable and chlorine-free printed materials with environmentally friendly inks for the Proposal, reports, and all other documents prepared in connection with this RFQ. Expensive papers and bindings are discouraged. Proposers are encouraged to use materials that facilitate ease of recycling; no materials will be returned.

Proposals must be submitted in two separately bound volumes. The first volume must contain the Respondent's Statement of Qualifications and must be labeled "*Volume I, Statement of Qualifications*"; the second volume must contain representations and certifications as described herein and must be labeled "*Volume II, Representations and Certifications*".

Each separate volume and individual sections should be clearly identified and/or separated by labeled tabs and organized in accordance with subject matter sequence as set forth below.

B. Volume I - Required Content

Respondents are advised to adhere to the submittal requirements of this RFQ. Failure to comply with the instructions of this RFQ, 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 RFQ. By submitting a response to this RFQ, Respondent acknowledges that if its Proposal is accepted by the City, its Proposal and related submittals may become part of the Agreement.

The Proposal must include the following information:

1. Cover Letter– limit of one page

Respondent must submit a cover letter, signed by an authorized Respondent representative, indicating the Group(s) for which Respondent is submitting its proposal and committing Respondent to providing the Services in accordance with its Proposal and the terms and conditions of an Agreement which may be awarded pursuant to this RFQ.

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. The summary must discuss the Respondent's plan for implementing and monitoring the Services; approach to project management; strategies, tools, and safeguards for ensuring performance of all required timely Services; equipment, software and hardware considerations; training and on-going support; and any additional factors for the City's consideration;
- D. Provide a brief summary of the qualifications, experience, and background of the team and its committed Key Personnel (as herein defined) in performing the Services as detailed in Exhibit 1;
- 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 RFQ 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.

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

Respondents must describe their team qualifications and specialized experience necessary to provide the Services. This description should include substantial experience providing such Services of comparable scope and magnitude as identified in the Scope of Services. Respondent must provide comprehensive information for at least three (3) but not more than four (4) engagements in the past five (5) years covering similar types of service. This description should include the account name, contact person, phone number, size of the project, project staffing, equipment utilized, sustainable initiatives, length of services provided, litigation, if any, associated with the project (that the Respondent is involved in), and any issues where the Respondent was considered negligent or in the noncompliance with services required on that project. Respondents should highlight key issues faced and innovative solutions used.

Respondent must also provide the information on the Project Reference Form included as Exhibit 8 to this RFQ. One Project Reference Form is required for each referenced project. Exhibit 8 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.

4. Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Engagement - limit of ten pages plus a Staff Organization chart plus Resumes

- a. In ten (10) pages or less, Respondent must describe the professional qualifications and experience of the individuals who will be dedicated to providing the Services on the Project. Respondent must provide a staff organization chart identifying job classifications, reporting relationships, and estimated numbers of employees.

Respondent must indicate each proposed person's areas of expertise, and which person will have prime responsibility for various tasks or aspects of the Project. All Key Personnel must have significant and relevant experience in the area for which they are proposed to provide Services described in Exhibit 1.

- b. Respondent must indicate the local availability and time that each Key Personnel would be dedicated to this Project. Provide a statement of commitment to relocate the individual to the area upon contract execution, if applicable.
- c. Respondent must submit resumes or corporate personnel profiles of staff (maximum two pages per individual) which demonstrate relevant past experience. Where proposed individual(s) gained experience as part of a team, describe the team's structure and the individual's role on the team.
- d. Respondent must provide copies of appropriate licenses or certifications required of any individual or entity to perform the Services described in this RFQ in the City of Chicago, County of Cook, and State of Illinois, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Secretary of State to do business in the State of Illinois. Provide copies with the proposal submission.

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

Respondents are directed to examine the attached Special Conditions Regarding Minority Business Enterprise ("MBE") and Women Business Enterprise ("WBE") found in Exhibit 3. Consultant agrees to abide by Task Order Request details, which will include the required level of MBE/WBE participation. If the Respondent is joint venturing with a MBE and/or WBE firm, then the Respondent must submit a fully executed Schedule B and a copy of the joint venture agreement. Respondents are required to provide with their responses a written statement of its commitment to achieving the MBE and WBE participation goals of the Total Dollar Value of all Task Orders awarded.. Respondents are not required to complete the Schedule D-3 and C-3 documents for this RFQ submission.

6. 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 partner. 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.

C. Volume II - Required Content

1. MBE/WBE Documentation

Respondent should describe its plan for MBE/WBE participation and commitment to achieving meaningful technical and financial goals. The current MBE participation goal is 25% of the total contract value, and the current WBE participation goal is 5% 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.

Respondents must comply with the Special Conditions Regarding Minority Business Enterprises and Women Business Enterprises Commitment attached as Exhibit 3. Failure to comply with this requirement may result in disqualification from this RFQ process.

If the Respondent is joint venturing with an MBE/WBE firm then the Respondent must submit a fully executed Schedule B and a copy of the joint-venture agreement.

2. Economic Disclosure Statement and Affidavit ("EDS")

Respondent, or each separate legal entity comprising Respondent, if applicable, must submit a completed and executed EDS, attached hereto as Exhibit 4. If the Respondent is a business entity other than a corporation, then each member or partner of the Respondent must complete as EDS. In addition, any entity that has an interest in the Respondent or in one or more of its members or partners and is required pursuant to the Municipal Purchasing Act for Cities of 500,000 or More Population (65 ILCS 5/8-10-8.5) ("**Municipal Purchasing Act**") or Chapter 2-154 of the CMC to provide a disclosure must submit a completed and executed EDS as an "entity holding an interest in an Applicant" as described in the EDS. All EDSs must be notarized.

Subcontractors do not have to submit an EDS at the time of submitting a Proposal but may be required to do so by the City at a later date.

3. Insurance

Respondents are **NOT** required to submit evidence of insurance with the Proposal but must submit evidence of insurability indicating that if awarded an Agreement the Respondent will provide evidence of insurance in the amounts specified in Exhibit 5. In order to be eligible (a condition precedent) for award of the Agreement, the Respondent selected to perform the Services must submit evidence of insurance in the amounts specified and in the form provided in Exhibit 5. If Respondent is a joint venture or limited liability company the evidence of insurability and evidence of insurance, if awarded an Agreement, must be in the name of the joint venture or limited liability company.

4. Financial Statements

Respondent, or each separate legal entity comprising Respondent, if applicable, must provide a copy of its **most recent audited financial statements**. The City reserves the right to accept or reject any financial documentation other than the audited financial statements.

5. Conflict of Interests

If applicable, Respondent must provide a statement and information regarding conflicts of interest required pursuant to Section I.D.

6. 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, if applicable. Include any such forthcoming actions, if such disclosure has already been made generally available to the public and is permitted by law.

7. Legal Actions

Respondent, or each separate legal entity comprising Respondent, if applicable, must provide a listing and a brief description of all material legal actions, together with any assessed fines and penalties, for the past five (5) years in which (a) Respondent any division, subsidiary or parent company of Respondent, or each separate legal entity comprising Respondent, or (b) any member or partner of Respondent, if Respondent is a business entity other than a corporation, has been:

- a. a debtor in bankruptcy;
- b. a defendant in a legal action for deficient performance under a contract, in violation of a statute or related to service reliability;
- c. a respondent in an administrative action for deficient performance on a project, in violation of a statute or related to service reliability;
- d. a defendant in any criminal action;
- e. a named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract, in violation of a statute or related to service reliability;
- f. a principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract, in violation of a statute or related to service reliability; or
- g. a defendant or respondent in a governmental inquiry or action regarding the accuracy of prepared financial statements or disclosure documents.

IV. EVALUATION OF PROPOSALS

A. Evaluation Committee and Short-listing Process

An Evaluation Committee ("**EC**"), which may include representatives of the Department, DPS, and other City departments, will review and evaluate the Proposal. The City reserves the right to enlist independent consultants to assist with the evaluation of all or any portion of the Proposal, as it deems necessary.

The RFQ evaluation process is organized into three (3) phases:

- Phase I - Preliminary Proposal Assessment
- Phase II – Qualifications Assessment
- Phase III - Oral Presentation (if necessary)

Phase I: The EC will first assess the Respondent's compliance with and adherence to all Volume I and Volume II of the submittal requirements. Any Proposal which is incomplete and missing key components necessary to fully evaluate the response may, at the discretion of the CPO, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals adhering to all submittal requirements will be eligible for detailed analysis in Phase II, Proposal Evaluation.

Phase II: The EC will evaluate the extent to which a Response meets the requirements set forth in the RFQ, including but not limited to a detailed analysis of Volumes I and II of the Response. The focus of the evaluations will be on the Respondent's understanding and approach, qualifications, experience, and other factors based on the evaluation criteria outlined in this section. The EC may also review any other information that is available to it, including but not limited to information gained by checking references and by investigating the Respondent's financial condition.

The City reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Response and eliminate the Respondent from further consideration.

Any Respondent deemed not qualified will be eliminated from further consideration at this point.

Phase III: After the EC completes its review of Proposals, it may submit to the Commissioner of the Chicago Department of Aviation (the "**Commissioner**"): (1) a recommended ranked short list of Respondents for further consideration; (2) a recommendation to select one or more Respondent(s) or (3) a recommendation to reject any or all Proposals.

If the EC submits a ranked short list of Respondents for further review, then, in the sole discretion of the Commissioner, those short-listed Respondents may be invited to appear before the EC for an oral interview, to clarify in more detail information submitted in a Proposal and/or to ask Respondent to respond to additional questions. The format of the oral interviews may require short-listed Respondents to respond to technical questions presented in advance of or at the time of the interview.

If the City elects to conduct oral interviews, the short-listed Respondents must be available to participate in these interviews including, at a minimum, the proposed Key Personnel.

If interviews are conducted, the EC will then make a final evaluation and will submit a revised ranked recommendation for one or more Respondents to the Commissioner. **If the** Commissioner concurs with the selection recommendation from the EC, the Commissioner will

forward such concurrence and recommendation to the CPO for authorization to enter into contract negotiations with the selected Respondent(s). The Commissioner may request authorization to concurrently negotiate with more than one Respondent.

The City will require the selected Respondent(s) to participate in contract negotiations, including but not limited to negotiations regarding all aspects of compensation. The City's requirement that the selected Respondent(s) negotiate is not a commitment by the City to award an Agreement, nor is such requirement an opportunity for Respondent to take exception or objection to any part of the PSA, which it did not take exception to or object to as allowed in this RFQ. If the City determines that it is unable to reach an acceptable Agreement with any of the selected Respondent(s), including failure to agree on fair and reasonable compensation for the Services or any other terms or conditions, the City may terminate negotiations with the selected Respondent, and may commence negotiations with any of the other qualified and recommended Respondent(s) until such time as the City has negotiated an Agreement meeting its needs. The City reserves the right to terminate negotiations and/or cancel this RFQ at any time.

B. Evaluation Criteria

The City will review the Respondent's Proposal using the following criteria (in no particular order of importance or order of evaluation weight):

1. Ability to meet the service requirements described in the Scope of Services and Section III.B., above;
2. Technical and professional competence as evidenced by:
 - a. Respondent's professional qualifications and specialized experience;
 - b. Respondent's professional qualifications, specialized experience and availability of Key Personnel;
3. Respondent's systems, management techniques, required expertise and resources designed to facilitate effective decision-making, and stakeholder coordination and control; Preference will be given to firms with significant experience and knowledge of all components of the Services required per Exhibit 1, Scope of Services of this RFQ;
4. Completeness and comprehensiveness of Respondent's Response to this RFQ, compliance with the submittal requirements, and all applicable local, City, State and Federal laws, ordinances and statutes, and requirements including required disclosures and certifications;
5. Legal actions that might affect Respondent's ability to perform as contracted;
6. Financial capacity to deliver the required Services;
7. Absence of any relationship that could constitute a conflict-of-interest or otherwise impede the ability of the Respondent to protect the interests of the City;
8. Respondent's commitment to meet the MBE/WBE requirements identified in Exhibit 3;
9. Respondent's demonstrated ability to meet the compliance with Insurance requirements identified in Exhibit 5;
10. The Respondent's willingness to take no exceptions to the sample PSA attached to this RFQ as an Exhibit 6; and

11. Outcome of oral interviews including technical analysis and presentation (if requested by the City).

V. CONFIDENTIALITY; PUBLIC INFORMATION

Respondents may designate those portions of a Proposal which contain trade secrets, or other proprietary data ("**Data**") which Respondent desires to remain confidential. If a Respondent includes Data that is not to be disclosed to the public for any purpose or used by the City except for evaluation purposes, the Respondent must:

- A. Mark the title page as follows: "This Proposal includes trade secrets or other proprietary Data that may not be disclosed outside the City and may not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal. The City, for purposes of this provision, will include any consultants assisting in the evaluation of Proposal. If, however, an Agreement is awarded to this Respondent as a result of or in connection with the submission of this Data, the City has the right to duplicate, use or disclose the Data to the extent provided in the resulting Agreement. This restriction does not limit the City's right to use information contained in the Data if it is obtained from another source without restriction. The Data subject to this restriction are contained in sheets (insert page numbers or other identification)."
- B. Mark each sheet or Data to be restricted with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Proposal."
- C. Indiscriminate labeling of material as "Confidential" may be grounds for deeming a Proposal as non-responsive.
- D. **All Proposals submitted to the City in response to this RFQ are subject to the Illinois Freedom of Information Act.** The City will make the final determination as to whether the information will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of this information.
- E. Consistent with the City's practice of making available all information submitted in response to a public procurement all Proposals, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this RFQ, and any information or documentation presented to City as part of the negotiation of an Agreement will be made publicly available through a Website hosted by the City. Data will only remain confidential if Respondent has marked the documents containing such data in the manner required by this Section V.

VI. ADDITIONAL DETAILS OF THE RFQ PROCESS

A. Addenda

If it becomes necessary to revise or expand upon any part of this RFQ, an addendum will be sent to all of the prospective Respondents listed on the "Specification Take-Out-Sheet" prior to the Proposal due date. Prospective Respondents are automatically included on the Specification Take-Out Sheet when they sign for a copy of the RFQ package in the Bid and Bond Room, request that the Bid and Bond Room personnel mail them a copy, or download the RFQ document per the instructions and requirements in Section I.A.3. Each addendum is incorporated as part of the RFQ documents, and receipt must be acknowledged by the prospective Respondents in the Cover Letter of their Proposals or as otherwise directed herein.

The addendum may include, but will not be limited to, the following:

1. A change of the Response due date;

2. Clarifications to Respondents questions; and
3. Terms and conditions the City anticipates will be included in the final signed contract.

B. City's Rights to Reject Proposal

The City is under no obligation to award an Agreement pursuant to this RFQ and, acting through the CPO, reserves the right to reject any and all Proposals. The City reserves the right to use any other procurement method available under applicable law to obtain the Services described herein.

C. No Liability for Costs

The City is not responsible for any costs or damages incurred by Respondents, its team member(s), subcontractors or other interested parties in connection with the RFQ process, including but not limited to costs associated with preparing the Proposal, and/or participation in any conferences, oral presentations or negotiations.

D. Prohibition on Certain Contributions – Mayoral Executive Order No. 2011-4

Pursuant to Mayoral Executive Order No. 2011-4, from the date of public advertisement of this request for qualifications/proposals/information through the date of award of a contract pursuant to this request for qualifications/proposals/information, Respondent, any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

If Respondent violates this provision or Mayoral Executive Order No. 2011-4 prior to the award of an agreement resulting from this request for qualifications/proposals/ information, the Chief Procurement Officer may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

Individuals are "Domestic Partners" if they satisfy the following criteria:

1. they are each other's sole domestic partner, responsible for each other's common welfare;
and
2. neither party is married; and
3. the partners are not related by blood closer than would bar marriage in the State of Illinois;
and

4. each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and
5. two of the following four conditions exist for the partners:
 - a. The partners have been residing together for at least 12 months.
 - b. The partners have common or joint ownership of a residence.
 - c. The partners have at least two of the following arrangements:
 - ^ joint ownership of a motor vehicle;
 - ^ a joint credit account;
 - ^ a joint checking account;
 - ^ a lease for a residence identifying both domestic partners as tenants
 - d. Each partner identifies the other partner as a primary beneficiary in a will.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

Any contract awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.

EXHIBIT 1

SCOPE OF SERVICES

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 1

Scope of Services Group A: Facilities Architecture and Engineering

I. Task Orders

Consultant must perform, on a Task Order basis, the required facilities architecture and engineering and related services as specified in this RFQ, in a satisfactory manner consistent with the Chicago Department of Aviation (CDA) standards of performance. Such services will be determined on an as-needed basis and as described on a Task Order Services Request ("TOSR"). Task Order services may include but are not limited to: planning and programming, engineering, design services, drafting ("CADD"), master specification development, construction cost estimating, technical design review services, and management and administration during the project construction phase on projects for the CDA. Consultant will be responsible for technical accuracy; completeness and quality of all planning studies, plans, designs, drawings, specifications, calculations, cost estimates and all other work or materials furnished to the CDA.

All services provided by the Consultant (the "Services") must be authorized by a written TOSR. Consultant acknowledges and agrees that the CDA is under no obligation to issue any TOSR through this solicitation.

Upon the written approval of the Commissioner, the CDA will issue a TOSR requesting a proposal from the Consultant for certain scope of services specified. The TOSR will describe the project; establish the services to be performed; and it will set forth the timeline for the completion of services requested therein. Consultant must respond by submitting a Proposal that must include, but is not limited to the following: cover letter, understanding and approach, deliverables, project schedule, detailed cost breakdowns in such detail as required for the specific task, all documentation required to substantiate compliance with the MBE/WBE participation requirements, fee, list of key personnel and all other associated substantiation documentation required under the TOSR. Consultant's Proposal must conform to the terms of the TOSR and the terms and conditions of the Agreement. Costs associated with the preparation of TOSR Proposals are not compensable under the Agreement.

Upon acceptance of Consultant's Proposal (subject to negotiation of terms and conditions by the CDA and Consultant, and in conformity with the terms of the Agreement), the CDA may, by written Task Order, direct Consultant to perform the Task Order services. Upon receipt of written approval of the Task Order from both the Commissioner and the Chief Procurement Officer ("CPO"), and an executed Blanket Release, Consultant will commence performance of the Services. If the Task Orders services are subject to the approval by the Federal Aviation Administration, then Consultant must not commence its performance of the Services unless directed to do so by the CDA.

Full Discipline Team – For the purposes of this Agreement, Consultant must include as part of its design team all disciplines necessary to support the required services, including specialized subcontractors who are City approved to perform services in fields as required by the project. Consultant must be able to provide services related to architectural design, architectural production, mechanical, electrical, plumbing, fire protection, code analysis, civil, controls, sustainable design, structural, geotechnical, acoustical, thermal, automated people mover systems, vertical transportation, security (TSA, access control, blast protection), interiors, landscaping, signage, waterproofing, special systems (information display systems, 400 hz and pre-conditioned air units, loading bridges, aircraft docking guidance systems), capacity analyses, planning, inventory, surveying, cost estimating, and other disciplines

needed to complete design services for these projects. Consultant shall be aware that, based on the type and scope of the project, not all projects may require a full discipline team, however, in all cases, the Consultant is still required to meet the MBE/WBE participation requirements for each Task Order. Consultant is responsible for the coordination of all members of its design team.

Consultant must, in connection with the performance of the Services, supply all of the personnel, materials, equipment, and/or software necessary to perform the Services and provide any administrative support necessary to satisfactorily perform the Task Order in accordance with the Agreement.

II. Detailed Scope of Services

The Task Order may include, but are not limited to, some or all of the services listed below.

A. Planning: Services may include, but are not limited to, some or all of the following as required in the Task Order: planning, programming, site selection, budgeting, scheduling and other related tasks.

B. Design Documents: The Design Documents must illustrate and describe the refinement of the design of the Project and define the scope, relationships, forms, size and appearance of the Project by means of plans, sections, and elevations, typical sectional details, diagrams, and equipment layouts. The Design Documents must include specifications that identify major materials and systems, and establish, in general, their quality levels. Design Documents must also include all calculations, studies, technical evaluations and other tasks as required to provide complete Design Documents. The Design Documents effort is comprised of three (3) phases: (i) Preliminary Engineering, (ii) Final Design, and (iii) Issued for Procurement Review.

Consultant must submit to the CDA a number of deliverables specified in the Task Order including, but not limited to, prints, specifications, and compact disks for each phase.

Consultant must ensure that all projects are in compliance with all local, state and federal requirements and codes. In addition, the Consultant must design each component of the project in accordance with the CDA's Design and Construction Standards. The CDA's Design and Construction Standards manual is available for review at the CDA offices at 10510 W. Zemke, Chicago, Illinois 60666. Where applicable, Consultant is encouraged to design within these standards and specifications or to prepare detailed technical justifications for any proposed variances.

Preliminary Engineering Phase. At the outset of the design process, Consultant will be afforded the opportunity to review documented existing conditions, as well as conceptual design. Review of existing conditions includes preliminary data and analyses prepared by others, including topographic, subsurface conditions, geotechnical, hydraulics and hydrology, and utility data. The CDA makes no warranty that the site conditions are true and correct. Consultant must evaluate the suitability of the site condition information to be used for design and request additional verification from the CDA and other parties as needed. After examination of available base mapping and survey information, Consultant will prepare requests for field survey necessary to complete its design. Field surveys will be conducted by the CDA. If needed, Consultant must procure the services of a licensed Geotechnical Engineer and perform the services required to support preliminary design.

In general, Preliminary Engineering should address and define the entire scope of the Project. This includes defining capacities for all utility and other infrastructure systems. When alternatives do exist, these alternatives should be developed, evaluated and selected. Routing, alignments and locations for all distribution systems should be

established. Subsequent phases of engineering design will refine the engineering studies and will be concentrated into preparing bid documents.

For all proposed structures, the Consultant must define its type, size and location and use subsequent phases of the design to provide additional details consistent with the initial design assumptions. Consultant must apply and document value engineering initiatives throughout this phase of the design. Airport operational impacts must be addressed by developing preliminary construction phasing and sequencing schemes. Consultant must develop assumptions regarding airport/airline operations. **This** preliminary project implementation plan should include an assessment of its compliance with the overall project schedule and its potential cost implications.

Consultant will advance the design for the entire project and complete the Preliminary Engineering Phase before delivering the Final Design of any portion of the Project. At the completion of the Preliminary Engineering Phase, Consultant must prepare a deliverable which must include a Preliminary Engineering Design Report, plans, specifications, and a preliminary engineer's opinion of probable construction cost. The preliminary opinion of probable cost must be allocated to each package identified through the development of the Preliminary Engineering Phase.

At the completion of this Phase, design development will be complete.

Final Design Phase. Consultant will be required to complete the final design for each Construction Bid Package or Work Package and prepare and submit drawings, specifications, calculations, the Sustainable Design Checklist, and design reports at the 60% and 90% completion levels. The Consultant must submit design documents to the CDA on a schedule consistent with the schedule established in the Task Order.

The Consultant will be responsible for responding to all review comments in writing and making necessary changes to the contract documents prior to subsequent submittals, and for production and delivery of bid packages as directed by the CDA.

The number of bid packages to be prepared will be determined in the Task Order.

- 1. 60% Design Submittal.** Consultant must provide 60% Design Documents, based on the accepted Preliminary Engineering Phase submission. The 60% Design Documents must include the plan and profile sheets of the final Construction Documents, completed to at least a 60% level. This includes all information required to complete a detailed opinion of probable construction cost. The 60% submittal must include a draft of the project specifications in their final format containing adequate technical information to supplement the drawings and to quantify materials, sizes, shapes and capacities. Consultant's 60% submittal is required to include an identification of all long lead procurement items. Consultant must provide all calculations necessary to determine the final requirements and configuration of all parts of all systems required for the execution of all construction work.

At the 60% design level, Consultant must provide an opinion of probable cost for the construction of the Project. The Consultant will submit this to the CDA for acceptance. If the engineer's opinion of probable cost exceeds the CDA budget then the Consultant may be required to assist the CDA in identifying construction cost reductions necessary to produce a probable cost estimate that is at or less than the CDA budget. Once accepted by the CDA, the revised Engineer's Opinion of Probable Construction Cost will be known as "Basis of Design".

The CDA will review and provide comments on the entire 60% submittal. A single consolidated set of review comments will be prepared and provided to the Consultant

at the end of the review period. After delivery of the comments to the Consultant, the CDA will schedule and conduct a meeting to review responses to review comments.

In addition to the CDA's review, the Consultant's 60% Design Documents will be submitted to the appropriate jurisdictional agencies for review, comment and approval (if applicable). The Consultant will assist in obtaining agency approvals of plans and specifications, including updates and re-submittal of appropriate documentation.

- 2. 90% Design Submittal.** The 90% submittal of Design Documents must address all comments and information received from the 60% Design Documents and provide comprehensive and essentially complete pre-final Construction Documents of a format and completeness sufficient for public procurement and construction. The documents must be complete with the exception of minor corrections/adjustments required to respond to final design review. At the 90% submittal, all specifications must be complete and coordinated with all drawings. Calculations must be finalized with all necessary corrections from the 60% submittal.

Consultant must provide an updated Engineer's Opinion of Probable Construction Cost based on the 90% level Design Documents. The updated opinion of probable cost will be reviewed by the CDA and will be compared to the Basis of Design established at the 60% completion stage. Consultant must reconcile cost estimates with the CDA's construction manager and other CDA-engaged entities at the request of the Commissioner. If the updated opinion of probable cost exceeds the Basis of Design then the Consultant may be required to assist the CDA in identifying construction cost reductions necessary to produce a probable cost estimate that is at or less than the Basis of Design. The 90% design documents must be revised to incorporate any such accepted cost reduction measures.

The CDA will review and provide comments on the Consultant's 90% submittal. A single consolidated set of review comments will be prepared and provided to the Consultant at the end of the review period. After delivery of the comments to the Consultant, the CDA will schedule and conduct a meeting to review responses to review comments.

Consultant's 90% Design Documents will be submitted to appropriate jurisdictional agencies for review, comment and approval (if applicable). The Consultant will assist in obtaining agency approvals, including required permits for plans and specifications, including updates and re-submittal of appropriate documentation.

- 3. Issued for Procurement Review.** After resolution of all comments received from the 90% design submittal, Consultant must provide a complete set of Bid Documents for review by the CDA's Department of Procurement Services (DPS) along with the final Opinion of Probable Construction Cost. DPS will review and provide comments relative to the procurement process. Upon receipt of the comments the Consultant will make all required final edits to the bid documents. Consultant will incorporate comments resulting from DPS's review and prepare the Issue for Bid Documents as described below.

Consultant must document their assessment of project risks and submit this assessment to the City along with the Issued for Procurement Review set. Consultant must document the source of the risk, attempts made during the course of the design to mitigate these risks, and potential effects and/or outcomes arising from unmitigated risks.

- C. Issued for Bid Final Drawings and Specifications:** Final drawings and specifications shall be 100% complete, as required, for Issuing for Bidding and contain all information and documentation required to apply for and obtain a Building Permit (if applicable to the specific task), with the exception of the required Contractor information.
- D. Bid Award Phase:** Consultant must assist the CDA in preparing the documents for bids, preparation of bid documents addenda, attending pre-bid meetings, providing written evaluation of bids as requested, and reconciling any differences between bids received and the final construction estimate.
- E. Issued for Construction Documents:** Consultant will prepare the "Issued for Construction" set of final construction documents that conform all addenda and clarifications with the Issued for Bid documents.
- F. Permitting Process:** Consultant will be responsible for arranging reviews at the various stages of the design process, with the Chicago Department of Planning, Mayor's Office for People with Disabilities and Chicago Department of Buildings and other agencies that support the permitting process (Office of Underground Construction, Chicago Dept. of Transportation, Department of Water Management, etc.). At the 100% completion phase the Consultant must complete the permit application (except for contractor information) and submit the application and a minimum of six (6) stamped sets of Construction document Drawings and all detailed structural calculations, along with the Department's approval letter, to the Department of Construction and Permits for the permit review process. Consultant must follow up on the review progress throughout the permit process to make all required corrections and provide all required clarification documentation.
- G. Construction Phase:** Consultant must review and approve samples, shop drawings and other submissions for compliance with the contract documents. Site visitation will occur upon request of the CDA to determine the progress and quality of the work and whether the work is proceeding in accordance with the contract documents. These visits will include participation in job construction meetings. When requested, the Consultant must also inspect and certify, when substantial completion occurs, and participate in punch list preparation. Consultant must make its Services available for the interpretation of plans and specifications where disagreement may arise or due to any foreseen or unusual construction conditions. Consultant must review and respond to Requests for Information ("RFI"). Consultant must review change proposals and prepare bulletins as required. Consultant will provide consultation and recommendations in response to contractor generated value engineering proposals. To the extent that Consultant is required to make substantial revisions to the contract documents to incorporate any changes not resulting from any error and omissions by Consultant, Consultant shall be entitled to request fee for these Additional Services. Responsibilities of the Consultant during the construction phase will be specified in the Task Order. The Consultant will provide Commissioning Services when directed by the CDA.
- H. Post Construction:** Consultant must assist in verification of punch list completion and final inspections of the project as well as start-up of building systems and equipment as required. Consultant is responsible for reviewing the contractor's as-built drawing submittals, warranties, operation and maintenance manuals, and closeout information for accuracy and completeness. The CDA will review the Consultant's performance in providing services during Construction after the project punch list is complete. The Consultant will be required to attend a meeting to discuss the performance review. The Consultant will be required to prepare a final set of record drawings and corrected specifications for archiving. The record documents must conform to the CADD Standard described in III.A., CADD Deliverables.

I. Project Scheduling: Consultant will be responsible for developing and maintaining the Design Schedule throughout the Task Order. The Design Schedule will consist of a Baseline Schedule and Monthly Schedule Updates (MSU) using an Oracle's Primavera TM Contractor (P6.1 or higher) software package.

The design schedule must demonstrate a means to accomplish detailed tasks and ensure completion by milestone dates and include the subsequent review/approval process and time for incorporation of the final comments. Logic ties and activities that represent a critical path through the phases must be reflected in the schedule. Key interface points, and input required from other stakeholders are to be shown with dates that support the design schedule. In coordination with the CDA, Consultant must submit detailed schedule(s) that expands on the design schedule and ultimately supports the overall Program schedule.

Consultant must have an individual who is identified as a Key Personnel, who can apply sound scheduling practices and is skilled in planning and application of network techniques for design and construction projects and the use of Oracle's Primavera scheduling software.

1. Design Schedule General Requirements

- ^ The schedule must be developed to match the Work Breakdown Structure (WBS) provided by the CDA. Additional coding will be required to allow the schedule to be sorted in various formats.
- ^ Prior to submitting the schedule the Consultant must review all proposed changes from the CDA.
- ^ Activities shown in the schedules must include all deliverables as defined in the Contract Documents.
- ^ Key interface points, contract modifications, addendums, bulletins, etc. must be identified.
- ^ Consultant must resource load each activity with labor hour requirements consistent with the personnel classifications used in the development of the fee schedules.
- ^ The schedule must support the issuance of all Permits and Agreements which will be supplied by the CDA
- ^ All activity Constraint dates must be approved by the CDA.

2. Calendars.

Schedules for design and procurement will be based on a five-day calendar with holidays and schedules for construction will be based on a 7-day calendar. Additional calendars may be allowed pending approval by the CDA.

3. Baseline Schedule

The Baseline Schedule is a fixed project schedule used in measuring project progress and contract performance. Schedule assumptions supporting the basis of the baseline schedule will be listed and submitted. Consultant's Baseline schedule must show all work to be completed within the contract time limit.

A Draft of the Baseline Schedule must be submitted fifteen (15) days after the issuance of Notice-to-Proceed. The approval of the Baseline schedule is done for the sole purpose of ensuring all Critical Path Method (CPM) scheduling documents

prepared by the Consultant are in conformance with the Agreement's requirements. The execution of amendments to the Scope of Services, as described herein, will require that Consultant re-baseline the Project Schedule.

4. Monthly Schedule Update (MSU)

The MSU is used to compare the current and forecasted performance to the planned performance. The schedule is due the 1st Monday of the month and must indicate a Data Date of the 1st of the month.

As part of the MSU, the Consultant must prepare a written narrative report, highlighting the progress during the past update period. The written narrative report will include but not be limited to the following information:

- ^ Summary of Work accomplished during the past update period
- ^ Analysis of critical path(s)
- ^ Analysis of time lost/gained during the update period
- ^ Identification of problem areas
- ^ Recommended solutions to current problems.

The Consultant must not modify the original durations, activity relationships, constraints, manpower, costs, add or delete activities, or alter Project CPM Schedule's logic when updating the Project CPM Schedule without approval from the CDA.

J. Coordination: Consultant must provide technical and production-related coordination with respect to the services provided by other consultants for related or enabling projects. The CDA will provide general management of the Consultant and other consultants as necessary to accomplish the required coordination.

K. Quality Assurance Plan and Quality Control Procedures (QA/QC): The Consultant will be required to prepare a comprehensive plan for QA/QC of its own engineering design work, including structured peer reviews, conformity to design standards, constructability reviews, drawing completeness and accuracy, and internal consistency and coordination. The procedures must address the following:

1. Management responsibility
2. Design standard and documents
3. Document control
4. Process control
5. Standard of Care

The firm's QA/QC plan, for each Task Order, must be submitted to the CDA as part of the proposal for the TOSR.

L. Progress Reporting. Once each calendar month, Consultant must submit an invoice to the CDA along with a Progress Report on Services performed during the preceding one-month period. The invoice and report are due the 15th of the month following the reporting month.

The progress report format will be as directed by the CDA and must at a minimum contain the following sections:

- ^ Project Summary Narrative Report. This report must identify the Services completed in the prior month, Services to be completed in the current month, and areas of design concern, if any.
 - ^ Summary of percent completion of major tasks and objectives defined in the Detailed Scope of Services, including any necessary back-up information.
 - ^ Cost Status/Earned Value Summary Report. The CDA will provide an example of an electronic version of this report to Consultant.
 - ^ Bar chart schedule at a level of detail as directed by the CDA.
 - ^ The Consultant must confirm the status of the estimate or opinion of probable cost relative to the Basis of Design in each Monthly progress report and as required by the CDA.
 - ^ The Consultant must attest that all design files have been uploaded to the specified document management system (i.e. ProjectWise, Sharepoint, etc.) and that the uploaded files are current as of the date of the Progress Report.
 - ^ Monthly Schedule Update in accordance with the requirements included herein.
- M. Document Management.** All documents produced as part of the Consultant's Services under this Agreement must be produced and recorded in accordance with the CDA's document preparation and management requirements, which will be provided to Consultant separately.
- N. Technical coordination support.** The Consultant may be required from time to time to participate in discussions and/or other coordinating roles with any of the following organizations, working through the CDA:
- ^ Airline representatives;
 - ^ CDA operations and facility groups;
 - ^ CDA planning and aviation consultants;
 - ^ CDA construction managers;
 - ^ Federal Aviation Administration;
 - ^ Transportation Security Administration;
 - ^ Emergency response agencies;
 - ^ Construction Manager;
 - ^ Planning/Environmental Consultants
 - ^ Other architectural/engineering design consultants
 - ^ Regulatory agencies; and/or
 - ^ Public utilities
- O. Value Engineering.** The CDA will provide the Consultant an opportunity to implement a Value Engineering (VE) process.
- The criteria included within FAA Advisory Circular 150/5300-15 is referenced to guide the application of any VE proposal. The Consultant must submit a request for a VE review and receive written approval prior to implementing any change to the project approach

depicted within the Project scope. This VE request must, at a minimum define the probable opportunity for life-cycle costs savings, the suggested revision purpose, design restrictions and possible operations and schedule impacts. A VE request for consideration must be submitted prior to the completion of the Preliminary Engineering Phase. If granted, the Consultant will fully develop a Value Engineering Plan to a negotiated scope and fee. Sharing of the VE life-cycle savings will not be considered in the final services agreement.

Opportunities exist for VE benefit to the CDA on tasks such as, but no limited to, program/project phasing and sequencing, materials management and sustainability initiatives.

- P. Change Management:** If the CDA identifies any changes that it wishes to make to the Project scope, it will notify the Consultant or, if Consultant believes that any recommendations made by the City will result in a change of project scope, it will notify the CDA. The Consultant will then quantify the cost impacts of such changes (i.e., construction, engineering, management, project insurance and contingency) and calculate the impact on the Schedule. In addition, the Consultant must identify the decisions needed to evaluate the change and the responsible parties for such decisions,. Consultant must submit such information within 30 days of notice of change to the CDA for its direction. Any changes to the Project scope that are deemed Additional Services pursuant to the Agreement require prior approval by the CDA and execution of a formal amendment pursuant to the Agreement.
- Q. CDA's Performance Evaluation of Construction Documents:** The CDA will review the Consultant's performance in providing construction documents during design phase at the various design levels and after the project has been bid. The Consultant will be required to attend a meeting to discuss performance review.
- R. Timeliness of Performance:** All services must occur at the appropriate times required for the timely execution and completion of the specified Deliverables in accordance with the schedule. Prior to Consultant's commencement of services, and at periodic times thereafter, the CDA may identify certain tasks or sub-tasks as having greater or lesser priority at that time, and Consultant must act in accordance with such changed priorities. Consultant must evaluate the impact on the schedule and review those impacts with the CDA as part of the approved change management process.
- S. Errors and Omissions:** The CDA has a committee (the "Reviewing Committee") that reviews every project for the potential of any errors and/or omissions that the Consultant may have made in the preparation of the design and Deliverables (as defined in Section II herein). The Reviewing Committee conducts internal reviews of alleged errors or omissions and provides a written analysis of its review to the Consultant. The Reviewing Committee will allow the Consultant an opportunity to respond to the review, in writing. If the CDA determines that the Consultant's project contained errors and/or omissions, the Reviewing Committee will meet with the Consultant in an attempt to resolve issues related to such errors and/or omissions.
- T. Sustainable Design:** As part of the CDA's goal to incorporate environmentally sustainable design in building and infrastructure improvements, Consultant is required to identify and provide a Leadership in Energy and Environmental Design ("LEED") accredited professional on its staff to assist with design. In entering into an Agreement with Consultant, the CDA may rely on Consultant's representation that the individual identified as a LEED accredited design professional either possesses a current Accredited Professional Certificate appropriate to the project work, issued by the U.S. Green Building Council ("USGBC") or is in the process of being so accredited by the USGBC. If the individual is not yet accredited by the USGBC as of the effective date of

the Agreement (the "Effective Date"), the individual must be accredited no later than 90 days after the Effective Date or be replaced with a design professional who is so accredited. A copy of the individual's LEED certificate must be provided to the CDA upon request. Failure of the Consultant to comply with the foregoing or failure to maintain at all times thereafter at least one design professional with current LEED accreditation will constitute an Event of Default under the Agreement.

Consultant must reference the "Chicago Department of Aviation Sustainable Airport Manual", latest edition, evaluate all available options and make formal recommendations to the CDA for approval. Consultant must then implement and oversee the measures approved by the CDA. Consultant shall implement best management practices for each project, subject to approval by the CDA. (The Sustainable Airport Manual is available on the web at: www.airportgoinggreen.org. The manual can also be viewed at the CDA's office.

U. Support Services

1. **Special Studies and Site Visits:** Consultant must research and prepare any special studies required for the planning and development of project scope requirements or parameters required by the CDA.
2. **Design Management of Multiple Consultants Tasked by the Department:** At the direction of the CDA, the Consultant, through a Supplemental Task Order, must provide design management and coordination of other Consultants as assigned and designated by the CDA pursuant to the specific project Task Order.
3. On projects where multiple consultants of various disciplines are tasked to work together, the CDA will designate one of the consultants as the Project Lead Consultant for project management who in turn will coordinate the project design and document preparation for delivery to the CDA as a completed project. Management services will include all phases of design and construction. These management services will include, but not be limited to, construction cost estimating, plan and specification coordination, project meetings, technical reviews, submittal reviews and approval, as well as any necessary functions to insure projects are completed in accordance with the CDA's established standards, criteria, schedules and budgets. All consultants must cooperate fully with the designated Project Lead Consultant.
4. **Peer Review:** Consultant may be requested to provide peer review services for work performed by other design consultants for the CDA, as well as analyzing other projects as requested to determine if they are completed in accordance with all applicable CDA standards criteria, schedules and budgets.
5. **Conferences:** Consultant must attend such conferences with representatives of the CDA and other involved and interested agencies as may be required. Consultant must keep meeting minutes and distribute same, in a timely manner, to attendees and other designated parties. Consultant must also assign a project manager qualified to act in liaison capacity, and be available at all times, on all matters pertinent to each Task Order project.

III. Deliverables

In performing Services, Consultant must prepare, assist in the preparation of, provide or review deliverables and provide follow-up, including, but not limited to written reports, engineer's reports, plans, analysis, presentations, regulations, permit applications, design concepts, design work programs, design documents, design calculations, reference data, design manuals, contract drawings, documents submitted for permit, electronic data files, technical specifications, Assessment of Risk document, material schedules and quantity takeoffs, cost estimates, detailed design and construction schedules, graphs, charts, composite drawings and/or diagrams of existing conditions, preliminary and underlying data, supplemental surveys provided by or to the Consultant including results of site investigations, utility investigations, or supplemental investigations of subsurface conditions, and other documents and information necessary for performance of the Services ("Deliverables").

The CDA reserves the right to reject any and all Deliverables, which in the sole opinion of the Commissioner do not adequately represent the intended level of completion or standards of performance; do not include relevant or accurate information or data; or do not include all documents specified or reasonably necessary for the purpose for which the Agreement or individual Task Order was made with the Consultant or for which the CDA intends to use the Deliverables. Rejected deliverables must be revised, at the Consultant's cost, and resubmitted with the appropriate level of information and must include a letter indicating that the revisions to bring the project up to the appropriate level will be performed at the Consultant's cost and must indicate the level of effort for revising the rejected documents, a recovery schedule and narrative to demonstrate how the project will stay on schedule. Payment will not be made for documents that do not conform with the requirements of the deliverable.

ALL DOCUMENTS CREATED UNDER THIS AGREEMENT ARE THE PROPERTY OF THE CITY OF CHICAGO

A. CADD Deliverables

Consultant must submit to the CDA all CADD deliverables required by each specific Task Order and as required by the Agreement. All consultants and sub consultants must coordinate their efforts so that the Construction documents are developed following the CDA CADD Standards. These electronic submittals will be accepted by the CDA in "MicroStation" format (current CDA Version No. 8.1) only or the Consultant will be responsible for absorbing the costs associated with the conversion of the drawings to "MicroStation" and compliance with the CADD Standards. The electronic submittals must conform to the guidelines set forth in the current release of the City of Chicago, Department of Aviation, CADD Standards - CADD Standards User Manual. This document is available at the CDA office.

Each drawing must indicate the Consultant's name, address, phone number, Consultant and CDA project number, date or revision date, and scale, consistent with the title block specifications detailed in the CADD Standards.

All drawings and specifications must also be placed on the CDA's specified document management system (i.e. ProjectWise, Sharepoint, etc.) on a regular basis. On a monthly basis, Consultant must ensure all files on the specified document management system as the most current.

Consultant must provide the number of hard copies and electronic copies as specified in the Task Order. For plans, Consultant must provide half scale drawings. All deliverables must be accompanied with a single, consolidated digital version in PDF with the same content and in the same order as the hard copy.

Consultant will submit the CADD Deliverables to the CDA for a 60-day acceptance period. During this period the CDA may review and examine the files, and Consultant must correct any errors detected during the 60-day acceptance period at no additional cost to the CDA.

B. Specification Deliverables

Consultant will be required to use the CDA's master specifications format (the "Chicago Department of Aviation Master Specifications") as the basis for writing and transmitting all specifications developed under the Agreement. The CDA will provide limited training on its Master Specification Format. Specifications submitted in a format other than the CDA Master Specification format will not be accepted.

New or customized specification sections, not currently included in the CDA Master Specifications, must be developed utilizing the CDA Master Specification format and software. Specifications must be transmitted for all reviews, between the Consultant and the CDA, electronically utilizing the CDA on-line file sharing system. A limited number of hard copies (printed) of the specifications may also be required for the review process.

Portions of Part I (Instruction to Bidders) and Part II (General Conditions) of the Contract Documents (specifications), produced by the CDA and/or Department of Procurement Services, will be provided to the Consultant for inclusion with their technical specifications, Part III (Technical Specifications), for printing. Consultant will be required to provide coordination input during the development of Parts I, II and III of the contract documents.

C. Other Software Requirements

Consultant will be required to utilize Oracle's Primavera Contractor (P6.1 or higher) software package and/or the latest updated version of Prolog software, or other software as the CDA may require. If the Consultant is required to purchase this software, the license and ownership for such software is not reimbursable.

EXHIBIT 1

Scope of Services Group B: Airport Engineering

I. Task Orders

Consultant must perform, on a Task Order basis, the required airport engineering tasks of airfield and landside design and related services as specified in this RFQ, in a satisfactory manner consistent with the Chicago Department of Aviation (CDA) standards of performance. Such services will be determined on an as-needed basis and as described on a Task Order Services Request ("TOSR"). Task Order services may include but are not limited to: planning and programming, engineering, design services, drafting ("CADD"), master specification development, construction cost estimating, technical design review services, and management and administration during the project construction phase on projects for the CDA. Consultant will be responsible for technical accuracy; completeness and quality of all planning studies, plans, designs, drawings, specifications, calculations, cost estimates and all other work or materials furnished to the CDA.

All services provided by the Consultant (the "Services") must be authorized by a written TOSR. Consultant acknowledges and agrees that the CDA is under no obligation to issue any TOSR through this solicitation.

Upon the written approval of the Commissioner, the CDA will issue a TOSR requesting a proposal from the Consultant for certain scope of services specified. The TOSR will describe the project; establish the Services to be performed; and it will set forth the timeline for the completion of services requested therein. Consultant must respond by submitting a Proposal that must include, but is not limited to the following: cover letter, understanding and approach, deliverables, project schedule, detailed cost breakdowns in such detail as required for the specific task, all documentation required to substantiate compliance with the MBE/WBE participation requirements, fee, list of key personnel and all other associated substantiation documentation required under the TOSR. Consultant's Proposal must conform to the terms of the TOSR and the terms and conditions of the Agreement. Costs associated with the preparation of TOSR Proposals are not compensable under the Agreement.

Upon acceptance of Consultant's Proposal (subject to negotiation of terms and conditions by the CDA and Consultant, and in conformity with the terms of the Agreement), the CDA may, by written Task Order, direct Consultant to perform the Task Order services. Upon receipt of written approval of the Task Order from both the Commissioner and the Chief Procurement Officer ("CPO"), and an executed Blanket Release, Consultant will commence performance of the Services. If the Task Orders Services are subject to the approval by the Federal Aviation Administration, then Consultant must not commence its performance of the Services unless directed to do so by the CDA.

Full Discipline Team – For the purposes of this Agreement, Consultant must include as part of its design team all disciplines necessary to support the required services, including specialized subcontractors who are City approved to perform services in fields as required by the project. Consultant must be able to provide services related to airfield and landside design, including, but not limited to geometrics, grading, drainage, lighting, signage, pavement analysis and design, utility design and coordination, structural and geotechnical engineering, cost estimating, and other disciplines needed to complete design services for these projects. Consultant shall be aware that, based on the type and scope of the project, not all projects may require a full discipline team, however, in all cases, the Consultant is still required to meet the MBE/WBE participation requirements for each Task Order. Consultant is responsible for the coordination of all members of its design team.

Consultant must, in connection with the performance of the Services, supply all of the personnel, materials, equipment, and/or software necessary to perform the Services and provide any administrative support necessary to satisfactorily perform the Task Order in accordance with the Agreement.

II. Detailed Scope of Services

The Task Order may include, but are not limited to, some or all of the services listed below.

A. Planning: Services may include, but are not limited to, some or all of the following as required in the Task Order: planning, programming, site selection, budgeting, scheduling and other related tasks.

B. Design Documents: The Design Documents must illustrate and describe the refinement of the design of the Project and define the scope, relationships, forms, size and appearance of the Project by means of plans, sections, and elevations, typical sectional details, diagrams, and equipment layouts. The Design Documents must include specifications that identify major materials and systems, and establish, in general, their quality levels. Design Documents must also include all calculations, studies, technical evaluations and other tasks as required to provide complete Design Documents. The Design Documents effort is comprised of three (3) phases: (i) Preliminary Engineering, (ii) Final Design, and (iii) Issued for Procurement Review.

Consultant must submit to the CDA a number of deliverables specified in the Task Order including, but not limited to, prints, specifications, and compact disks for each phase.

Consultant must ensure that all projects are in compliance with all local, state and federal requirements and codes. In addition, the Consultant must design each component of the project in accordance with the CDA's Design and Construction Standards. The CDA's Design and Construction Standards manual is available for review at the CDA offices at 10510 W. Zemke, Chicago, Illinois 60666. Where applicable, Consultant is encouraged to design within these standards and specifications or to prepare detailed technical justifications for any proposed variances.

Preliminary Engineering Phase. At the outset of the design process, Consultant will be afforded the opportunity to review documented existing conditions, as well as conceptual design. Review of existing conditions includes preliminary data and analyses prepared by others, including topographic, subsurface conditions, geotechnical, hydraulics and hydrology, and utility data. The CDA makes no warranty that the site conditions are true and correct. Consultant must evaluate the suitability of the site condition information to be used for design and request additional verification from the CDA and other parties as needed. After examination of available base mapping and survey information, Consultant will prepare requests for field survey necessary to complete its design. Field surveys will be conducted by the CDA. If needed, Consultant must procure the services of a licensed Geotechnical Engineer and perform the services required to support preliminary design.

In general, Preliminary Engineering should address and define the entire scope of the Project. This includes defining capacities for all utility and other infrastructure systems. When alternatives do exist, these alternatives should be developed, evaluated and selected. Routing, alignments and locations for all distribution systems should be established. Subsequent phases of engineering design will refine the engineering studies and will be concentrated into preparing bid documents.

For all proposed structures, the Consultant must define its type, size and location and use subsequent phases of the design to provide additional details consistent with the

initial design assumptions. Consultant must apply and document value engineering initiatives throughout this phase of the design. Airport operational impacts must be addressed by developing preliminary construction phasing and sequencing schemes. Consultant must develop assumptions regarding airport/airline operations. **This** preliminary project implementation plan should include an assessment of its compliance with the overall project schedule and its potential cost implications.

Consultant will advance the design for the entire project and complete the Preliminary Engineering Phase before delivering the Final Design of any portion of the Project. At the completion of the Preliminary Engineering Phase, Consultant must prepare a deliverable which must include a Preliminary Engineering Design Report, plans, specifications, and a preliminary engineer's opinion of probable construction cost. The preliminary opinion of probable cost must be allocated to each package identified through the development of the Preliminary Engineering Phase.

At the completion of this Phase, design development will be complete.

Final Design Phase. Consultant will be required to complete the final design for each Construction Bid Package or Work Package and prepare and submit drawings, specifications, calculations, the Sustainable Design Checklist, and design reports at the 60% and 90% completion levels. The Consultant must submit design documents to the CDA on a schedule consistent with the schedule established in the Task Order.

The Consultant will be responsible for responding to all review comments in writing and making necessary changes to the contract documents prior to subsequent submittals, and for production and delivery of bid packages as directed by the CDA.

The number of bid packages to be prepared will be determined in the Task Order.

1. 60% Design Submittal. Consultant must provide 60% Design Documents, based on the accepted Preliminary Engineering Phase submission. The 60% Design Documents must include the plan and profile sheets of the final Construction Documents, completed to at least a 60% level. This includes all information required to complete a detailed opinion of probable construction cost. The 60% submittal must include a draft of the project specifications in their final format containing adequate technical information to supplement the drawings and to quantify materials, sizes, shapes and capacities. Consultant's 60% submittal is required to include an identification of all long lead procurement items. Consultant must provide all calculations necessary to determine the final requirements and configuration of all parts of all systems required for the execution of all construction work.

At the 60% design level, Consultant must provide an opinion of probable cost for the construction of the Project. The Consultant will submit this to the CDA for acceptance. If the engineer's opinion of probable cost exceeds the CDA budget then the Consultant may be required to assist the CDA in identifying construction cost reductions necessary to produce a probable cost estimate that is at or less than the CDA budget. Once accepted by the CDA, the revised Engineer's Opinion of Probable Construction Cost will be known as "Basis of Design".

The CDA will review and provide comments on the entire 60% submittal. A single consolidated set of review comments will be prepared and provided to the Consultant at the end of the review period. After delivery of the comments to the Consultant, the CDA will schedule and conduct a meeting to review responses to review comments.

In addition to the CDA's review, the Consultant's 60% Design Documents will be submitted to appropriate jurisdictional agencies for review, comment and approval (if

applicable). The Consultant will assist in obtaining agency approvals of plans and specifications, including updates and re-submittal of appropriate documentation.

2. **90% Design Submittal.** The 90% submittal of Design Documents must address all comments and information received from the 60% Design Documents and provide comprehensive and essentially complete pre-final Construction Documents of a format and completeness sufficient for public procurement and construction. The documents must be complete with the exception of minor corrections/adjustments required to respond to final design review. At the 90% submittal, all specifications must be complete and coordinated with all drawings. Calculations must be finalized with all necessary corrections from the 60% submittal.

Consultant must provide an updated Engineer's Opinion of Probable Construction Cost based on the 90% level Design Documents. The updated opinion of probable cost will be reviewed by the City and will be compared to the Basis of Design established at the 60% completion stage. Consultant must reconcile cost estimates with the CDA's construction manager and other CDA-engaged entities at the request of the Commissioner. If the updated opinion of probable cost exceeds the Basis of Design, then the Consultant may be required to assist the CDA in identifying construction cost reductions necessary to produce a probable cost estimate that is at or less than the Basis of Design. The 90% design documents must be revised to incorporate any such accepted cost reduction measures.

The CDA will review and provide comments on the Consultant's 90% submittal. A single consolidated set of review comments will be prepared and provided to the Consultant at the end of the review period. After delivery of the comments to the Consultant, the CDA will schedule and conduct a meeting to review responses to review comments.

Consultant's 90% Design Documents will be submitted to appropriate jurisdictional agencies for review, comment and approval (if applicable). The Consultant will assist in obtaining agency approvals, including required permits for plans and specifications, including updates and re-submittal of appropriate documentation.

3. **Issued for Procurement Review.** After resolution of all comments received from the 90% design submittal, Consultant must provide a complete set of Bid Documents for review by the City's Department of Procurement Services (DPS) along with the final Opinion of Probable Construction Cost. DPS will review and provide comments relative to the procurement process. Upon receipt of the comments the Consultant will make all required final edits to the bid documents. Consultant will incorporate comments resulting from DPS's review and prepare the Issue for Bid Documents as described below.

Consultant must document their assessment of project risks and submit this assessment to the City along with the Issued for Procurement Review set. Consultant must document the source of the risk, attempts made during the course of the design to mitigate these risks, and potential effects and/or outcomes arising from unmitigated risks.

- C. **Issued for Bid Final Drawings and Specifications:** Final drawings and specifications shall be 100% complete, as required, for Issuing for Bidding and contain all information and documentation required to apply for and obtain a Building Permit (if applicable to the specific task), with the exception of the required Contractor information.
- D. **Bid Award Phase:** Consultant must assist the CDA in preparing the documents for bids, preparation of bid documents addenda, attending pre-bid meetings, providing written

evaluation of bids as requested, and reconciling any differences between bids received and the final construction estimate.

- E. Issued for Construction Documents:** Consultant will prepare the "Issued for Construction" set of final construction documents that conform all addenda and clarifications with the Issued for Bid documents.
- F. Permitting Process:** Consultant will be responsible for arranging reviews at the various stages of the design process, with the Chicago Department of Planning, Mayor's Office for People with Disabilities and Chicago Department of Buildings and other agencies that support the permitting process (Office of Underground Construction, Chicago Dept. of Transportation, Department of Water Management, etc.). At the 100% completion phase the Consultant must complete the permit application (except for contractor information) and submit the application and a minimum of six (6) stamped sets of Construction document Drawings and all detailed structural calculations, along with the Department's approval letter, to the Department of Construction and Permits for the permit review process. Consultant must follow up on the review progress throughout the permit process to make all required corrections and provide all required clarification documentation.
- G. Construction Phase:** Consultant must review and approve samples, shop drawings and other submissions for compliance with the contract documents. Site visitation will occur upon request of the CDA to determine the progress and quality of the work and whether the work is proceeding in accordance with the contract documents. These visits will include participation in job construction meetings. When requested, the Consultant must also inspect and certify, when substantial completion occurs, and participate in punch list preparation. Consultant must make its Services available for the interpretation of plans and specifications where disagreement may arise or due to any foreseen or unusual construction conditions. Consultant must review and respond to Requests for Information ("RFI"). Consultant must review change proposals and prepare bulletins as required. Consultant will provide consultation and recommendations in response to contractor generated value engineering proposals. To the extent that Consultant is required to make substantial revisions to the contract documents to incorporate any changes not resulting from any error and omissions by Consultant, Consultant shall be entitled to request fee for these Additional Services. Responsibilities of the Consultant during the construction phase will be specified in the Task Order. The Consultant will provide Commissioning Services when directed by the CDA.
- H. Post Construction:** Consultant must assist in verification of punch list completion and final inspections of the project as well as start-up of building systems and equipment as required. Consultant is responsible for reviewing the contractor's as-built drawing submittals, warranties, operation and maintenance manuals, and closeout information for accuracy and completeness. The CDA will review the Consultant's performance in providing services during Construction after the project punch list is complete. The Consultant will be required to attend a meeting to discuss the performance review. The Consultant will be required to prepare a final set of record drawings and corrected specifications for archiving. The record documents must conform to the CADD Standard described in III.A., CADD Deliverables.
- I. Project Scheduling:** Consultant will be responsible for developing and maintaining the Design Schedule throughout the Task Order. The Design Schedule will consist of a Baseline Schedule and Monthly Schedule Updates (MSU) using an Oracle's Primavera Contractor (P6.1 or higher) software package.

The design schedule must demonstrate a means to accomplish detailed tasks and ensure completion by milestone dates and include the subsequent review/approval

process and time for incorporation of the final comments. Logic ties and activities that represent a critical path through the phases must be reflected in the schedule. Key interface points, and input required from other stakeholders are to be shown with dates that support the design schedule. In coordination with the CDA, Consultant must submit detailed schedule(s) that expands on the design schedule and ultimately supports the overall Program schedule.

Consultant must have an individual who is identified as a Key Personnel, who can apply sound scheduling practices and is skilled in planning and application of network techniques for design and construction projects and the use of Oracle's Primavera scheduling software.

1. Design Schedule General Requirements

- ^ The schedule must be developed to match the Work Breakdown Structure (WBS) provided by the CDA. Additional coding will be required to allow the schedule to be sorted in various formats.
- ^ Prior to submitting the schedule the Consultant must review all proposed changes from the CDA.
- ^ Activities shown in the schedules must include all deliverables as defined in the Contract Documents.
- ^ Key interface points, contract modifications, addendums, bulletins, etc. must be identified.
- ^ Consultant must resource load each activity with labor hour requirements consistent with the personnel classifications used in the development of the fee schedules.
- ^ The schedule must support the issuance of all Permits and Agreements which will be supplied by the CDA
- ^ All activity Constraint dates must be approved by the CDA.

2. Calendars.

Schedules for design and procurement will be based on a five-day calendar with holidays and schedules for construction will be based on a 7-day calendar. Additional calendars may be allowed pending approval by the CDA.

3. Baseline Schedule

The Baseline Schedule is a fixed project schedule used in measuring project progress and contract performance. Schedule assumptions supporting the basis of the baseline schedule will be listed and submitted. Consultant's Baseline schedule must show all work to be completed within the contract time limit.

A Draft of the Baseline Schedule must be submitted fifteen (15) days after the issuance of Notice-to-Proceed. The approval of the Baseline schedule is done for the sole purpose of ensuring all Critical Path Method (CPM) scheduling documents prepared by the Consultant are in conformance with the Agreement's requirements. The execution of amendments to the Scope of Services, as described herein, will require that Consultant re-baseline the Project Schedule.

4. Monthly Schedule Update (MSU)

The MSU is used to compare the current and forecasted performance to the planned performance. The schedule is due the 1st Monday of the month and must indicate a Data Date of the 1st of the month.

As part of the MSU, the Consultant must prepare a written narrative report, highlighting the progress during the past update period. The written narrative report will include but not be limited to the following information:

- ^ Summary of Work accomplished during the past update period
- ^ Analysis of critical path(s)
- ^ Analysis of time lost/gained during the update period
- ^ Identification of problem areas
- ^ Recommended solutions to current problems

The Consultant must not modify the original durations, activity relationships, constraints, manpower, costs, add or delete activities, or alter Project CPM Schedule's logic when updating the Project CPM Schedule without approval from the CDA.

J. Coordination: Consultant must provide technical and production-related coordination with respect to the services provided by other consultants for related or enabling projects. The CDA will provide general management of the Consultant and other consultants as necessary to accomplish the required coordination.

K. Quality Assurance Plan and Quality Control Procedures (QA/QC): The Consultant will be required to prepare a comprehensive plan for QA/QC of its own engineering design work, including structured peer reviews, conformity to design standards, constructability reviews, drawing completeness and accuracy, and internal consistency and coordination. The procedures must address the following:

1. Management responsibility
2. Design standard and documents
3. Document control
4. Process control
5. Standard of Care

The firm's QA/QC plan, for each Task Order, must be submitted to the CDA as part of the proposal for the TOSR.

L. Progress Reporting. Once each calendar month, Consultant must submit an invoice to the CDA along with a Progress Report on Services performed during the preceding one-month period. The invoice and report are due the 15th of the month following the reporting month.

The progress report format will be as directed by the CDA and must at a minimum contain the following sections:

- Project Summary Narrative Report. This report must identify the Services completed in the prior month, Services to be completed in the current month, and areas of design concern, if any.

- Summary of percent completion of major tasks and objectives defined in the Detailed Scope of Services, including any necessary back-up information.
 - Cost Status/Earned Value Summary Report. The CDA will provide an example of an electronic version of this report to Consultant.
 - Bar chart schedule at a level of detail as directed by the CDA.
 - The Consultant must confirm the status of the estimate or opinion of probable cost relative to the Basis of Design in each Monthly progress report and as required by the CDA.
 - The Consultant must attest that all design files have been uploaded to the specified document management system (i.e. ProjectWise, Sharepoint, etc.) and that the uploaded files are current as of the date Progress Report.
 - Monthly Schedule Update in accordance with the requirements included herein.
- M. Document Management.** All documents produced as part of the Consultant's Services under this Agreement must be produced and recorded in accordance with the CDA's document preparation and management requirements, which will be provided to Consultant separately.
- N. Technical coordination support.** The Consultant may be required from time to time to participate in discussions and/or other coordinating roles with any of the following organizations, working through the CDA:
- Airline representatives;
 - CDA operations and facility groups;
 - CDA planning and aviation consultants;
 - CDA construction managers;
 - Federal Aviation Administration;
 - Transportation Security Administration;
 - Emergency response agencies;
 - Construction Manager;
 - Planning/Environmental Consultants
 - Other architectural/engineering design consultants
 - Regulatory agencies; and/or
 - Public utilities
- O. Value Engineering.** The CDA will provide the Consultant an opportunity to implement a Value Engineering (VE) process.

The criteria included within FAA Advisory Circular 150/5300-15 is referenced to guide the application of any VE proposal. The Consultant must submit a request for a VE review and receive written approval prior to implementing any change to the project approach depicted within the Project scope. This VE request must, at a minimum define the probable opportunity for life-cycle costs savings, the suggested revision purpose, design restrictions and possible operations and schedule impacts. A VE request for

consideration must be submitted prior to the completion of the Preliminary Engineering Phase. If granted, the Consultant will fully develop a Value Engineering Plan to a negotiated scope and fee. Sharing of the VE life-cycle savings will not be considered in the final services agreement.

Opportunities exist for VE benefit to the CDA on tasks such as, but no limited to, program/project phasing and sequencing, materials management and sustainability initiatives.

- P. Change Management:** If the CDA identifies any changes that it wishes to make to the Project scope, it will notify the Consultant or, if Consultant believes that any recommendations made by the City will result in a change of project scope, it will notify the CDA. The Consultant will then quantify the cost impacts of such changes (i.e., construction, engineering, management, project insurance and contingency) and calculate the impact on the Schedule. In addition, the Consultant must identify the decisions needed to evaluate the change and the responsible parties for such decisions. Consultant must submit such information within 30 days of notice of change to the CDA for its direction. Any changes to the Project scope that are deemed Additional Services pursuant to the Agreement require prior approval by the CDA and execution of a formal amendment pursuant to the Agreement.
- Q. CDA's Performance Evaluation of Construction Documents:** The CDA will review the Consultant's performance in providing construction documents during design phase at the various design levels and after the project has been bid. The Consultant will be required to attend a meeting to discuss performance review.
- R. Timeliness of Performance:** All services must occur at the appropriate times required for the timely execution and completion of the specified Deliverables in accordance with the schedule. Prior to Consultant's commencement of services, and at periodic times thereafter, the CDA may identify certain tasks or sub-tasks as having greater or lesser priority at that time, and Consultant must act in accordance with such changed priorities. Consultant must evaluate the impact on the schedule and review those impacts with the CDA as part of the approved change management process.
- S. Errors and Omissions:** The CDA has a committee (the "Reviewing Committee") that reviews every project for the potential of any errors and/or omissions that the Consultant may have made in the preparation of the design and Deliverables (as defined in Section II herein). The Reviewing Committee conducts internal reviews of alleged errors or omissions and provides a written analysis of its review to the Consultant. The Reviewing Committee will allow the Consultant an opportunity to respond to the review, in writing. If the CDA determines that the Consultant's project contained errors and/or omissions, the Reviewing Committee will meet with the Consultant in an attempt to resolve issues related to such errors and/or omissions.
- T. Sustainable Design:** As part of the CDA's goal to incorporate environmentally sustainable design in building and infrastructure improvements, Consultant is required to identify and provide a Leadership in Energy and Environmental Design ("LEED") accredited professional on its staff to assist with design. In entering into an Agreement with Consultant, the CDA may rely on Consultant's representation that the individual identified as a LEED accredited design professional either possesses a current Accredited Professional Certificate appropriate to the project work, issued by the U.S. Green Building Council ("USGBC") or is in the process of being so accredited by the USGBC. If the individual is not yet accredited by the USGBC as of the effective date of the Agreement (the "Effective Date"), the individual must be accredited no later than 90 days after the Effective Date or be replaced with a design professional who is so accredited. A copy of the individual's LEED certificate must be provided to the CDA upon

request. Failure of the Consultant to comply with the foregoing or failure to maintain at all times thereafter at least one design professional with current LEED accreditation will constitute an Event of Default under the Agreement.

Consultant must reference the "Chicago Department of Aviation Sustainable Airport Manual", latest edition, evaluate all available options and make formal recommendations to the CDA for approval. Consultant must then implement and oversee the measures approved by the CDA. Consultant shall implement best management practices for each project, subject to approval by the CDA. (The Sustainable Airport Manual is available on the web at: www.airportsgoinggreen.org. The manual can also be viewed at the CDA's office.

U. Support Services

1. **Special Studies and Site Visits:** Consultant must research and prepare any special studies required for the planning and development of project scope requirements or parameters required by the CDA.
2. **Design Management of Multiple Consultants Tasked by the Department:** At the direction of the CDA, the Consultant, through a Supplemental Task Order, must provide design management and coordination of other Consultants as assigned and designated by the CDA pursuant to the specific project Task Order.

On projects where multiple consultants of various disciplines are tasked to work together, the CDA will designate one of the consultants as the Project Lead Consultant for project management who in turn will coordinate the project design and document preparation for delivery to the CDA as a completed project. Management services will include all phases of design and construction. These management services will include, but not be limited to, construction cost estimating, plan and specification coordination, project meetings, technical reviews, submittal reviews and approval, as well as any necessary functions to insure projects are completed in accordance with the CDA's established standards, criteria, schedules and budgets. All consultants must cooperate fully with the designated Project Lead Consultant.

3. **Peer Review:** Consultant may be requested to provide peer review services for work performed by other design consultants for the CDA, as well as analyzing other projects as requested to determine if they are completed in accordance with all applicable CDA standards criteria, schedules and budgets.
4. **Conferences:** Consultant must attend such conferences with representatives of the CDA and other involved and interested agencies as may be required. Consultant must keep meeting minutes and distribute same, in a timely manner, to attendees and other designated parties. Consultant must also assign a project manager qualified to act in liaison capacity, and be available at all times, on all matters pertinent to each Task Order project.

III. Deliverables

In performing Services, Consultant must prepare, assist in the preparation of, provide or review deliverables and provide follow-up, including, but not limited to; written reports, engineer's reports, plans, analysis, presentations, regulations, permit applications, design concepts, design work programs, design documents, design calculations, reference data, design manuals, contract drawings, documents submitted for permit, electronic data files, technical specifications, Assessment of Risk document, material schedules and quantity takeoffs, cost estimates, detailed design and construction schedules, graphs, charts, composite drawings and/or diagrams of existing conditions, preliminary and underlying data, supplemental surveys provided by or to the Consultant including results of site investigations, utility investigations, or supplemental investigations of subsurface conditions, and other documents and information necessary for performance of the Services ("Deliverables").

The CDA reserves the right to reject any and all Deliverables, which in the sole opinion of the Commissioner do not adequately represent the intended level of completion or standards of performance; do not include relevant or accurate information or data; or do not include all documents specified or reasonably necessary for the purpose for which the Agreement or individual Task Order was made with the Consultant or for which the CDA intends to use the Deliverables. Rejected deliverables must be revised, at the Consultant's cost, and resubmitted with the appropriate level of information and must include a letter indicating that the revisions to bring the project up to the appropriate level will be performed at the Consultant's cost and must indicate the level of effort for revising the rejected documents, a recovery schedule and narrative to demonstrate how the project will stay on schedule. Payment will not be made for documents that do not conform with the requirements of the deliverable.

ALL DOCUMENTS CREATED UNDER THIS AGREEMENT ARE TO BE THE PROPERTY OF THE CITY OF CHICAGO

A. CADD Deliverables

Consultant must submit to the CDA all CADD deliverables required by each specific Task Order and as required by the Agreement. All consultants and sub consultants must coordinate their efforts so that the Construction documents are developed following the CDA CADD Standards. These electronic submittals will be accepted by the CDA in "MicroStation" format (current CDA Version No. 8.1) only or the Consultant will be responsible for absorbing the costs associated with the conversion of the drawings to "MicroStation" and compliance with the CADD Standards. The electronic submittals must conform to the guidelines set forth in the current release of the City of Chicago, Department of Aviation, CADD Standards - CADD Standards User Manual. This document is available at the CDA office.

Each drawing must indicate the Consultant's name, address, phone number, Consultant and CDA project number, date or revision date, and scale, consistent with the title block specifications detailed in the CADD Standards.

All drawings and specifications must also be placed on the specified document management system (i.e. ProjectWise, Sharepoint, etc.) on a regular basis. On a monthly basis, Consultant must ensure all files on the specified document management system are the most current.

Consultant must provide the number of hard copies and electronic copies as specified in the Task Order. For plans, Consultant must provide half scale drawings. All deliverables must be accompanied with a single, consolidated digital version in PDF with the same content and in the same order as the hard copy.

Consultant will submit the CADD Deliverables to the CDA for a 60-day acceptance period. During this period the CDA may review and examine the files, and Consultant must correct any errors detected during the 60-day acceptance period at no additional cost to the CDA.

B. Specification Deliverables

Consultant will be required to use the CDA's master specifications format (the "Chicago Department of Aviation Master Specifications") as the basis for writing and transmitting all specifications developed under the Agreement. The CDA will provide limited training on its Master Specification Format. Specifications submitted in a format other than the CDA Master Specification format will not be accepted.

New or customized specification sections, not currently included in the CDA Master Specifications, must be developed utilizing the CDA Master Specification format and software. Specifications must be transmitted for all reviews, between the Consultant and the CDA, electronically utilizing the CDA on-line file sharing system. A limited number of hard copies (printed) of the specifications may also be required for the review process.

Portions of Part I (Instruction to Bidders) and Part II (General Conditions) of the Contract Documents (specifications), produced by the CDA and/or Department of Procurement Services, will be provided to the Consultant for inclusion with their technical specifications, Part III (Technical Specifications), for printing. Consultant will be required to provide coordination input during the development of Parts I, II and III of the contract documents.

C. Other Software Requirements

Consultant will be required to utilize Oracle's Primavera Contractor (P6.1 or higher) software package and/or the latest updated version of Prolog software, or other software as the CDA may require. If the Consultant is required to purchase this software, the license and ownership for such software is not reimbursable.

EXHIBIT 2

SAMPLE SCHEDULE OF COMPENSATION

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 2

SAMPLE SCHEDULE OF COMPENSATION

A. Task Order Services

If Consultant is issued a Task Order for work, Consultant will be paid pursuant to the price proposals/budgets submitted in response to Task Order Services Requests (TOSRs) issued by the City and the terms and conditions described herein.

Consultant must not begin or continue work unless it has a properly issued Task Order pursuant to the terms and conditions of this Agreement; Consultant will not be compensated for any work done without the express written direction of the City via a Task Order.

- B. Maximum Compensation:** The maximum aggregate compensation for the Services for all Task Orders issued to Consultant in accordance with this Agreement shall not exceed \$_____ ("Vendor Limit") without a formal amendment of this Agreement in accordance with Section 9.3 of this Agreement.

- C. Payment for work without a Task Orders.** The Consultant does not have a right to perform, and the City shall not be obligated to pay for, any Services unless the City has issued a Task Order to the Consultant for the Services.

- D. Method of Payment:** Contractor shall submit invoices and be paid pursuant to Article 4 of the Agreement for satisfactory completion of Services. Satisfactory completion of the Services means Consultant has provided Deliverables acceptable to the City and achieved agreed upon milestones timely. It will not be construed solely in terms of expenditure of Consultant's time.

- E. Audits:** n accordance with the audit provisions of this Agreement, the City reserves the right to audit Consultant's overhead and burden rate(s) and/or any of the components of the compensation. The Consultant must have an annual audit performed by a Certified Public Accountant in accordance with the Federal Acquisition Regulations, 48 CFR 1, Part 31 (FAR).

F. COST PLUS PERCENTAGE FEE METHODOLOGY

Consultant will be compensated for its Services based on actual costs plus a percentage fee (i.e., profit) of ___% (___ percent). Allowability and allocability of costs will be determined in accordance with the terms and conditions of this Agreement. As further described below, compensation will consist of: the actual cost of labor (not to exceed the maximum rates per position as set forth in Exhibit 2A); overhead and burden (including but not limited to payroll related taxes, insurance, and fringe benefits); the percentage fee; certain direct costs; and Subcontractor costs. The Multiplier is inclusive of overhead, burden and the percentage fee. Actual labor costs are multiplied by the Multiplier to arrive at the billable amount for Consultant's Services performed by Consultant's own forces. Direct costs and Subcontractor costs incurred by the Consultant are reimbursable without mark-up of any kind by Consultant, including but not limited to Consultant's administrative costs or Subconsultant's profit.

- 1. Labor Costs:** Labor costs will consist of the actual costs of all allowable and allocable salaries and wages (exclusive of overtime premiums and payroll related taxes, insurance and fringe benefits) paid to Consultant's employees for the time spent in the performance of Services under this Agreement (collectively, "Labor Costs"). Maximum Hourly Labor Rates for Consultant by position classification are set forth in Exhibit 2A. Upon request, position classifications and maximum wage rates may be adjusted at the

City's discretion, on an annual basis, but any such adjustment in rates shall not increase labor rates by more than 4% each year or the CPI for Kenosha-Gary-Chicago area, whichever is lower. Labor costs associated with Consultant's principals for administrative tasks are not billable. Principals may bill for their hours for non-administrative tasks directly applicable to the Services only by request and prior approval of the City.

- 2. Multiplier:** The Multiplier is inclusive of Overhead, Burden and the Percentage Fee. "Overhead" includes the non-payroll indirect costs of the home and branch offices of Consultant which are allowable and allocable to the Services, and "Burden" includes payroll-related costs (e.g., payroll related taxes, insurance, and fringe benefits). The Overhead and Burden rates applicable to Consultant employees who perform Services in relation to this Agreement shall be the Consultant's audited rates approved by Illinois Department of Transportation ("IDOT"), the United States Department of Transportation ("USDOT") or another governmental authority recognized by the City. The Consultant must provide evidence of approval of the Overhead and Burden rate by IDOT, USDOT or another cognizant authority on a yearly basis. However, the combined Overhead and Burden rate included in the multiplier shall not exceed a maximum of 150% of labor costs.
- a. Limitation on Overhead and Burden** In the event the Consultant does not have approved rates, the combined rates for Overhead and Burden will not exceed 150% for home office work, 125% for field offices, and 100% for field inspectors without an office or those working out of City offices. Further, the Consultant shall have one year in which to obtain Overhead and Burden rates approved by IDOT. Failure to do so is an event of default.
- b. Lowest Rate Governs.** Consultant's rates may not exceed the lowest of:
1. the current rate determined by IDOT, USDOT, or approved agency;
 2. the actual applicable rate for that time period determined at a later date by IDOT, USDOT, or approved agency;
 3. the actual applicable rate for that time period determined at a later date by an audit acceptable to the City.
 4. the rate negotiated by the City and Consultant for a given budget subject to the limitation in (i) above.

The City has the right to recapture (via offset or refund) the difference between the amount it has actually paid to Consultant and the amount it should have paid under this contract clause for a specified time period. Any changes in rates resulting from negotiations must be approved by the Chief Procurement Officer.

G. Direct Costs: Direct costs will consist of those costs described below which are incurred in the performance of Services under this Agreement, which are allowable and allocable to the Project; are not included in Overhead or Burden; and are routinely and uniformly charged to specific projects under Consultant's accounting system (collectively, "Direct Costs").

Any expenditure in excess of \$5,000 which qualifies as a Direct Cost will require prior approval of the Executive Director. Consultant may not break down an expenditure which would otherwise be greater than \$5,000 in order to avoid this approval requirement. All Direct Costs must not exceed IDOT's current allowable rates, as published in the IDOT Professional Transportation Bulletin. Direct Costs will include the following:

- 1. Drawings, Printing and Reproduction Costs.** The costs of all printing, binding and reproduction related only to the production of the milestone submittals to the City.

2. **Long Distance Telephone/Telegraph and Shipping Costs.** Long distance telephone calls, postage, messenger and overnight delivery costs. Cell phone and radio communication services are allowed for Construction Engineering field services only.
 3. **Travel and Related Expenses.** Out of town travel is not anticipated under this Agreement. However, should out of town travel become necessary in the performance of the Services, Consultant must obtain prior written approval from the City for expenses related to travel into or out of the City. All such expenses must conform with the City's travel reimbursement guidelines, a copy of which is attached to the Agreement as Exhibit 7. Expenses incurred for travel in Chicago will be subject to Group II Limitations as set forth in the City's guidelines. The City will pay current auto mileage to Consultant and/or Subcontractors for travel associated within project site visits as required by the Executive Director. The auto mileage rate within current City policy is- set forth in Exhibit 7 and may be amended from time to time by the City Office of Budget & Management.
 4. **Equipment, Tools and Vehicles.** Cost of any equipment, tools, furniture, computer equipment, or vehicles hired/leased or purchased for Consultant's performance of the Services, provided that any such item purchased will become the property of the City and further provided that Consultant must obtain prior written approval of the City for the purchase, hire or lease of such equipment, tools, furniture, computer equipment or vehicles to the extent any one such item will cost in excess of \$200.
 5. **Permits and Fees.** Costs to Consultant for permits and fees, if any, required to carry out the Services, except for normal business and professional fees (which Consultant may include in its Overhead cost pool).
 6. **Premium on overtime.** To the extent that Consultant pays its employees a premium in excess of its hourly rates for overtime spent on the Project and such premium is not included in the calculation of Burden rates, the cost of the premium will be treated as a Direct Cost which will not be included in Labor Cost and which will not be subject to application of the multiplier. Any such overtime must be in accordance with Consultant's policies which are subject to prior approval by the City.
 7. **Miscellaneous.** Any other costs or expenses incurred by Consultant as reasonable and necessary for the proper performance of the Services and allowable and directly allocable to the project. Any such expenditure in excess of \$1,000 will require prior approval of the Commissioner.
- H. **Subcontractors.** The City will reimburse Consultant for the costs of Subcontractors as those costs are incurred under or in connection with Subcontracts awarded by Consultant in accordance with the terms and conditions of this Agreement, subject to the City's prior written approval. In no event is Consultant entitled to any mark-up of Subcontractor costs. The costs of Subcontractors which are reimbursable to Consultant will include the Subcontractors' Labor Costs, Overhead, Burden, profit and Direct Costs. Subcontractor compensation is subject to the same terms and limitations established for Consultant's compensation in this Exhibit 2, including but not limited to audits, maximum multiplier rates and the prohibition on mark-up on Direct Costs.
- I. **Percentage Fee.** A __% (__ percent) fee is included in the multiplier as profit to be earned in Consultant's performance of Services under this Agreement.
- J. **Compensation Example.** Allowability and allocability of costs will be determined in accordance with the terms and conditions of this Agreement. As further described above, compensation will consist of:
1. Actual direct labor costs (rates paid may not exceed the corresponding Maximum Hourly Labor Rates for each title/position)
 2. + (plus) Overhead and Burden (including but not limited to payroll related taxes, health insurance, all insurance and fringe benefits).

- a.** The cost of overhead and burden is calculated by multiplying the actual direct labor costs by the approved overhead and burden rate. This rate may not exceed 1x, or 100% of the actual direct labor costs for staff working at the Aviation Administration Building or other City owned premises, and 1.5x, or 150% for staff at corporate home offices.
3. x (times) 1.05 (this reflects a 5% profit to be earned for the satisfactory completion of Services).
4. + (plus) Subcontractor costs (described below)
5. + (plus) Direct costs (described below)

Direct costs and Subcontractor costs incurred by the Consultant are reimbursable without mark-up of any kind by Consultant, including but not limited to Consultant's administrative costs or profit.

Compensation = [(actual direct labor cost + overhead and burden) x (1.05)] + subcontractor costs + direct costs

Alternatively, compensation also = [(actual direct labor cost) x (1+ overhead and burden rate)] x 1.05 + subcontractor costs + direct costs

Example: Consultant bills the City for 1 hour to prepare an application, performed at the AAB at \$10 an hour and \$5 for the associated permit fee.

Compensation = [(\$10 + \$10) x (1.05)] + \$5 = \$26

Alternatively, compensation also = [(\$10) x (1 +1)] x 1.05 + \$5 = \$26

EXHIBIT 3

TASK ORDER SPECIAL CONDITION REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 3

TASK ORDER SPECIAL CONDITION REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT

(MBE/WBE Professional Services)

I. Policy and Terms

- A. It is the policy of the City of Chicago that Local Businesses certified as Minority Business Enterprises (MBE) and Women 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 shall have the maximum opportunity to participate fully in the performance of this agreement. Therefore, the contractor shall not discriminate against any person or business on the basis of race, color, national origin or sex, and shall take affirmative action to ensure that women and minority businesses shall have the maximum opportunity to compete for and perform subcontracts for supplies or services.

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.

- B. Failure to carry out the commitments and policies set forth herein shall constitute a material breach of the contract and may result in the termination of the contract or such remedy as the City of Chicago deems appropriate.
- C. Accordingly, the contractor commits 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 Contract Goal: 25.0

WBE Contract Goal: 5.0

- D. The commitment is met by the contractor's status as an MBE or WBE, or by a joint venture with one or more certified MBEs or WBEs that will perform work on the project, 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 the indirect participation of MBEs or WBEs in other aspects of the contractor's business (but no dollar of such indirect MBE or WBE participation shall be credited more than once against a contractor's MBE or WBE commitment with respect to all contracts of such contractor), 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 an MBE and WBE shall not be credited more than once against a contractor's MBE or WBE commitment in the performance of the contract.

- E. As noted above, the contractor may meet all or part of this commitment by contracting with MBEs or WBEs for the provision of goods or services not directly related to the performance of this contract. However, in determining the manner of MBE/WBE participation, the contractor shall first consider involvement of MBEs/WBEs as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract. In appropriate cases, the Chief Procurement Officer will require the contractor to demonstrate the specific efforts undertaken to involve MBEs and WBEs in direct participation in the performance of this contract.

- F. The contractor also may with prior approval of the Chief Procurement Officer or designee, 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 projects.

II. Definitions

- A. **“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. 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.

- B. **“Directory”** means the Directory of Certified “Disadvantaged Business Enterprises,” “Minority Business Enterprises” and “Women Business Enterprises” maintained and published by the Contract Compliance Administrator. 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.
- C. **“Executive Director”** means the executive director of the Office of Compliance or his or her designee.
- D. **“Minority Business Enterprise” or “MBE”** means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations.
- E. **“Women Business Enterprise” or “WBE”** means a firm awarded certification as a women owned and controlled business in accordance with City Ordinances and Regulations.
- F. **“Joint Venture”** means an association of two or more businesses to carry out a single business enterprise for profit, and for which purpose they combine their expertise, property, capital, efforts, skill and knowledge. Contractors may develop joint venture agreements as an instrument to provide participation by MBEs and WBEs in contract work.

III. Joint Ventures

Bidders may develop joint venture agreements as an instrument to provide participation by certified MBEs and WBEs in contract work. A joint venture seeking to be credited for MBE and/or WBE participation may be formed among MBE and/or WBE firms or between an MBE and/or WBE firm and a non-MBE/WBE firm.

A joint venture is eligible for MBE or WBE credit if the MBE/WBE joint venture partner(s) share in the ownership, control and management responsibilities, risks and profits of the joint venture, and are responsible for a clearly defined portion of work to be performed, in proportion with the MBE and/or WBE ownership percentage.

Notice: The City requires that, whenever a joint venture is proposed as the prime contractor, each joint venture partner must separately sign the proposal to the City, in the pages captioned, TO BE EXECUTED BY A CORPORATION; TO BE EXECUTED BY A PARTNERSHIP; and/or TO BE EXECUTED BY A SOLE PROPRIETOR, as applicable.

IV. Counting MBE/WBE Participation Toward the Contract Goals

- A. The inclusion of any MBE or WBE in the contractor’s MBE/WBE Utilization Plan shall not conclusively establish the contractor’s right to full MBE/WBE credit for that firm’s participation in the contract. Once an MBE or WBE is determined to be eligible in accordance with these rules, the total dollar value of the work awarded to the MBE or WBE may be counted toward the MBE or WBE goal except as indicated below:

- B. The Chief Procurement Officer reserves the right to deny or limit MBE/WBE credit to the contractor where any MBE or WBE is found to be engaged in substantial subcontracting or pass-through activities with others. A contractor may count toward its MBE and WBE goals only expenditures to firms that perform a commercially useful function. A firm is considered to perform a commercially useful function when it is responsible for the performance of a clearly defined and distinct element of work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Chief Procurement Officer shall evaluate the amount of work subcontracted, industry practices, and other relevant factors. The amount of MBE/WBE participation credit shall be based upon an analysis by the Chief Procurement Officer of the specific duties that will be performed by the MBE or WBE. Each MBE/WBE shall be expected to actually perform a substantial (i.e., more than eighty-five percent (85%)) portion of the work contemplated for it by any subcontract or agreement through the use of its own employees and equipment.

Requested information may include, without limitation: (1) specific information concerning brokers' fees and/or commissions; (2) intended sub-suppliers or other sources of goods and/or services; and (3) specific financial or other risks to be assumed by the MBE/WBE.

- C. MBEs and WBEs who have been certified as "brokers" shall no longer be considered eligible to participate for any consideration of MBE or WBE credit on contracts awarded by the City in 1993 and thereafter, until further notice.
- D. A joint venture may count toward its MBE or WBE goal the dollar value of the actual work performed by the MBE and/or WBE joint venture partner with its own resources.

The Chief Procurement Officer reserves the right to disallow goal credit for all, or any portion, of work performed by an MBE or WBE joint venturer based on evaluations of non-compliance with these Special Conditions or any other City, State and/or Federal regulation.

V. Regulations Governing Reduction 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 or proposer determines that it is unable to meet the MBE and/or WBE goal percentage 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/proposer'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.

Bidders/ proposer's will be considered responsive to the terms and conditions of these Regulations if a waiver request and proof of notification to an assist agency is submitted at the time of bid/proposal opening. Once the bids have been opened, the lowest responsive and responsible bidder so deemed by the Chief Procurement Officer or authorized designee will have no more than fourteen (14) calendar days to submit to the Department of Procurement complete documentation that adequately addresses the conditions for waiver described herein. **Proposers 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. Respondents 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 discretion, may include, but are not limited to, forfeiture of bid deposit;

negotiating with the next lowest bidder/proposer; or re-advertising the bid/proposal. All bidders/proposers are encouraged to submit all required documents at the time of bid opening to expedite the contract award.

A. Direct/Indirect Participation

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

1. The bidder/proposer 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 or indirect work identified or related to the advertised bid/proposal. Direct participation involves subcontracting a portion of the goods/services specifically required in the bid/proposal. Indirect participation is the subcontracting of goods/services not specifically related to the performance of this contract. Documentation must include but is not necessarily limited to:
 - a. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;
 - b. A listing of all MBE/WBE firms contacted that includes:
 - (1) Names, address and telephone numbers of MBE/WBE firms solicited;
 - (2) Date and time of contact;
 - (3) Method of contact (written, telephone, facsimile, etc.)
 - c. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
 - (1) Project identification and location;
 - (2) Classification/commodity of work items for which quotations were sought;
 - (3) Date, item and location for acceptance of subcontractor bid proposals;
 - (4) Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portion of the work and indicates why negotiations were unsuccessful;
 - (5) Affirmation that good faith efforts have been demonstrated by choosing subcontracting opportunities likely to achieve MBE/WBE goals by not imposing any limiting conditions which were not mandatory for all subcontractors; or denying the benefits ordinarily conferred on MBE/WBE subcontractors for the type of work that was solicited.

OR

2. 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 subcontract's quote is excessively costly, the bidder/proposer must provide the following information:
 - a. A detailed statement of the work identified for MBE/WBE participation for which the bidder/proposer asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
 - (1) A listing of all potential subcontractors contacted for a quotation on that work item;
 - (2) Prices quoted for the subcontract in question by all such potential subcontractors for that work item.
 - b. 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:
 - (1) The City's estimate for the work under a specific subcontract;
 - (2) The bidder/proposer's own estimate for the work under the subcontract;

- (3) An average of the bona fide prices quoted for the subcontract;
- (4) Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

B. Assist Agency Participation

Every waiver and/or reduction request must include evidence that the bidder/proposer has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community.

The notice requirement of this Section will be satisfied if a bidder/proposer contacts at least one of the associations on Attachment A when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B 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 for any bid/proposal submitted to be deemed responsive on the date of bid opening. If deemed appropriate, the Chief Procurement Officer or Contract Compliance Officer may contact the assist agency for verification of notification.

C. Impracticability

1. 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.

2. The requirements set forth in these Regulations 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 Procurement Department administrator, 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/proposers, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

VI. Procedure to Determine Bid Compliance

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

A. Schedule C-3: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.

A Schedule C-3 executed by the MBE/WBE (subcontractor or Joint Venture partner) must be submitted by the bidder/proposer for each MBE/WBE included on their Schedule D-3 and must accurately detail the work to be performed by the MBE/WBE and the agreed rates and prices to be paid.

If any fully completed and executed Schedule C-3 is not submitted with the bid/proposal, it must be received by the Contract Administrator within ten (10) days of the bid/proposal opening. (All post bid/proposal submissions must have original signatures on all documents). Failure to submit a completed Schedule C-3 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.

B. Letters of Certification.

A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago must be submitted with the bid/proposal.

All Letters of Certification issued by the City of Chicago 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-3, must conform to their stated Area of Specialty.

Joint Venture Agreements.

If the bidder's/proposer's MBE/WBE proposal includes the participation of an MBE/WBE as joint venture on any tier (either as the bidder/proposer or as a subcontractor), the bidder/proposer must provide a copy of the joint venture agreement.

C. Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan

Bidders must submit, together with the bid, a completed Schedule D-3 committing them to the utilization of each listed MBE/WBE firm.

Except in cases where the bidder/proposer has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section V. herein, the bidder/proposer must commit to the expenditure of a specific dollar amount of participation and a specific percentage of the total award amount for each MBE/WBE firm included on their Schedule D-3. 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, as percentages of the total estimated usage.

All commitments made by the bidder's Schedule D-3 must conform to those presented in the submitted Schedule C-3. If Schedule C-3 is submitted after the bid opening (see Section VI. A., above), the bidder/proposer may submit a revised Schedule D-3 (executed and notarized) to conform with the Schedule C-3. Except in cases where substantial and documented justification is provided, bidders/proposers will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-3 and D-3.

VII. Reporting Requirements During The Term of The Contract

- A. The Contractor shall, not later than thirty (30) 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 shall be made available to the Chief Procurement Officer upon request.
- B. In the case of one time procurements of supplies with either single or multiple deliveries to be performed in less than one year from the date of contract award, an "MBE/WBE Utilization Report," indicating final MBE and WBE payments shall be submitted directly to the Department of Procurement Services so as to assure receipt either at the same time, or before the using Department receives the contractor's final invoice. Final payments may be held until the Utilization Reports have been received.

NOTICE: Do not submit invoices with "MBE/WBE Utilization Reports."

- C. During the term of all other contracts, the contractor shall submit regular "MBE/WBE Utilization Reports," a copy of which is attached. The frequency with which these reports are to be submitted will be determined by the Chief Procurement Officer, but in no case will reports be required less often than on a quarterly basis. In the absence of written notice from the Chief Procurement Officer, the contractor's first "MBE/WBE Utilization Report" will be due ninety (90) days after the date of contract award, and reports will be due quarterly thereafter.
- D. "MBE/WBE Utilization Reports" are to be submitted directly to: Department of Procurement Services, Office of Vendor Relations, City Hall, Room 403, 121 N. LaSalle Street, Chicago, Illinois 60602.

E. The Contract Compliance Administrator shall be entitled to examine, on five (5) business days notice, the contractor's books and records including without limitation payroll records, tax returns and records, and books of account, to determine whether the contractor is in compliance with its commitment to MBE/WBE participation and the status of any MBE or WBE performing any portion of the contract. Such rights are in addition to any other audit inspection rights contained in the contract.

VIII. MBE/WBE Substitutions

Changes by the contractor of the commitments earlier certified in the Schedule D-3 are prohibited. In some cases, however, it may become necessary to substitute a new MBE or WBE in order to actually fulfill the MBE/WBE requirements.

The contractor must notify the Chief Procurement Officer immediately in writing of the necessity to reduce or terminate an MBE/WBE subcontract and to utilize a substitute firm for some phase of work. The contractor's notification should include the reason for the substitution request, as well as, the name, address and principal official of the substitute MBE/WBE and the dollar value and scope of work of the subcontract. Attached should be all the requisite MBE/WBE affidavits and documents, as enumerated above in Section VI. above, "Procedure to Determine Bid Compliance."

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

After award of contract, no relief of the MBE/WBE requirements will be granted by the City except in exceptional circumstances. Requests for complete or partial waiver of the MBE/WBE requirements of this contract must be made in writing, stating all details of the request, the circumstances, and any additional relevant information. The request must be accompanied by a record of all efforts taken by the contractor to locate specific firms, solicit MBE/WBE bids, seek assistance from technical assistance agencies, etc., as outlined above in the section V. above, entitled "Regulations Governing Reductions To or Waiver of MBE/WBE Goals".

IX. Non-Compliance and Damages

The following constitutes a material breach of this contract and shall 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 satisfy the MBE/WBE percentages required by the contract; and
- (2) the contractor or subcontractor is disqualified as an MBE or WBE, and such status was a factor in contract award, and was misrepresented by the contractor.

In the event that the contractor is determined not to have been involved in any misrepresentation of the status of the disqualified subcontractor or supplier, the contractor shall seek to discharge the disqualified subcontractor or supplier, upon proper notification to the Chief Procurement Officer and/or Contract Compliance Administrator and make every effort to identify and engage a qualified MBE or WBE as its replacement. Furthermore, continued eligibility to enter into future contracting arrangements with the City may be jeopardized as a result of non-compliance. Payments due to the contractor may be withheld until corrective action is taken.

X. Arbitration

A. In the event that 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 an 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, Section X. A. above, within ten (10) 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 fees of the arbitrator are the initial responsibility of the MBE/WBE; provided, however, that the arbitrator is authorized to award reasonable expenses, including attorney's 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) 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) days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

XI. Record Keeping

The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs/WBEs, retaining these records for a period of at least three years after final acceptance of the work. Full access to these records shall be granted to the City of Chicago, Federal or State authorities in this project, the U.S. Department of Justice, or any duly authorized representatives thereof.

XII. Information Sources

Small business guaranteed loans; surety bond guarantees; 8 (a) certification:

U.S. Small Business Administration

500 W. Madison Street, Suite 1250
Chicago, Illinois 60661
General Information
(312) 353-4528
(312) 353-4003

S.B.A. - Bond Guarantee Program Surety Bonds

500 West Madison, Suite 1250
Chicago, Illinois 60661
Attention: Carole Harris

S.B.A. - Procurement Assistance

500 West Madison, Suite 1250
Chicago, Illinois 60661
Attention: Robert P. Murphy, Area Regional Administrator
(312) 353-7381

Project information and general MBE/WBE information:

City of Chicago Department of Procurement Contract Administration Division

City Hall - Room 403
Chicago, Illinois 60602
Attention: Monica Cardenas
(312) 744-0845

Directory of Certified Disadvantaged, Minority and Women Business Enterprises:

City of Chicago

Office of Compliance
ATTN: Supplier Diversity Program
333 State Street, Suite 540
Chicago, IL 60604

General Information, Department of Procurement Services: www.cityofchicago.org

Information on MBE/WBE availability in the manufacturing, sales or supplies, and related fields (direct assistance from 42 regional affiliates located throughout the U.S.):

National Minority Suppliers Development Council, Inc.

1040 Avenue of the Americas, 2nd floor
New York, New York 10018
Attention: Harriet R. Michel
(212) 944-2430

Chicago Minority Business Development Council

1 East Wacker Drive
Suite 1200
Chicago, Illinois 60601
Attention: Tracye Smith, Executive Director
Phone #: (312) 755-8880
Fax #: (312) 755-8890

MBE/WBE Professional Services rev. 8/3/10 (jmm)
MBE/WBE Professional Services rev. 10/16/03 (dlh)

<p>Alliance of Business Leaders & Entrepreneurs (ABLE) 150 N. Michigan Ave. Suite 2800 Chicago, IL 60601 Phone: (312) 624-7733 Fax: (312) 624-7734 Web: www.ablechicago.com</p> <p>Alliance of Minority and Female Contractors c/o Federation of Women Contractors 5650 S. Archer Avenue Chicago, IL 60638 Phone: (312) 360-1122 Fax: (312) 360-0239</p> <p>American Brotherhood of Contractors Business Development Center 11509 S. Elizabeth Chicago, IL 60643 Phone: (773) 928-2225 Fax: (773) 928-2209 Web: www.american-brotherhood.org</p> <p>Asian American Institute 4753 N. Broadway St. Suite 904 Chicago, IL 60640 Phone: (773) 271-0899 Fax: (773) 271-1982 Web: www.aaichicago.org</p> <p>Association of Asian Construction Enterprises 333 N. Ogden Avenue Chicago, IL 60607 Phone: (847) 525-9693 Email: nakmancorp@aol.com</p> <p>Black Contractors United 400 W. 76th Street, Suite 200 Chicago, IL 60620 Phone: (773) 483-4000 Fax: (773) 483-4150 Web: www.blackcontractorsunited.com</p> <p>Chatham Business Association Small Business Development, Inc. 8441 S. Cottage Grove Avenue Chicago, IL 60619 Phone: (773) 994-5006 Fax: (773) 994-9871 Web: www.cbaworks.org</p>	<p>Chicago Area Gay & Lesbian Chamber of Commerce 3656 N. Halsted Chicago, IL 60613 Phone: (773) 303-0167 Fax: (773) 303-0168 Web: www.glchamber.org</p> <p>Chicago Minority Supplier Development Council, Inc. 105 W. Adams, Suite 2300 Chicago, IL 60603-6233 Phone: (312) 755-8880 Fax: (312) 755-8890 Web: www.chicagomsdc.org</p> <p>Chicago Urban League 4510 S. Michigan Ave. Chicago, IL 60653 Phone: (773) 285-5800 Fax: (773) 285-7772 Web: www.cul-chicago.org</p> <p>Cosmopolitan Chamber of Commerce 203 N. Wabash, Suite 518 Chicago, IL 60601 Phone: (312) 499-0611 Fax: (312) 332-2688 Web: www.cosmochamber.org</p> <p>Federation of Women Contractors 5650 S. Archer Avenue Chicago, IL 60638 Phone: (312) 360-1122 Fax: (312) 360-0239 Web: www.fwcchicago.com</p> <p>Hispanic American Construction Industry Association (HACIA) 901 West Jackson Boulevard, Suite 205 Chicago, IL 60607 Phone: (312) 666-5910 Fax: (312) 666-5692 Web: www.haciaworks.org</p> <p>Illinois Hispanic Chamber of Commerce 855 W. Adams, Suite 100 Chicago, IL 60607 Phone: (312) 425-9500 Fax: (312) 425-9510 Web: www.ihccbusiness.net</p>
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<p>Latin American Chamber of Commerce 3512 West Fullerton Avenue Chicago, IL 60647 Phone: (773) 252-5211 Fax: (773) 252-7065 Web: www.latinamericanchamberofcommerce.com</p> <p>National Association of Women Business Owners Chicago Chapter 230 E. Ohio, Suite 400 Chicago, IL 60611 Phone: (312) 224-2605 Fax: (312) 6448557 Web: www.nawbochicago.org</p> <p>Rainbow/PUSH Coalition International Trade Bureau 930 E. 50th Street Chicago, IL 60615 Phone: (773) 256-2781 Fax: (773) 373-4104 Web: www.rainbowpush.org</p> <p>Suburban Minority Contractors Association 1250 Grove Ave. Suite 200 Barrington, IL 60010 Phone: (847) 852-5010 Fax: (847) 382-1787 Web: www.suburbanblackcontractors.org</p> <p>Uptown Center Hull House 4520 N. Beacon Street Chicago, IL 60640 Phone: (773) 561-3500 Fax: (773) 561-3507 Web: www.hullhouse.org</p> <p>Women Construction Owners & Executives (WCOE) Chicago Caucus 308 Circle Avenue Forest Park, IL 60130 Phone: (708) 366-1250 Fax: (708) 366-5418 Web: www.wcoeusa.org</p> <p>Women's Business Development Center 8 South Michigan Ave., Suite 400 Chicago, IL 60603 Phone: (312) 853-3477 Fax: (312) 853-0145 Web: www.wbdc.org</p>	<p>Chicago Women in Trades (CWIT) 4425 S. Western Blvd. Chicago, IL 60609-3032 Phone: (773) 376-1450 Fax: (312) 942-0802 Web: www.chicagowomenintrades.org</p> <p>Coalition for United Community Labor Force 1253 W. 63rd Street Chicago, IL 60636 Phone: (773) 863-0283</p> <p>Englewood Black Chamber of Commerce P.O. Box 21453 Chicago, IL 60621</p> <p>South Shore Chamber, Incorporated Black United Funds Bldg. 1813 E. 71st Street Chicago, IL 60649-2000 Phone: (773) 955- 9508</p> <p>United Neighborhood Organization (UNO) 954 W. Washington Blvd., 3rd Floor Chicago, IL 60607 Phone: (312) 432-6301 Fax: (312) 432-0077 Web: www.uno-online.org</p> <p style="text-align: right;"><i>(January 2011)</i></p>
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ATTACHMENT B

(On Bidder/Proposer's Letterhead)

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

Re: Specification _____

Description: _____

(Assist Agency Name and Address)

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:

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

_____ at _____
Name of Company Representative Address/phone

within (10) ten working 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 fifteen (15) working days of your receipt of this letter to:

Monica Cardenas, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 403
Chicago, Illinois 60602

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

Sincerely,

SCHEDULE B: MBE/WBE Affidavit of Joint Venture

All information requested on 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, attach additional sheets. **In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of its current Letter of Certification.**

- I. Name of joint venture: _____
Address: _____
Telephone number of joint venture: _____
- II. Email address: _____
Name of non-MBE/WBE venturer: _____
Address: _____
Telephone number: _____
Email address: _____
Contact person for matters concerning MBE/WBE compliance: _____
- III. Name of MBE/WBE venturer: _____
Address: _____
Telephone number: _____
Email address: _____
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 joint venture partner's share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital, personnel and equipment and share of the costs of bonding and insurance; (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 is 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 details as applicable):

1. Profit and loss sharing: _____
2. Capital contributions:
 - (a) Dollar amounts of initial contribution: _____
 - (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. Costs of bonding (if required for the performance of the contract): _____
6. Costs of insurance (if required for the performance of the contract): _____

C. Provide copies of all written agreements between venturers concerning this project.

D. Identify each current City of Chicago contract and each contract completed during the past two 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:

E. Acquisition and indemnification of payment and performance bonds:

F. Negotiating and signing labor agreements:

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

1. Supervision of field operations: _____
2. Major purchases: _____
3. Estimating: _____
4. Engineering: _____

VIII. Financial Controls of joint venture:

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

B. Identify the "managing partner," if any, and describe the means and measure of his/her compensation:

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?

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.

Trade	Non-MBE/WBE Firm (Number)	MBE/WBE (Number)	Joint Venture (Number)

X. 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 venturer (number) Employed by MBE/WBE venturer

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:

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

[illegible]

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 that 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-3

MBE/WBE to Perform as Subcontractor

Request for Services (Task Order)

Contract #: _____ Project #:

Project Description: _____

From: _____
(Name of Subcontractor)

Please check one: MBE: [] WBE: [] Non-M/WBE: []

To: _____ and the City of Chicago:
(Name of Prime Contractor)

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

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

(Signature of Owner or Authorized Agent)

Name/Title (Print)

Date

Phone

Phone

Schedule D-3
Compliance Plan regarding MBE and WBE Utilization
Request for Services (Task Order)

Contract #: _____ **Project #:** _____

Project Description: _____

In connection with the above captioned contract, I HEREBY DECLARE AND AFFIRM the
I am the _____ and authorized representative of
(Title of Affiant)

Name of Prime Contractor

and that I have personally reviewed the material and facts set forth in and submitted with the
Schedule C-3 regarding Minority Business Enterprise and Women Business Enterprise
(MBE/WBE) to perform as subcontractor. All MBE/WBE firms included in this plan have been
certified as such by the City of Chicago **(Current letter of Certification attached)**.

I. Complete this section for each MBE/WBE participating on the Request for Service.

1. Name of MBE/WBE firm: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation: \$ _____

Percentage of Participation: _____ %

If indirect participation is being used, describe in detail the service that will be performed and/or
goods that will be supplied. Give detailed project information (i.e., project name, description,
type of service that will be performed and/or supplies that are being purchased. Copies of
invoices, bill of sale and cancelled checks must be submitted to the Department of Procurement
Services upon project completion.)

2. Name of MBE/WBE firm: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation: \$ _____

Percentage of Participation: _____ %

If indirect participation is being used, describe in detail the service that will be performed and/or goods that will be supplied. Give detailed project information (i.e., project name, description, type of service that will be performed and/or supplies that are being purchased. Copies of invoices, bill of sale and cancelled checks must be submitted to the Department of Procurement Services upon project completion.)

3. Name of MBE/WBE firm: _____

Address: _____

Contact Person: _____ Phone: _____

Dollar Amount of Participation: \$ _____

Percentage of Participation: _____ %

If indirect participation is being used, describe in detail the service that will be performed and/or goods that will be supplied. Give detailed project information (i.e., project name, description, type of service that will be performed and/or supplies that are being purchased. Copies of invoices, bill of sale and cancelled checks must be submitted to the Department of Procurement Services upon project completion.)

4. Attach additional sheets as needed.

II. Summary of MBE/WBE Proposal:

1. MBE Direct Participation

Name of MBE firm	Dollar Amount	Percent
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
Total MBE Direct Participation	\$ _____	_____%

2. MBE Direct Participation

Name of MBE firm	Dollar Amount	Percent
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
Total MBE Direct Participation	\$ _____	_____%

3. WBE Direct Participation

Name of WBE firm	Dollar Amount	Percent
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
Total WBE Direct Participation	\$ _____	_____%

4. WBE Direct Participation

Name of WBE firm	Dollar Amount	Percent
		_____%
	\$ _____	_____%
	\$ _____	_____%
	\$ _____	_____%
Total WBE Direct Participation	\$ _____	_____%

To the best of my knowledge, information and belief, the facts and representations contained in this schedule are true, and no material facts have been omitted.

The contractor designates the following person as their MBE/WBE Liaison Officer:

Name: _____ Phone Number: _____

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the contractor, to make this affidavit.

Signature of Affiant (Date)

State of _____

County of _____

This instrument was acknowledged before me on _____ (date)

by _____ (name/s of person/s)

as _____ (type of authority, e/g/. officer, trustee, etc.)

of _____ (name of party on behalf of whom instrument was executed).

(Seal)

Signature of Notary Public

MBE/WBE UTILIZATION REPORT

Utilization Report No. _____ Specification No. _____

Contract No. _____

Project Name: _____

STATE OF: _____)

COUNTY (CITY) OF: _____)

In connection with the above-captioned contract:

I HEREBY DECLARE AND AFFIRM that I am the _____
(Title - Print or Type)

and duly authorized representative of _____
(Name of Prime Consultant /Contractor - Print t or Type)

(Address of Prime Consultant/Contractor) (_____) (Phone)

and that the following Minority and Women Business Enterprises have been contracted with, and have furnished, or are furnishing and preparing materials for, and rendering services stated in the contract agreement.

The following Schedule accurately reflects the value of each MBE/WBE sub-agreement and the amounts of money paid to each to date.

MBE/WBE FIRM NAME	GOODS/SERVICES PROVIDED	AMOUNT OF CONTRACT	AMOUNT PAID TO-DATE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Total MBE: \$ _____


Total WBE: \$ _____

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the contractor, to make this affidavit.

Name of Contractor: _____
(Print or Type)

Signature: _____
(Signature of affiant)

Name of Affiant: _____
(Print or Type)

Date: _____ (Print or Type) 

State of _____

County (City) of _____

This instrument was acknowledged before me on _____ (date)

by _____ (name/s of person/s)

as _____ (type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of

whom instrument was executed).

Signature of Notary Public

(Seal)

EXHIBIT 4

ECONOMIC DISCLOSURE STATEMENT (“EDS”) AND AFFIDAVIT AND APPENDIX A EDS ON-LINE INSTRUCTIONS AND EDS TEMPLATE

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 4

ECONOMIC DISCLOSURE STATEMENT (“EDS”) AND AFFIDAVIT AND APPENDIX A EDS ON-LINE INSTRUCTIONS AND EDS TEMPLATE

INSTRUCTIONS FOR COMPLETING ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS) ON-LINE

The Respondent shall complete an online EDS prior to the Response due date. At the discretion of the CPO, a Respondent who does not file an electronic EDS prior to the Response due date, may be found non-responsive and its Response rejected.

If you are unable to complete the online EDS and print a Certificate of Filing prior to the Response due date, the City will accept a paper EDS provided written justification is provided explaining the Respondent's good faith efforts to complete it before the Response due date and the reasons why it could not be completed.

1.1. ONLINE EDS FILING REQUIRED PRIOR TO BID OPENING

The Respondent must complete an online EDS prior to the bid opening date.

A Respondent that does not file an electronic EDS prior to the Response due date will be found non-responsive and its Response will be rejected unless a paper EDS and written justification is submitted with the Response as explained in the above paragraph).

1.2. ONLINE EDS WEB LINK

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Respondent will be provided an EDS number. Respondent should provide this number here:

EDS Number: _____

1.4. ONLINE EDS CERTIFICATION OF FILING

Upon completion of the online submission process, the Respondent will be able to print a hard copy Certificate of Filing. The Respondent should submit the signed Certificate of Filing with its bid. Please insert your Certification of Filing following this page.

A Respondent that does not include a signed Certificate of Filing with its bid must provide it upon the request of the Chief Procurement Officer.

1.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

	1. Invitation number, if you were provided an invitation number.
	2. EDS document from previous years, if available.
	3. Email address to correspond with the Online EDS system.
	4. Company Information:
	a. Legal Name
	b. FEIN/SSN
	c. City of Chicago Vendor Number, if available.
	d. Address and phone number information that you would like to appear on your EDS documents.
	e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company.

1.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

1. Invitation number, if you were provided with an invitation number.
2. Site address that is specific to this EDS.
3. Contact that is responsible for this EDS.
4. EDS document from previous years, if available.
5. Ownership structure, and if applicable, owners' company information:
 - a. % of ownership
 - b. Legal Name
 - c. FEIN/SSN
 - d. City of Chicago Vendor Number, if available.
 - e. Address
6. List of directors, officers, titleholders, etc. (if applicable).

7. For partnerships/LLC/LLP/Joint ventures, etc.:

- a. List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

_____ 8. Contract related information (if applicable):

- a. City of Chicago contract package
- b. Cover page of City of Chicago bid/solicitation package
- c. If EDS is related to a mod, then cover page of your current contract with the City.

_____ 9. List of subcontractors and retained parties:

- a. Name
- b. Address
- c. Fees – Estimated or paid

1.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: "Applicant" means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?

A: "Disclosing Party" means any entity or person submitting an EDS. This includes owners and parent companies

Q: What is an entity or legal entity?

A: "Entity" or "Legal Entity" means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: "Person" means a human being.

Q: Who must submit an EDS?

A. An EDS must be submitted in any of the following three circumstances:

Applicants:	An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.
Entities holding an interest:	Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.
Controlling entities:	Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.

Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user ID?" when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or mail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and deactivate accounts of employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the "Forgot your password?" link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on "Create New" after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on "Create New". Answer (click) "Contract" to "Is this EDS for a contract or an EDS information update?" Click "Fill out EDS", and click on the "Retained Parties" tab. When finished, click on "Ready to Submit."

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the "Online EDS" login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password, and secret question for user authentication, only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on "Vendor Admin, Site Administration." Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.

EXHIBIT 5

**INSURANCE REQUIREMENTS AND CITY OF CHICAGO INSURANCE
CERTIFICATE**

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 5

INSURANCE REQUIREMENTS AND CITY OF CHICAGO INSURANCE CERTIFICATE FOR:

Group A and Group B Chicago Department of Aviation Task Orders

The Consultant must provide and maintain at Consultant's own expense, during the term of the Agreement and during the time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

1. Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

2. Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$5,000,000 landside per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for the Consultant must maintain limits of not less than \$5,000,000 for airside and \$2,000,000 for landside with the same terms herein.

3. Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Consultant must provide Automobile Liability Insurance with limits of not less than \$5,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

Subcontractors performing Services for the Consultant must maintain limits of not less than \$5,000,000 for airside and \$2,000,000 for landside with the same terms herein.

4. Professional Liability (Errors and Omissions)

When any professional consultants perform work in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (5) years.

Subcontractor performing Services for Consultant must maintain limits of not less than \$2,000,000 with the same terms in herein.

5. Valuable Papers

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

6. Property

Consultant is responsible for all loss or damage to City property at full replacement cost.

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

B. ADDITIONAL REQUIREMENTS

The Consultant must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 403, 121 North LaSalle Street 60602 and Chicago Department of Aviation, 10510 Zemke Road, Chicago 60666 original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Consultant must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the City to obtain certificates or other insurance evidence from Consultant is not a waiver by the City of any requirements for Consultant to obtain and maintain the specified coverages. The Consultant must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to stop work until proper evidence of insurance is provided, or the Agreement may be terminated.

The insurance must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

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

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

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

Any insurance or self insurance programs maintained by the City of Chicago do not contribute with insurance provided by the Consultant under the Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this

Agreement given as a matter of law.

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

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

If Consultant or subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

INSURANCE CERTIFICATE FOR:

Named Insured: _____ Specification #: _____

Consultant must provide and maintain at their own expense, during the term of the Agreement and endorsements indicated below have been issued to return and perform any of the operation described within the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

Type of Insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
General Liability <input type="checkbox"/> Claims made <input type="checkbox"/> Occurrence <input type="checkbox"/> Premise-Operations <input type="checkbox"/> Explosion/Collapse Underground <input type="checkbox"/> Products/Completed-Operations <input type="checkbox"/> Blanket Contractual <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution				CSL Per Occurrence \$
				General Aggregate \$
				Products/Completed Operations Aggregate \$
Automobile Liability				CSL Per Occurrence \$
<input type="checkbox"/> Excess Liability <input type="checkbox"/> Umbrella Liability				Each Occurrence \$
Worker's Compensation and Employer's Liability				Statutory/Illinois Employers Liability \$
Builders Risk/Course of Construction				Amount of Contract
Professional Liability				\$
Owner Contractors Protective				\$
Other				\$

- a) Each Insurance policy required by this agreement, excepting policies for worker's compensation and professional liability will read:
 "The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago."
 b) The General Automobile and Excess/Umbrella Liability Policies described provide for severability of Interest (cross liability) applicable to the named insured and the City.
 c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.
 d) The receipt of this certificate by the City does not constitute agreement by the City that the insurance requirements in the contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice

Certificate Holder/Additional Insured

City of Chicago
 Procurement Department
 121 N. LaSalle St., #403
 Chicago, IL 60602

Signature of Authorized Rep. _____

Agency/Company: _____

Address: _____

Telephone: _____

For City use only

Name of City Department requesting certificate: (Using Dept.) _____

Address: _____ ZIP Code: _____ Attention: _____

EXHIBIT 5

INSURANCE REQUIREMENTS AND CITY OF CHICAGO INSURANCE CERTIFICATE FOR:

Group A and Group B O'Hare Modernization Program Task Orders

Consultants must furnish the City of Chicago, Chicago Department on Aviation, O'Hare Modernization Program, 10510 West Zemke Road, Chicago, 60666, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Consultants must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached as Exhibit-) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the City to obtain certificates or other insurance evidence from Consultants is not a waiver by the City of any requirements for the Consultants to obtain and maintain the specified coverages. Consultants must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultants of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

The insurance must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

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

Consultant agrees that insurers waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents or representatives.

If Consultants are a joint venture or a LLC, the insurance policies must name the joint venture or a LLC as a named insured.

The coverages and limits furnished by Consultants in no way limit the Consultants' liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Consultants under this Agreement.

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

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

If Consultants or subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

C. PROJECT PROFESSIONAL LIABILITY

The City has purchased a Project Professional Policy covering acts, errors or omissions of the Consultant, its subcontractors and other architects, engineers, construction managers, program managers, project managers, and other professionals, at the City's discretion, related to the Services performed on the Project.

The policy has a limit of liability of \$50,000,000 each claim and policy term aggregate with a deductible of \$350,000 each claim. The policy is for a term of five (5) years and provides five (5) years of extended reporting period. The City of Chicago may, at its option extend the policy past its expiration, terminate the policy prior to expiration or not renew the policy at expiration. If coverage is not extended or if the policy is terminated or not renewed, the Consultant and each subcontractor must provide evidence of Professional/Environmental Liability insurance as required above covering all Services in connection with this Agreement.

The City of Chicago will provide a certificate of insurance to Consultant and all of its' subcontractors insured under the policy. Upon extension of the policy, revised certificates of insurance will be issued.

The City of Chicago, as trustee, has established a deductible fund, to satisfy all deductible obligations of the Consultant, its subcontractors and other architects, engineers, construction managers, program managers, project managers, and other professionals covered under the Project Professional and Environmental Liability policy. The City will withhold three quarters (3/4%) of one percent of each pay out to each firm or entity insured under the policy to fund the deductible obligations. Once all deductible obligations have been satisfied under the policy, the City will refund the remaining proceeds proportionately to each firm or entity in relationship to the amount which each firm or entity contributed.

INSURANCE CERTIFICATE OF COVERAGE

Named Insured: _____ Specification #: _____

Address: _____ RFP: _____

(Number and Street)

Project #:

Contract #:

(City)

(State)

(ZIP)

Description of Operation/Location

The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the City of Chicago. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the City of Chicago at the address shown on this Certificate. This certificate is issued to the City of Chicago in consideration of the contract entered into with the named insured, and it is mutually understood that the City of Chicago relies on this certificate as a basis for continuin⁹ such a⁹reement with the named insured:

Type of Insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
General Liability <input type="checkbox"/> Claims made <input type="checkbox"/> Occurrence <input type="checkbox"/> Premise-Operations <input type="checkbox"/> Explosion/Collapse Underground <input type="checkbox"/> Products/Completed-Operations <input type="checkbox"/> Blanket Contractual <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution				CSL Per Occurrence \$
				General Aggregate \$
				Products/Completed Operations Aggregate \$
Automobile Liability				CSL Per Occurrence \$
<input type="checkbox"/> Excess Liability <input type="checkbox"/> Umbrella Liability				Each Occurrence \$
Worker's Compensation and Employer's Liability				Statutory/Illinois Employers Liability \$
Builders Risk/Course of Construction				Amount of Contract
Professional Liability				\$
Owner Contractors Protective				\$
Other				\$

- a) Each Insurance policy required by this agreement, excepting policies for worker's compensation and professional liability, will read: "The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago."
- b) The General Automobile and Excess/Umbrella Liability Policies described provide for severability of Interest (cross liability) applicable to the named insured and the City.
- c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.
- d) The receipt of this certificate by the City does not constitute agreement b the City that the insurance requirements in the contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice

Certificate Holder/Additional Insured

City of Chicago
Procurement Department
121 N. LaSalle St., #403
Chicago, IL 60602

Signature of Authorized Rep. _____

Agency/Company: _____

Address: _____

Telephone: _____

For City use only

Name of City Department requesting certificate: (Using Dept.) _____

Address: _____ ZIP Code: _____ Attention: _____

EXHIBIT 6

SAMPLE PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

Specification No.:

P.O. No.:

Vendor

No.:

PROFESSIONAL SERVICES AGREEMENT

BETWEEN

**THE CITY OF CHICAGO
DEPARTMENT OF AVIATION**

AND

CONSULTANT



FOR

**ARCHITECTURE AND ENGINEERING SERVICES FOR THE
CHICAGO AIRPORT SYSTEM**

**RAHM I. EMANUEL
MAYOR**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**

ARCHITECTURE AND ENGINEERING SERVICES FOR THE CHICAGO AIRPORT SYSTEM

Specification No. 98030

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EXHIBITS

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation
Exhibit 3	MBE/WBE Special Conditions and Schedules
Exhibit 4	Economic Disclosure Statement and Affidavit
Exhibit 5	Insurance Requirements and Evidence of Insurance
Exhibit 6	Key Personnel

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into as of the ____ day of _____, 2011, by and between _____ ("Consultant"), and the City of Chicago, a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, acting through its Department of Aviation, ("City"), at Chicago, Illinois.

The City and Consultant agree as follows:

TERMS AND CONDITIONS

Article 1. DEFINITIONS

1.1 Definitions

The following words and phrases have the following meanings for purposes of this Agreement:

"Additional Services" means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Section 2.1 and Exhibit 1, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Department require the approval by the City through a formal amendment pursuant to Section 9.3 of this Agreement before Consultant is obligated to perform those Additional Services and before the City becomes obligated to pay for those Additional Services.

"Agreement" means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

"Business Day" means any day that the entire City is open and performing business functions.

"CPO" means the Chief Procurement Officer of the City of Chicago and any representative duly authorized in writing to act on the Chief Procurement Officer's behalf.

"Calendar Day" means every day shown on the calendar including Saturdays, Sundays and holidays.

"Commissioner" means the Commissioner of the Department of Aviation

"Construction Manager" means the entity(ies) that the City has retained to provide construction management services for Department projects.

"Department" means the Department of Aviation ("CDA") and/or the O'Hare Modernization Program ("OMP").

"Master Civil Engineer" ("MCE") means a consultant retained by the City, under a separate contract, to provide engineering services and general management as directed by the Commissioner.

"Program Manager" or "PMO" means the entity(ies) that the City has retained to provide overall management services for the OMP.

"Services" means, collectively, the services, duties and responsibilities described in Article 2 and Exhibit 1 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"Subcontractor" means any person or entity with whom Consultant contracts to provide any part of the Services, and all subcontractors and subconsultants of any tier, including suppliers and material persons, whether or not in privity with Consultant.

1.2 Interpretation

- (a) The term **"include"** (in all its forms) means "includes, without limitation" unless the context clearly states otherwise.
- (b) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- (c) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- (d) Any headings preceding the text of the Articles and Sections of this Agreement, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- (e) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- (f) All references to a number of days mean Calendar Days, unless indicated otherwise.

1.3 Order of Precedence of Component Parts

In the event of any conflict or inconsistency between the terms set forth in Articles 1 through 11 of this Agreement and the terms set forth in the Exhibits, including the Attachments to the Exhibits, the terms contained in Articles 1 through 11 will take precedence over the terms contained in the Exhibits and their Attachments, except to the extent the conflicting or inconsistent terms in the Exhibits or Attachments are more favorable to the City.

Any terms or matters set forth in either Exhibit 1 or Exhibit 2, including the Attachments to the Exhibits, that do not exclusively pertain to defining the Services Consultant is to perform, the Key Personnel, the time limits for Consultant's performance, the insurance requirements, and the compensation schedule for Consultant are of no effect as to this Agreement.

Regardless of whether the City has purported to approve such non-pertinent terms or matters, they are not binding on the City, except to the extent that they would diminish the City's obligations under this Agreement or increase Consultant's obligations or liabilities under this Agreement.

1.4 Incorporation of Exhibits

The following attached Exhibits are made a part of this Agreement:

- Exhibit 1 Scope of Services
- Exhibit 2 Schedule of Compensation
- Exhibit 3 MBE/WBE Special Conditions and Schedules
- Exhibit 4 Economic Disclosure Statement and Affidavit
- Exhibit 5 Insurance Requirements and Evidence of Insurance
- Exhibit 6 Key Personnel
- Exhibit 7 City of Chicago Travel Guidelines

Article 2. DUTIES AND RESPONSIBILITIES OF CONSULTANT

2.1 Scope of Services and Time Limits for Performance

This description of Services is intended to be general in nature and is neither a complete description of Consultant's Services nor a limitation on the Services that Consultant is to provide under this Agreement. Consultant must provide the Services in accordance with the standards of performance set forth in Section 2.3. The Services that Consultant must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

2.2 Deliverables

In carrying out its Services, Consultant must prepare or provide to the City various Deliverables. **“Deliverables”** include work product, produced by Consultant, including without limitation written reviews, reports, recommendations, charts, analysis, designs, plans, specifications, drawings, or other similar products.

The City may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the City made this Agreement. If the City determines that Consultant has failed to comply with the foregoing standards, the City has 30 days from the discovery to notify Consultant of its failure. If Consultant does not correct the failure within 30 days after receipt of notice from the City specifying the failure, then the City, by written notice, may treat the failure as a default of this Agreement under Section 8.1.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose for the benefit of the City and when consented to in advance by the City. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Consultant of its commitments under this Agreement.

2.3 Standard of Performance

Consultant must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a licensed professional consultant in the community performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Consultant acknowledges that it is entrusted with or has access to valuable and confidential information and records of the City and only with respect to that information only, Consultant agrees to be held to the standard of care of a fiduciary.

Consultant must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Consultant must provide the City copies of any such licenses. Consultant remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Consultant or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Department and delivered in a timely manner consistent with the requirements of this Agreement.

If Consultant fails to comply with the foregoing standards, Consultant must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the City does not relieve Consultant of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the City's rights against Consultant either under this Agreement, at law or in equity.

Consultant shall not have control over, or charge of, and shall not be responsible for, construction means, methods, schedules, or delays, or for safety precautions and programs in connection with its Services.

To the extent they exist, City shall furnish structural, mechanical, chemical, air, and water pollution and hazardous materials tests, and other laboratory and environmental tests, inspections, and reports required by law or by authorities having jurisdiction over any work, or reasonably requested by Consultant.

In the event Consultant's Services include any remodeling, alteration, or rehabilitation work, City acknowledges that certain design and technical decisions shall be made on assumptions based on available documents and visual observations of existing conditions.

2.4 Design to Budget

The Consultant shall perform Services so as to permit the award of construction contracts to the lowest responsive and responsible bidder, using publicly advertised competitive bidding procedures, for the construction of the Project at a price that does not exceed the estimated construction contract price of ("Target Price"). This Target Price may be revised as necessary based on Consultant's opinion of probable cost for construction of the Project and the Basis of Design.

Consultant is obligated to advise the City if, at any time, Consultant finds that its design will result in construction costs that will exceed, or is likely to exceed, the Target Price. Upon receipt of such information, the City will review Consultant's analysis.

2.5 Personnel

- (a) **General.** Consultant must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned to perform the Services. The level of staffing may be revised from time to time by notice in writing from Consultant to the City and with written consent of the Commissioner, which consent the Commissioner will not withhold unreasonably.
- (b) **Key Personnel.** In selecting Consultant for this Agreement the City relied on the qualifications and experience of those persons identified by Consultant by name as performing the Services ("Key Personnel"). Consultant must not reassign or replace Key Personnel without the written consent of the Commissioner, which consent the Commissioner will not unreasonably withhold. The Commissioner may at any time in writing notify Consultant that the City will no longer accept performance of Services under this Agreement by one or more Key Personnel. Upon that notice Consultant must immediately suspend the

services of such person(s) and provide a replacement of comparable qualifications and experience who is acceptable to the Commissioner. Consultant's Key Personnel are identified in Exhibit 6.

- (c) **Salaries and Wages.** Consultant and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll reductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Consultant underpays any such salaries or wages, the Comptroller for the City may withhold, out of payments due to Consultant, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Consultant to the respective employees to whom they are due. The parties acknowledge that this Section 2.4 is solely for the benefit of the City and that it does not grant any third party beneficiary rights.
- (d) **Prevailing Wages.** To the extent that laborers, workers or mechanics are utilized to provide Services, Consultant must comply, and must cause all of the subcontractors to comply and insert appropriate provisions in their contract, with 820 ILCS 130/10.01 *et seq.* regarding the payment of the general prevailing rate of hourly wage for all laborer, workers and mechanics employed by or on behalf of Consultant and all subcontractors in connection with any and all Services. Prevailing wages in effect at the time Services are performed apply without need to amend this Agreement.

2.6 Minority and Women's Business Enterprises Commitment

In the performance of this Agreement, including the procurement and lease of materials or equipment, Consultant must abide by the minority and women's business enterprise commitment requirements of the Municipal Code of Chicago, ch. 2-92, Sections 2-92-420 *et seq.* (1990), except to the extent waived by the Chief Procurement Officer and the Special Conditions Regarding MBE/WBE Commitment set forth in Exhibit 3. Consultant's completed Schedules C-3 and D-3 in Exhibit 3, evidencing its compliance with this requirement, are a part of this Agreement, upon acceptance by the Chief Procurement Officer. Consultant must utilize minority and women's business enterprises at the greater of the amounts listed in those Schedules C-3 and D-3 or the percentages listed in them as applied to all payments received from the City.

2.7 Insurance

Consultant must provide and maintain at Consultant's own expense, during the term of this Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified in Exhibit 5 of this Agreement, insuring all operations related to this Agreement.

2.8 Indemnification

- (a) Consultant must defend, indemnify, keep and hold harmless the City, its officers, representatives, elected and appointed officials, agents and employees from and against any and all Losses, including those related to:

- (i) injury, death or damage of or to any person or property;
 - (ii) any infringement or violation of any property right (including any patent, trademark or copyright);
 - (iii) Consultant's failure to perform or cause to be performed Consultant's covenants and obligations as and when required under this Agreement, including Consultant's failure to perform its obligations to any Subcontractor;
 - (iv) the City's exercise of its rights and remedies under Section 8.2 of this Agreement; and
 - (v) injuries to or death of any employee of Consultant or any Subcontractor under any workers compensation statute.
- (b) "**Losses**" means, individually and collectively, liabilities of every kind, including losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys' fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, only if they arise out of or relate to Consultant's breach of this Agreement or to Consultant's negligent or otherwise wrongful acts or omissions or those of its officers, agents, employees, consultants, Subcontractors or licensees.
- (c) At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.
- (d) To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision (such as, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code, any other statute or judicial decision.
- (e) The indemnities in this section survive expiration or termination of this Agreement for matters occurring or arising during the term of this Agreement or as the result of or during Consultant's performance of Services beyond the term. Consultant acknowledges that the requirements set forth in this section to indemnify, keep and save harmless and defend the City are apart from and not limited by the Consultant's duties under this Agreement, including the insurance requirements in Exhibit 5 of this Agreement.

2.9 Ownership of Documents

Except as otherwise agreed to in advance by the Commissioner in writing, all Deliverables, data, findings or information in any form prepared or provided by Consultant or provided by City under this Agreement are property of the City, including (as provided in 2.10 below) all copyrights inherent in them or their preparation. During performance of its Services, Consultant is responsible for any loss or damage to the Deliverables, data, findings or information while in

Consultant's or any Subcontractor's possession. Any such lost or damaged Deliverables, data, findings or information must be restored at Consultant's expense. If not restorable, Consultant must bear the cost of replacement and of any loss suffered by the City on account of the destruction. Notwithstanding the foregoing, Consultant shall retain all rights to its standard details and specifications and proprietary software, and nothing in this section shall be construed to be a transfer of rights, which are not owned by Consultant.

2.10 Copyright Ownership

- (a) Consultant and the City intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the City's instance and expense under this Agreement are conclusively considered "**works made for hire**" within the meaning and purview of Section 101 of the United States Copyright Act, 17 US. C. § 101 *et seq.*, and that the City will be the sole copyright owner of the Deliverables and of aspects, elements and components of them in which copyright can subsist, and which are owned and transferable by, and of all rights to apply for copyright registration or prosecute any claim of infringement. To the extent that any Deliverable does not qualify as a "work made for hire", Consultant hereby irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the City, its successors and assigns, all right, title and interest in and to the copyright and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the City under this Agreement and all goodwill relating to them, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Notwithstanding the foregoing, Consultant shall retain all rights to its standard details and specifications and proprietary software, and nothing in this section shall be construed as a transfer of rights, which are not owned by Consultant. Consultant shall have no liability or duty whatsoever for any modification or change of the Deliverables or work, without Consultant's direct involvement and consent.
- (b) Consultant will, and will cause all of its subcontractors, employees, agents and other persons within its control to, execute all documents and perform all acts that the City may reasonably request in order to assist the City in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the City. Consultant warrants to the City, its successors and assigns, that, on the date of delivery, except as expressly stated otherwise in writing to the Commissioner or before that date: (a) Consultant will be the lawful owner of good and marketable title in and to the copyrights for the Deliverables it prepared, (b) Consultant will have the legal rights to fully assign the copyrights, (c) Consultant will not assign any copyrights and will not grant any licenses, exclusive or nonexclusive, to any other party (except pursuant to (3) below), (d) Consultant is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables, (e) the deliverables will be complete, entire and comprehensive within the standard of performance under Section 2.02 of this Agreement, and (f) the Deliverables will constitute works of original authorship. Notwithstanding the foregoing, Consultant shall retain all rights to its standard details and specifications and proprietary software, and nothing in this section shall be construed as a transfer of rights, which are not owned by Consultant.
- (c) **Patents.** If any invention, improvement, or discovery of the Consultant or its Subcontractors is conceived or first actually reduced to practice during performance of or under this Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Consultant must notify the City immediately and provide the City a detailed report regarding such invention, improvement, or

discovery. If the City or the Federal Government determines that patent protection for such invention, improvement, or discovery should be sought, Consultant agrees to seek patent protection for such invention, improvement, or discovery and to fully cooperate with the City and the Federal Government throughout the patent process. The Consultant must transfer to the City, at no cost, the patent in any invention, improvement, or discovery developed under this Agreement and any patent rights to which the Consultant purchases ownership with funds provided to it under this Agreement.

- (d) **Indemnity.** Without limiting any of its other obligations under this Agreement and in addition to any other obligations to indemnify under this Agreement, Consultant must, upon request by the City indemnify, save, and hold harmless the City, the Federal Government and their respective officers, agents, and employees acting within the scope of their original duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Consultant of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use or disposition of any Deliverables furnished under the Agreement. The Consultant is not required to indemnify the City or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the City or Federal Government Standard of Performance. Consultant will have no liability to the City for losses arising out of any use by or through the City of Deliverables prepared by Consultant pursuant to this Agreement for any project or purpose other than the project or purpose for which they were prepared.

2.11 Records and Audits

(a) Records

- (i) Consultant must deliver or cause to be delivered to the City all documents, including all Deliverables prepared for the City under the terms of this Agreement, to the City promptly in accordance with the time limits prescribed in this Agreement, and if no time limit is specified, then upon reasonable demand for them or upon termination or completion of the Services under this Agreement. In the event of the failure by Consultant to make such delivery upon demand, then and in that event, Consultant must pay to the City any damages the City may sustain by reason of Consultant's failure.
- (ii) Consultant must maintain any such records including Deliverables not delivered to the City or demanded by the City for a period of 5 years after the final payment made in connection with this Agreement. Consultant must not dispose of such documents following the expiration of this period without seeking authorization to dispose of the documents and receiving written approval from the City, utilizing the process established in Article 10.

(b) Audits

- (i) Consultant and any of Consultant's Subcontractors must furnish the Department with all information that may be requested pertaining to the performance and cost of the Services. Consultant must maintain records showing actual time devoted and costs incurred. Consultant must keep books, documents, paper, records and accounts in connection with the Services open to audit, inspection, copying, abstracting and transcription and must make these records available to the City and any other interested governmental agency, at reasonable times during the performance of its Services.

- (ii) To the extent that Consultant conducts any business operations separate and apart from the Services required under this Agreement using, for example, personnel, equipment, supplies or facilities also used in connection with this Agreement, then Consultant must maintain and make similarly available to the City detailed records supporting Consultant's allocation to this Agreement of the costs and expenses attributable to any such shared usages.
- (iii) Consultant must maintain its books, records, documents and other evidence and adopt accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and to be anticipated to be incurred for or in connection with the performance of this Agreement. This system of accounting must be in accordance with generally accepted accounting principles and practices, consistently applied throughout.
- (iv) No provision in this Agreement granting the City a right of access to records and documents is intended to impair, limit or affect any right of access to such records and documents which the City would have had in the absence of such provisions.
- (v) The City may in its sole discretion audit the records of Consultant or its Subcontractors, or both, at any time during the term of this Agreement or within five years after the Agreement ends, in connection with the goods, work, or services provided under this Agreement. Each calendar year or partial calendar year is considered an "audited period". If, as a result of such an audit, it is determined that Consultant or any of its Subcontractors has overcharged the City in the audited period, the City will notify Consultant. Consultant must then promptly reimburse the City for any amounts the City has paid Consultant due to the overcharges and also some or all of the cost of the audit, as follows:
 - A. If the audit has revealed overcharges to the City representing less than 5% of the total value, based on the Agreement prices, of the goods, work, or services provided in the audited period, then the Consultant must reimburse the City for 50% of the cost of the audit and 50% of the cost of each subsequent audit that the City conducts;
 - B. If, however, the audit has revealed overcharges to the City representing 5% or more of the total value, based on the Agreement prices, of the goods, work, or services provided in the audited period, then Consultant must reimburse the City for the full cost of the audit and of each subsequent audit.

Failure of Consultant to reimburse the City in accordance with Section A or B above is an event of default under Section 8.1 of this Agreement, and Consultant will be liable for all of the City's costs of collection, including any court costs and attorney's fees.

2.12 Confidentiality

- (a) All Deliverables and reports, data, findings or information in any form prepared, assembled or encountered by or provided by Consultant under this Agreement are property of the City and are confidential, except as specifically authorized in this Agreement or as may be required by law. Consultant must not allow the Deliverables to be made available to any other individual or organization without the prior written consent of the City. Further, all documents and other information provided to Consultant by the City are confidential and

must not be made available to any other individual or organization without the prior written consent of the City. Consultant must implement such measures as may be necessary to ensure that its staff and its Subcontractors are bound by the confidentiality provisions in this Agreement.

- (b) Consultant must not issue any publicity news releases or grant press interviews, and except as may be required by law during or after the performance of this Agreement, disseminate any information regarding its Services or the project to which the Services pertain without the prior written consent of the Commissioner.
- (c) If Consultant is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data or documents which may be in Consultant's possession by reason of this Agreement, Consultant must immediately give notice to the Commissioner and the Corporation Counsel for the City with the understanding that the City will have the opportunity to contest such process by any means available to it before the records, data or documents are submitted to a court or other third party. Consultant, however, is not obligated to withhold the delivery beyond the time ordered by the court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended.

2.13 LEED

As part of the Department's goal to incorporate environmentally sustainable design in building and infrastructure improvements, Consultant is required to provide a Leadership in Energy and Environmental Design ("LEED") accredited professional on its staff to assist with design. In entering into an Agreement with Consultant, the City may rely on Consultant's representation that the individual identified on the Key Personnel List, Exhibit 6 (either one of the Key Personnel listed or additional staff member identified) as a LEED accredited design professional either possesses a current Accredited Professional Certificate issued by the U.S. Green Building Council ("USGBC") or is in the process of being so certified by the USGBC. (It is strongly encouraged by the Department that all participants be LEED Accredited.) If the individual was not yet certified by the USGBC as of the Effective Date (as defined herein), the individual must be certified no later than 90 days after the Effective date or be replaced with a design professional that is so certified. A copy of the individual's LEED certificate must be provided to the Department upon request. Failure of the Consultant to comply with the foregoing or failure to maintain at all times thereafter at least one design professional with current LEED certification as a Key Personnel will constitute an Event of Default. Consultant must reference the "Chicago Department of Aviation Sustainable Airport Manual, Version 2.0", evaluate all available options and make formal recommendations to the Department for approval, evaluate all available options and make formal recommendations to the Department for approval. Consultant must then implement and oversee the measures approved by the Department. Consultant shall implement best management practices for each project, subject to approval by the City. The manual can also be viewed at the Department office.

2.14 Assignments and Subcontracts

Consultant must not assign, delegate or otherwise transfer all or any part of its rights or obligations under this Agreement or any part of it, unless otherwise provided for in this Agreement or without the express written consent of the Chief Procurement Officer and the Department. The absence of such a provision or written consent voids the attempted assignment,

delegation or transfer and is of no effect as to the Services or this Agreement. No approvals given by the Chief Procurement Officer operate to relieve Consultant of any of its obligations or liabilities under this Agreement.

All subcontracts and all approvals of Subcontractors are, regardless of their form, considered conditioned upon performance by the Subcontractor in accordance with the terms and conditions of this Agreement. If any Subcontractor fails to observe or perform the terms and conditions of this Agreement to the satisfaction of the Department, the City has the absolute right upon written notification to immediately rescind approval and to require the performance of this Agreement by Consultant personally or through any other City-approved Subcontractor. Any approval for the use of Subcontractors in the performance of the Services under this Agreement under no circumstances operates to relieve Consultant of any of its obligations or liabilities under this Agreement.

Consultant, upon entering into any agreement with a Subcontractor, must furnish upon request of the Chief Procurement Officer or the Department a copy of its agreement. All subcontracts must contain provisions that require the Services be performed in strict accordance with the requirements of this Agreement, provide that the Subcontractors are subject to all the terms of this Agreement and are subject to the approval of the Department and the Chief Procurement Officer. If the agreements do not prejudice any of the City's rights under this Agreement, such agreements may contain different provisions than are provided in this Agreement with respect to extensions of schedule, time of completion, payments, guarantees and matters not affecting the quality of the Services. This Agreement shall become part of all agreements Consultant enters into with Subcontractors and is deemed included therein by this reference.

Consultant must not transfer or assign any funds or claims due or to become due under this Agreement without the prior written approval of the Chief Procurement Officer. The attempted transfer or assignment of any funds, either in whole or in part, or any interest in them, which are due or to become due to Consultant under this Agreement, without such prior written approval, has no effect upon the City.

Under the Municipal Code of Chicago, Ch. 2-92, Section 2-92-245, the Chief Procurement Officer may make direct payments to Subcontractors for Services performed under this Agreement. Any such payment has the same effect as if the City had paid Consultant that amount directly. Such payment by the City to Consultant's Subcontractor under no circumstances operates to relieve Consultant of any of its obligations or liabilities under this Agreement. This section is solely for the benefit of the City and does not grant any third party beneficiary rights.

The City reserves the right to assign or otherwise transfer all or any part of its interests under this Agreement to any successor.

2.15 Subcontractor Payments

The Consultant must report payments to Subcontractors on a monthly basis in the form of an electronic audit. Upon the first payment issued by the City to the Consultant for services performed, on the first day of each month and every month thereafter, email and/or fax audit notifications will be sent to the Consultant with instructions to report payments to Subcontractors that have been made in the prior month. This information 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.

Once the Consultant has reported payments made to each Subcontractor, including zero dollar

amount payments, the Subcontractor will receive an email and/or fax notification requesting that they log into the system and confirm payments received.

All monthly confirmations must be reported on or before the twentieth (20th) day of each month. Consultant and Subcontractor reporting to the C2 system must be completed by the 25th of each month or payments may be withheld.

All contracts between the Consultant and its Subcontractors must contain language requiring the Subcontractors to respond to email and/or fax notifications from the City requiring them to report payments received from the Consultant.

Access to the Certification and Compliance Monitoring System (C2), which is a web based reporting system, can be found at: <https://chicago.mwdbe.com>

(Note: All payments to Subcontractors can be reported via this site regardless of whether **they** are MBE/WBE/DBE or non-certified entities.)

If a Subcontractor has satisfactorily performed in accordance with the requirements of the Contract, Consultant must pay Subcontractor for such work, services, or materials within fourteen (14) calendar days of Consultant receiving payment from the City. Failure to comply with the foregoing will be deemed an event of default.

2.16 Prompt Payment

- (a) Consultant must state the requirements of this prompt payment provision in all subcontracts and Purchase Orders. If Consultant fails to incorporate these provisions in all subcontracts and Purchase Orders, the provisions of this Section 2.15 are determined to be incorporated in all subcontracts and Purchase Orders. Consultant and its Subcontractors have a continuing obligation to make prompt payment to their respective Subcontractors. Compliance with this obligation is a condition of Consultant's participation and that of its Subcontractors on the project.
- (b) Consultant must make payment to its Subcontractors within fourteen (14) days of receipt of payment from the City for each monthly invoice, but only if the Subcontractor has satisfactorily completed its Services in accordance with the Agreement and provided Consultant with all of the documents and information required of Consultant. Consultant may delay or postpone payment for a progress payment when the Subcontractor's Services or materials do not comply with the requirements of the Agreement, and Consultant is acting in good faith and not in retaliation for a Subcontractor exercising legal or contractual rights.
- (c) Consultant must make a final payment to its Subcontractors within fourteen (14) days after the Subcontractor has satisfactorily completed all of its Services. Consultant may delay or postpone payment if the Subcontractor's Services or materials do not comply with the requirements of the Agreement, Consultant has substantial grounds for and has acted reasonably in making the determination, and Consultant is acting in good faith and not in retaliation for a Subcontractor exercising legal or contractual rights.
- (d) Consultant must make payment to Subcontractors so that they receive it within fourteen (14) days of receipt of payment from the City. Payment is deemed received by the Subcontractor at the time of hand delivery by Consultant, or three (3) calendar days after

mailing by Consultant.

- (e) To the extent feasible, to facilitate the flow of information to Subcontractor, the City will post at the Resident Engineer's office a list of Consultant's payment requests, including the Subcontractors identified in them, submitted to the City Comptroller for payment and the date of payments made to Consultant by the City.
- (f) Consultant must not delay or refuse to timely submit pay requests for a Subcontractor's Services or materials. The City may construe such delay or refusal as Consultant's failure to act in good faith. "Timely", in this context, means within thirty (30) days after the portion of the Subcontractor's Services that the Subcontractor has invoiced have been provided or the materials delivered to the City (or off-site, if the Agreement permits payments for off-site delivery). In addition, Consultant must not delay or postpone payment for any undisputed portion of a Subcontractor's invoice or in connection with claims or disputes involving different pay requests on the same project or different projects.
- (g) The City will withhold payment from Consultant when the Commissioner determines that Consultant has not complied with this Section 2.15.
- (h) These provisions do not confer any rights in Subcontractors against the City. Nothing in this section is to be construed to limit the rights of and remedies available to the City.

Article 3. TERM OF PERFORMANCE

3.1 Term of Performance

This Agreement takes effect as of _____ ("**Effective Date**") and continues, except as provided under Section 4.4, or Article 9, for five years. However, if construction of a Project associated with a Task Order, or Services associated with a Task Order, has not been completed upon the expiration of the five years, the contract will continue for the purposes of Services associated with that Task Order until that construction or those Services are complete.

3.2 Timeliness of Performance

- (a) Consultant must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 2.1 and Exhibit 1. **Further, Consultant acknowledges that TIME IS OF THE ESSENCE and that the failure of Consultant to comply with the time limits described in this Section 3.2 may result in economic or other losses to the City.** Notwithstanding the foregoing, in no event shall Consultant be responsible or liable for losses or damages resulting from delays due to causes beyond its reasonable control.
- (b) Neither Consultant nor Consultant's agents, employees or Subcontractors are entitled to any damages from the City, nor is any party entitled to be reimbursed by the City, for damages, charges or other losses or expenses incurred by Consultant by reason of delays or hindrances in the performance of the Services, whether or not caused by the City.

3.3 Agreement Extension Option

The Chief Procurement Office may exercise the City's unilateral right to extend this Agreement following the expiration of the current Agreement term for a period of no more than one hundred eighty one (181) calendar days, for the purpose of providing continuity of service while procuring a replacement Agreement.

The Chief Procurement Officer will give the Consultant notice of the City's intent to exercise this option at any time before the Agreement expires. This extension will be under the same terms and conditions as this original Agreement, by notice in writing to Consultant.

Article 4. COMPENSATION

4.1 Basis of Payment

The City will pay Consultant according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of the Services.

4.2 Method of Payment

Consultant must submit monthly invoices (in triplicate) to the City for labor and other direct costs as billed, as outlined in the Schedule of Compensation in Exhibit 2. The invoices must be in such detail as the City requests. The City will process payment within 60 days after receipt of invoices and all supporting documentation necessary for the City to verify the Services provided under this Agreement.

The reasonableness, allocability, and allowability of any costs and expenses charged by Consultant under this Agreement will be determined by the Chief Procurement Officer and the Commissioner in their sole discretion.

In the event of a dispute between Consultant and the City as to whether any particular charge will be paid, or as to whether the amount of such charge is reasonable, allocable to the Services, or allowable, Consultant must, and the Department may, jointly or individually, refer such dispute to the Chief Procurement Officer for resolution in accordance with the Disputes section of this Agreement.

4.3 Funding

The source of funds for payments under this Agreement is Fund number _____. Payments under this Agreement must not exceed \$_____ without a written amendment in accordance with Section 9.3

4.4 Non-Appropriation

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under this Agreement, then the City will notify Consultant in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will

be made to Consultant except that no payments will be made or due to Consultant under this Agreement beyond those amounts appropriated and budgeted by the City to fund payments under this Agreement.

4.5 Electronic Ordering and Invoices

Consultant shall cooperate in good faith with the City in implementing electronic ordering and invoicing, including but not limited to catalogs, purchase orders, releases, and invoices. Consultant shall accept electronic purchase orders and releases upon request of the Chief Procurement Officer. Consultant shall provide the City electronic catalogs, copies of invoices and other electronic documents upon request. The electronic ordering and invoice documents shall be in a format specified by the City and transmitted by an electronic means specified by the City. Such electronic means may include, but are not limited to, disks, e-mail, EDI, FTP, web sites, and third party electronic services. The Chief Procurement Officer reserves the right to change the document format and/or the means of transmission upon written notice to the Consultant. Consultant shall ensure that the essential information, as determined by the Chief Procurement Officer, in the electronic document, corresponds to that information submitted by the Consultant in its paper documents. The electronic documents shall be in addition to paper documents required by this Agreement, however, by written notice to the Consultant the Chief Procurement Officer may deem any or all of the electronic ordering and invoice documents the official documents and/or eliminate the requirement for paper ordering and invoice documents.

4.6 Invoices

This contract is subject to Centralized Invoice Processing ("CIP"). Invoices must be submitted directly to the Comptroller's office by US Postal Service mail to the following address:

INVOICES
City of Chicago, Office of the City Comptroller
33 N. LaSalle St., Room 700
Chicago, IL 60602

OR

Via email to: INVOICES@cityofchicago.org with the word INVOICE in the subject line.

All invoices must be signed, marked "original," and include the following information or payment will be delayed:

- Invoice number and date
- Contract/Purchase Order number
- Blanket Release number (if applicable)
- Vendor name and/or number
- Remittance address
- Name of City Department that ordered the goods or services
- Name and phone number of your contact at the ordering department
- Invoice quantities, commodity codes, description of deliverable(s)
- Amount due
- Receipt number (provided by the ordering department after delivery of goods/services)

Invoice quantities, service description, unit of measure, pricing and/or catalog information must correspond to the terms of the Bid Page(s).

If applicable, if invoicing Price List/Catalog items, indicate Price List/Catalog number, item number, Price List/Catalog date, and Price List/Catalog page number on the invoice.

Invoices for over-shipments or items with price/wage escalations will be rejected unless the Contract includes a provision for such an adjustment.

Freight, handling and shipping costs are not to be invoiced; deliveries are to be made F.O.B., City of Chicago. As stated the City of Chicago is exempt from paying State of Illinois sales tax and Federal excise taxes on purchases.

If required, Subcontractor Payment Certification forms must be mailed to the department that ordered the goods or services.

Article 5. DISPUTES

Except as otherwise provided in this Agreement, Consultant must and the City may bring any dispute arising under this Agreement which is not resolved by the parties to the Chief Procurement Officer for decision based upon the written submissions of the parties. (A copy of the "Regulations of the Department of Procurement Services for Resolution of Disputes between Consultant's and the City of Chicago" is available in City Hall, Room 301, Bid and Bond Room, 121 N. LaSalle Street, Chicago, Illinois 60602). The Chief Procurement Officer will issue a written decision and send it to the Consultant by mail. The decision of the Chief Procurement Officer is final and binding. The sole and exclusive remedy to challenge the decision of the Chief Procurement Officer is judicial review by means of a common law writ of certiorari.

Article 6. COMPLIANCE WITH ALL LAWS

6.1 Compliance with All Laws Generally

- (a) Consultant must observe and comply with all prevailing interpretations of applicable federal, state, county and municipal laws, statutes, ordinances and executive orders, in effect now or through project completion and whether or not they appear in this Agreement, including those set forth in this Article 6, and Consultant must pay all taxes and obtain all licenses, certificates and other authorizations required by them. Further, Consultant must execute an Economic Disclosure Statement and Affidavit ("**EDS**") in the form attached to this Agreement as Exhibit 4.
- (b) Notwithstanding anything in this Agreement to the contrary, references to a statute or law are considered to be a reference to (i) the statute or law as it may be amended from time to time; (ii) all regulations and rules pertaining to or promulgated pursuant to the statute or law; and (iii) all future statutes, laws, regulations, rules and executive orders pertaining to the same or similar subject matter.

6.2 Nondiscrimination

(a) Consultant

In performing its Services under this Agreement, Consultant must comply with applicable laws prohibiting discrimination against individuals and groups.

(i) Federal Requirements

In performing its Services under this Agreement, Consultant must not engage in unlawful employment practices, such as (1) failing or refusing to hire or discharging any individual, or otherwise discriminating against any individual with respect to compensation or the terms, conditions, or privileges of the individual's employment, because of the individual's race, color, religion, sex, age, handicap/disability or national origin; or (2) limiting, segregating or classifying Consultant's employees or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee, because of the individual's race, color, religion, sex, age, handicap/disability or national origin.

Consultant must comply with, and the procedures Consultant utilizes and the Services Consultant provides under this Agreement must comply with, the Civil Rights Act of 1964, 42 U.S.C. sec. 2000e *et seq.* (1981), as amended and the Civil Rights Act of 1991, P.L. 102-166. Attention is called to: Exec. Order No. 11246, 30 Fed. Reg. 12,319 (1965), reprinted in 42 U.S.C. 2000e note, as amended by Exec. Order No. 11375, 32 Fed. Reg. 14,303 (1967) and by Exec. Order No. 12086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. " 6101-6106 (1981); Age Discrimination in Employment Act, 29 U.S.C. "621-34; Rehabilitation Act of 1973, 29 U.S.C. " 793-794 (1981); Americans with Disabilities Act, 42 U.S.C. '12101 *et seq.*; 41 C.F.R. Part 60 *et seq.* (1990); and all other applicable federal statutes, regulations and other laws.

(ii) State Requirements

Consultant must comply with, and the procedures Consultant utilizes and the Services Consultant provides under this Agreement must comply with, the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* (1990), as amended and any rules and regulations promulgated in accordance with it, including the Equal Employment Opportunity Clause, 44 Ill. Admin. Code' 750 Appendix A. Furthermore, Consultant must comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 *et seq.* (1990), as amended, and all other applicable state statutes, regulations and other laws.

(iii) City Requirements

Consultant must comply with, and the procedures Consultant utilizes and the Services Consultant provides under this Agreement must comply with, the Chicago Human Rights Ordinance, ch. 2-160, Section 2-160-010 *et seq.* of the Municipal Code of Chicago (1990), as amended, and all other applicable City ordinances and rules. Further, Consultant must furnish and must cause each of its Subcontractor(s) to furnish such reports and information as requested by the Chicago Commission on Human Relations.

(b) Subcontractors

Consultant must incorporate all of this Section 6.2 by reference in all agreements entered into with any suppliers of materials, furnisher of services, Subcontractors of any tier, and labor organizations that furnish skilled, unskilled and craft union skilled labor, or that may provide any such materials, labor or services in connection with this Agreement.

6.3 Compliance with the Americans with Disabilities Act and Other Laws Concerning Accessibility

Consultant covenants that all designs, plans and drawings produced or utilized under this Agreement will address and comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.* and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility Standards ("UFAS"); and the Illinois Environmental Barriers Act, 410 ILCS 25/1 *et seq.*, and all regulations promulgated thereunder, *see* Illinois Administrative Code, Title 71, Chapter 1, Section 400.110. If the above standards are inconsistent, Consultant must assure that its designs, plans, and drawings comply with the standard providing the greatest accessibility. Also, Consultant must, prior to construction, review the plans and specifications to insure compliance with these standards. If Consultant fails to comply with the foregoing standards, the City may, without limiting any of its remedies set forth in Section 8.2 or otherwise available at law, in equity or by statute, require Consultant to perform again, at no expense, all Services required to be re-performed as a direct or indirect result of such failure.

6.4 Inspector General and Legislative Inspector General

It is the duty of any bidder, proposer, Consultant, all Subcontractors, and every applicant for certification of eligibility for a City Agreement or program, and all officers, directors, agents, partners and employees of any bidder, proposer, Consultant, Subcontractor or such applicant to cooperate with the Inspector General in any investigation or hearing undertaken pursuant to Chapter 2-56 of the Municipal Code of Chicago. Consultant understands and will abide by all provisions of Chapter 2-56 of the Municipal Code of Chicago. All subcontracts must inform Subcontractors of this provision and require understanding and compliance with it.

It is the duty of any bidder, proposer, Consultant, all Subcontractors, and every applicant for certification of eligibility for a City Agreement or program, and all officers, directors, agents, partners and employees of any bidder, proposer, Consultant, Subcontractor or such applicant to cooperate with the Legislative Inspector General in any investigation or hearing undertaken pursuant to Chapter 2-55 of the Municipal Code of Chicago. Consultant understands and will abide by all provisions of Chapter 2-55 of the Municipal Code of Chicago. All subcontracts must inform Subcontractors of this provision and require understanding and compliance with it.

6.5 Office of Compliance

It is the duty of any bidder, proposer, Consultant, all Subcontractors, and every application for certification of eligibility for a City Agreement or program, and all officers, directors, agents, partners and employees of any bidder, proposer, Consultant or such applicant to cooperate with the Office of Compliance in any investigation or audit pursuant to Chapter 2-26 of the Chicago Municipal Code. The Contractor understands and will abide by all provisions of Chapter 2-26 of the Municipal Code of Chicago. All subcontracts will inform Subcontractors of this provision and require understanding and compliance with it.

6.6 MacBride Ordinance

The City of Chicago through the passage of the MacBride Principles Ordinance seeks to promote

fair and equal employment opportunities and labor practices for religious minorities in Northern Ireland and provide a better working environment for all citizens in Northern Ireland.

In accordance with Section 2-92-580 of the Municipal Code of the City of Chicago, if the primary Consultant conducts any business operations in Northern Ireland, the Consultant must make all reasonable and good faith efforts to conduct any business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390 (1988 Ill. Laws 3220).

The provisions of this Section 6.6 do not apply to Agreements for which the City receives funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles for Northern Ireland, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

6.7 Ineligibility to do Business with the City

Failure by the Consultant any controlling person (as defined in Section 1-23-010 of the Municipal Code of Chicago) thereof to maintain eligibility to do business with the City of Chicago as required by Section 1-23-30 of the Municipal Code of Chicago shall be grounds for termination of this Agreement.

6.8 Disclosure of Ownership Interest in Entities

The Consultant will keep disclosure of ownership interests and other information current as required by Section 2-154-020 of the Municipal Code of Chicago

6.9 Business Relationships with Elected Officials

Pursuant to Section 2-156-030(b) of the Municipal Code of the City of Chicago, it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship.

Violation of Section 2-156-030(b) by any elected official with respect to this Agreement is grounds for termination of this Agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a "**business relationship**" as any contractual or other private business dealing of an official, or his or her spouse, or of any entity in which an official or his or her spouse has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract

purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse with an entity when such spouse has no discretion concerning or input relating to the relationship between that entity and the City.

6.10 Chicago Living Wage Ordinance

- (a) Section 2-92-610 of the Municipal Code of Chicago provides for a living wage for certain categories of workers employed in the performance of City contracts, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers and clerical workers ("**Covered Employees**"). Accordingly, pursuant to Section 2-92-610 and regulations promulgated under it:
 - (i) If Consultant has 25 or more full-time employees, and
 - (ii) If at any time during the performance of this Agreement, Consultant and/or any Subcontractor or any other entity that provides any portion of the Services (collectively "**Performing Parties**") uses 25 or more full-time security guards, or any number of other full-time Covered Employees, then
 - (iii) Consultant must pay its Covered Employees, and must assure that all other Performing Parties pay their Covered Employees, not less than the minimum hourly rate as determined in accordance with this provision (the "**Base Wage**") for all Services performed under this Agreement.
- (b) Consultant's obligation to pay, and to assure payment of, the Base Wage will begin at any time during the term of this Agreement when the conditions set forth in (a)(i) and (a)(ii) above are met, and will continue until the end of the term of this Agreement.
- (c) As of July 1, 2011, the base wage is \$11.18 per hour. Each July 1st the Base Wage will be adjusted, using the most recent federal poverty guidelines for a family of four as published annually by the U.S. Department of Health and Human Services, to constitute the following: the poverty guidelines for a family of four divided by 2000 hours or the current base wage, whichever is higher. At all times during the term of this Agreement, Consultant and all other Performing Parties must pay the Base Wage (as adjusted in accordance with the above). If the payment of prevailing wages is required for Services done under this Agreement, and the prevailing wages for Covered Employees are higher than the Base Wage, then Consultant and all other Performing Parties must pay the prevailing wage rates.
- (d) Consultant must include provisions in all subcontracts requiring its Subcontractors to pay the Base Wage to Covered Employees. Consultant agrees to provide the City with documentation acceptable to the Chief Procurement Officer demonstrating that all Covered Employees, whether employed by Consultant or by a Subcontractor, have been paid the Base Wage, upon the City's request for such documentation. The City may independently audit Consultant and/or Subcontractors to verify compliance with this section. Failure to comply with the requirements of this section will be an event of default under this Agreement, and further, failure to comply may result in ineligibility for any award of a City contract or subcontract for up to 3 years.
- (e) Not-for-Profit Corporations: If Consultant is a corporation having federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and is recognized under Illinois not-for-profit law, then the provisions of Sections (a) through (d) above do not apply.

6.11 Deemed Inclusion

Provisions required by law, ordinances, rules, regulations, or executive orders to be inserted in this Agreement are deemed inserted in this Agreement whether or not they appear in this Agreement or, upon application by either party, this Agreement will be amended to make the insertion; however, in no event will the failure to insert the provisions before or after this Agreement is signed prevent its enforcement.

6.12 Prohibition on Certain Contributions – Mayoral Executive Order No. 2011-4

Consultant agrees that Consultant, any person or entity who directly or indirectly has an ownership or beneficial interest in Consultant of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Consultant's Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Consultant and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall not make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee (i) after execution of this bid, proposal or Agreement by Consultant, (ii) while this Agreement or any Other Contract is executory, (iii) during the term of this Agreement or any Other Contract between Consultant and the City, or (iv) during any period while an extension of this Agreement or any Other Contract is being sought or negotiated.

Consultant represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Consultant or the date the Consultant approached the City, as applicable, regarding the formulation of this Agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Consultant agrees that it shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

Consultant agrees that the Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Consultant agrees that a violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under this Agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Agreement, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Consultant violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Chief Procurement Officer may reject Consultant's bid.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Other Contract" means any other agreement with the City of Chicago to which Consultant is a party that is (i) formed under the authority of chapter 2-92 of the Municipal Code of Chicago; (ii) entered into for the purchase or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved or authorized by the city council.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

Individuals are "Domestic Partners" if they satisfy the following criteria:

- (A) they are each other's sole domestic partner, responsible for each other's common welfare; and
- (B) neither party is married; and
- (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and
- (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and
- (E) two of the following four conditions exist for the partners:
 - 1. The partners have been residing together for at least 12 months.
 - 2. The partners have common or joint ownership of a residence.
 - 3. The partners have at least two of the following arrangements:
 - a. joint ownership of a motor vehicle;
 - b. a joint credit account;
 - c. a joint checking account;
 - d. a lease for a residence identifying both domestic partners as tenants.
 - 4. Each partner identifies the other partner as a primary beneficiary in a will.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

6.13 Environmental Requirements

- (a) **General.** Consultant recognizes that many Federal, State and City laws imposing environmental and resource conservation requirements may apply to this Agreement. Some, but not all, of the major laws that may affect the Agreement include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended 42 U.S.C. §§6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. §§9601 et seq. Consultant also recognizes that U.S. Environmental Protection Agency, U.S. Department of Transportation, the Illinois Environmental Protection Agency, the City and other government agencies have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect this Agreement. Thus, Consultant must adhere to, and impose on its Subcontractors, any and all such requirements as the Federal, State and City governments may now or in the future promulgate. Requirements of particular concern are listed below. Consultant acknowledges that this list does not constitute Consultant's entire obligation to meet all government

environmental and resource conservation requirements. Without limiting Consultant's obligation to impose on its Subcontractors all Federal, State and City requirements (as stated above), Consultant must include the following provisions in all subcontracts.

- (b) **Environmental Protection.** Consultant must comply with all applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; United States Department of Transportation statutory requirements on environmental matters at 49 U.S.C. §5324(b); Council of Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and United States Department of Transportation regulations, "Environmental Impact and Related Procedures", 23 C.F.R. Part 771 and 49 C.F.R. Part 622.
- (c) **Air Quality.** Consultant must comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended, 42 U.S.C. §§401 et seq. Specifically, Consultant must comply with applicable requirements of U.S. EPA regulations, "Conformity to State or Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. Consultant must report and require each Subcontractor to report any violation of these requirements resulting from any activity related to the implementation of this Agreement to the City and the appropriate U.S. EPA Regional Office.
- (d) **Clean Water.** Consultant must comply with all applicable standards, orders, or regulations issued under the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. Consultant must report and require each Subcontractor to report any violation of these requirements resulting from any activity related to the implementation of this Agreement to the City and the appropriate U.S. EPA Regional Office.
- (e) **List of Violating Facilities.** Consultant must not use any facility in the performance of this Agreement or benefit any facility through the performance of this Agreement that is listed on the U.S. EPA List of Violating Facilities ("**List**"), and Consultant must promptly notify the City if Consultant receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.
- (f) **Energy Policy and Conservation Act.** To the extent applicable, Consultant must comply with the mandatory standards and policies relating to energy efficiency which are contained in the State of Illinois energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Pub. L. 94-163, 89 Stat. 871.
- (g) In accordance with Section 11-4-1600(e) of the Municipal Code of Chicago, Consultant warrants and represents that it, and to the best of its knowledge, its Subcontractors have not violated and are not in violation of the following sections of the Code (collectively, the Waste Sections):
 - 7-28-390 Dumping on public way;
 - 7-28-440 Dumping on real estate without permit;
 - 11-4-1410 Disposal in waters prohibited;
 - 11-4-1420 Ballast tank, bilge tank or other discharge;

11-4-1450 Gas manufacturing residue;
11-4-1500 Treatment and disposal of solid or liquid waste;
11-4-1530 Compliance with rules and regulations required;
11-4-1550 Operational requirements;
11-4-1560 Screening requirements; and
11-4-1905 Construction or demolition site waste recycling

During the period while this Agreement is executory, Consultant's or any Subcontractor's violation of the Waste Sections, whether or not relating to the performance of this Agreement, constitutes a breach of and an event of default under this Agreement, for which the opportunity to cure, if curable, will be granted only at the sole discretion of the Chief Procurement Officer. Such breach and default entitles the City to all remedies under the Agreement, at law or in equity.

This section does not limit the Consultant's and its Subcontractors' duty to comply with all applicable federal, state, county and municipal laws, statutes, ordinances and executive orders, in effect now or later, and whether or not they appear in this Agreement.

Non-compliance with these terms and conditions may be used by the City as grounds for the termination of this Agreement, and may further affect the Consultant's eligibility for future contract awards.

6.14 Federal Terrorist (No-Business) List

Consultant warrants and represents that neither Consultant nor an Affiliate, as defined below, appears on the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List, or the Debarred List as maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or by the Bureau of Industry and Security of the U.S. Department of Commerce or their successors, or on any other list of persons or entities with which the City may not do business under any applicable law, rule, regulation or judgment.

"Affiliate" means a person or entity which directly, or indirectly through one or more intermediaries, controls, is controlled by or is under common control with Consultant. A person or entity will be deemed to be controlled by another person or entity if it is controlled in any manner whatsoever that results in control in fact by that other person or entity, either acting individually or acting jointly or in concert with others, whether directly or indirectly and whether through share ownership, a trust, a contract or otherwise.

6.15 False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun.J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

6.16 Firms Owned or Operated by Individuals with Disabilities

The City encourages Consultants to use Subcontractors that are firms owned or operated by individuals with disabilities, as defined by Section 2-92-586 of the Municipal Code of the City of Chicago, where not otherwise prohibited by federal or state law.

6.17 Airport Security, Rules and Regulations

(a) Aviation Security

This Agreement is subject to the airport security requirements of 49 United States Code, Chapter 449, as amended, the provisions of which govern airport security and are incorporated by reference, including without limitation the rules and regulations in 49 CFR 1542 and all other applicable rules and regulations promulgated under them. All employees providing services at the City's airports must be badged by the City. (*See Airport Security Badges section below.*) Consultant, Subcontractors and the respective employees of each are subject to such employment investigations, including criminal history record checks, as the Administrator of the Federal Aviation Administration ("FAA"), the Under Secretary of the Transportation Security Administration ("TSA"), and the City may deem necessary. Consultant, Subcontractors, their respective employees, invitees and all other persons under the control of Consultant must comply strictly and faithfully with any and all rules, regulations and directions which the Commissioner, the FAA, or the TSA may issue from time to time may issue during the life of this Agreement with regard to security, safety, maintenance and operation of the Airport and must promptly report any information regarding suspected violations in accordance with those rules and regulations.

Gates and doors that permit entry into restricted areas at the Airport must be kept locked by Consultant at all times when not in use or under Consultant's constant security surveillance. Gate or door malfunctions must be reported to the Commissioner without delay and must be kept under constant surveillance by Consultant until the malfunction is remedied.

(b) General Requirements Regarding Airport Operations

Consultant must cooperate fully with the Commissioner and his representatives in all matters pertaining to public safety and airport operation. Whether or not measures are specifically required by this Agreement, Consultant at all times must maintain adequate protection to safeguard aircraft, the public and all persons engaged in the work and must take such precaution as will accomplish such end, without interference with aircraft, the public, or maintenance and operations of the airport.

Consultant's attention is drawn to the fact that airport facilities and infrastructure, including but not limited to runways, taxiways, vehicular roadways, loadways, loading aprons, concourses, holdrooms, gates and passenger right-of-ways, are being used for scheduled and unscheduled civilian air transportation. Arrivals and departures are under the control of the

FAA control tower. Use of the airport for air transportation takes precedence over all of Consultant's operations. No extra compensation will be allowed for any delays brought about by the operations of the airport which require that Consultant's work must be interrupted or moved from one part of the work site to another.

If Consultant requires interruption of airport facilities or utilities in order to perform work, Consultant must notify the Deputy Director in charge of the project at least 5 working days in advance of such time and must obtain the Deputy Director's approval prior to interrupting the service. Interruption of service must be kept to an absolute minimum, and to the extent practicable the work which occasions such interruptions must be performed in stages in order to reduce the time of each interruption. In case of interruptions of electrical services, service must be restored prior to sunset of the same day.

Prior to start of work, Consultant must request the Deputy Director in charge of the project to provide specific requirements and/or instructions which are applicable to the particular work site areas, including but not limited to areas available for storage of any equipment, materials, tools and supplies needed to perform the work. Consultant must advise the Deputy Director in charge of the project of the volume of equipment, materials, tools, and supplies that will be required in the secured areas of the airport in order to make arrangements for inspection of such equipment, materials, tools, and supplies at a security checkpoint. Consultant must not permit or allow its employees, Subcontractors, material men, invitees or any other persons over whom Consultant has control to enter or remain upon, or to bring or permit any equipment, materials, tools, or supplies to remain upon any part of the work site if any hazard to aircraft, threat to airport security, or obstruction of airport maintenance and operations, on or off the ground, would be created in the opinion of either the Commissioner or the Deputy Director. Consultant must safeguard, and may be required to account for, all items brought beyond a security checkpoint, especially with respect to tools used in a terminal building.

For any work on the airfield, between sunset and sunrise, any equipment and materials stored outside must be marked with obstruction lights conforming to FAA Advisory Circular 150/5345-43E, Specification of Obstruction Lighting Equipment. All obstruction lights must be kept continuously in operation between sunset and sunrise 7 days a week and also during any daylight periods when aircraft ceiling is below 500 feet and visibility is less than 5 miles. Information on ceiling and visibility may be obtained by Consultant on request at the office of the Deputy Director of Operations or from the FAA Control Tower Operator. Proper compliance with these obstruction light requirements is essential to the protection of aircraft and human life and Consultant has the responsibility of taking the initiative at all times to be aware of ceiling and visibility conditions, without waiting for the FAA Control Tower Operator or any other City representative to ask Consultant to post obstruction lights.

For any work on the airfield, Consultant must furnish aircraft warning flags, colored orange and white, in two sizes, one size two feet by three feet (2' x 3') for hand use, and one size three feet by five feet (3' x 5') in length. Each separate group or individual in all work areas, regardless of whether or not near runways, taxiways or aprons, must display a flag which must be maintained vertical at all times. Each truck or other piece of equipment of Consultant must have attached to it, in a vertical and clearly visible position, a warning flag of the larger size. Except as otherwise agreed by the Deputy Director or his designee, all cranes or booms used for construction work on the airfield must be lowered to ground level and moved 200 feet off the runways, taxiways and aprons during all hours of darkness and during all daylight hours when the aircraft ceiling is below the minimums specified in this section.

Consultant acknowledges the importance of fully complying with the requirements of this section in order to protect aircraft and human life, on or off the ground. Failure on the part of Consultant to perform the work in accordance with the provisions of this section and to enforce same with regard to all Subcontractors, material men, laborers, invitees and all other persons under Consultant's control, is grounds for the Chief Procurement Officer to declare an event of default and terminate this Agreement immediately.

(c) Airport Security Badges

Consultant must obtain from the airport badging office Airport Security Badges for any person working at the airport on Consultant's behalf. No person will be allowed beyond security checkpoints without a valid Airport Security Badge. Each such person must submit signed and properly completed application forms to receive an Airport Security Badge. Additional forms and tests may be required to obtain Airport Driver's Licenses and Vehicle Permits. The application forms will solicit such information as the Commissioner may require in his discretion, including but not limited to name, address, date of birth (and for vehicles, driver's license and appropriate stickers). Consultant is responsible for requesting and completing the form for each person who will be working at the Airport on Consultant's behalf and all vehicles to be used on the job site. Upon signed approval of the application by the Commissioner or his designee, the employee will be required to attend a presentation regarding airport security and have his or her photo taken for the badge. The Commissioner may grant or deny the application in his sole discretion. Consultant must make available to the Commissioner, within one day of request, the personnel file of any person who will be working on the project.

In order for a person to have an Airport Security Badge, a criminal history record check ("CHRC") conducted by the Department of Aviation will also be required. The CHRC will typically include a fingerprint analysis by the Federal Bureau of Investigation and such other procedures as may be required by the TSA.

Airport Security Badges, Vehicle Permits and Driver's Licenses will only be issued based upon properly completed application forms. Employees or vehicles without proper credentials may be removed from the secured area and may be subject to fine or arrest. Consultant will be jointly and severally liable for any fines imposed on any person working on its behalf.

In addition to other rules and regulations, the following rules related to Airport Security Badges, Vehicle Permits and Driver's Licenses must be adhered to:

- ♣ All individuals must wear and display their Airport Security Badges on their outer apparel at all times while at the airport.
- ♣ All individuals operating a vehicle on the Aircraft Operations Area ("AOA") must be familiar and comply with motor driving regulations and procedures of the State of Illinois, City of Chicago and the Department of Aviation. The operator must be in possession of a valid, state-issued Motor Vehicle Operator's Driver's License. Each individual operating a vehicle on the AOA without an escort must also be in possession of a valid Aviation-issued Airport Driver's Permit.
- ♣ All operating equipment must have an Airport Vehicle Access Permit affixed to the vehicle at all times while operating on the Airport. All required City stickers and State Vehicle Inspection stickers must be valid.

- * Individuals must remain within their assigned areas and haul routes unless otherwise instructed by the Department of Aviation.

Consultant's personnel who function as supervisors, and those that escort Consultant's equipment/operators to their designated work sites, may be required to obtain an added multi-area access designation on their personnel Airport Security Badge which must also be displayed while on the AOA.

(d) Confidentiality of Airport Security Data

Contractor acknowledges that information vital to the security of the airport ("Airport Security Data"), including but not limited to Sensitive Security Information as defined by 49 CFR Part 1520, may be prepared, assembled, encountered by, or provided to Contractor in connection with this Contract. Contractor has an ongoing duty to protect confidential information, including but not limited to any Airport Security Data. If Contractor fails to safeguard the confidentiality of Airport Security Data, Contractor is liable for the reasonable costs of actions taken by the City, the airlines, the Federal Aviation Administration ("FAA"), or the Transportation Security Administration ("TSA") that the applicable entity, in its sole discretion, determines to be necessary as a result, including without limitation the design and construction of improvements, procurement and installation of security devices, and posting of guards. All Subcontracts or purchase orders entered into by the Contractor, with parties providing material, labor or services in relationship to this Contract, must contain the language of this section. If the Contractor fails to incorporate the required language in all Subcontracts or purchase orders, the provisions of this section are deemed incorporated in all Subcontracts or purchase orders.

6.18 EDS/Certification Regarding Suspension and Debarment

Consultant certifies, as further evidenced in the EDS attached to this Agreement, by its acceptance of this Agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Consultant further agrees by executing this agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. If Consultant or any lower tier participant is unable to certify to this statement, it must attach an explanation to this agreement.

Article 7. SPECIAL CONDITIONS

7.1 Warranties and Representations

In connection with signing and carrying out this Agreement, Consultant:

- (a) warrants that Consultant is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Consultant is not appropriately licensed;
- (b) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Consultant is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;

- (c) warrants that it will not knowingly use the services of any ineligible consultant or Subcontractor for any purpose in the performance of its Services under this Agreement;
- (d) warrants that Consultant and its Subcontractors are not in default at the time this Agreement is signed, and have not been deemed by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any Agreement awarded by the City of Chicago;
- (e) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Consultant warrants it can and will perform, or cause to be performed, the Services in accordance with the provisions and requirements of this Agreement;
- (f) represents that Consultant and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of Section 2-92-320 of Chapter 2-92 of the Municipal Code of Chicago, and in connection with it, and additionally in connection with the Illinois Criminal Code, 720 ILCS 5/33E as amended, and the Illinois Municipal Code, 65 ILCS 5/11-42.1-1; and
- (g) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 8.1 and 8.3 of this Agreement.

7.2 Ethics

- (a) In addition to the foregoing warranties and representations, Consultant warrants that:
 - (i) no officer, agent or employee of the City is employed by Consultant or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics established under the Municipal Code of Chicago (Chapter 2-156).
 - (ii) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Consultant or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.
- (b) Consultant further acknowledges that any Agreement entered into, negotiated or performed in violation of any of the provisions of Chapter 2-156 is voidable as to the City.

7.3 Joint and Several Liability

If Consultant, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Consultant is the joint and several obligation or undertaking of each such individual or other legal entity.

7.4 Business Documents

At the request of the City, Consultant must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

7.5 Conflicts of Interest

- (a) No member of the governing body of the City or other unit of government and no other officer, employee or agent of the City or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no alderman of the City or City employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.
- (b) Consultant covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or Agreement that would conflict in any manner or degree with the performance of its Services under this Agreement.
- (c) Upon the request of the City, Consultant must disclose to the City its past client list and the names of any clients with whom it has an ongoing relationship. Consultant is not permitted to perform any Services for the City on applications or other documents submitted to the City by any of Consultant's past or present clients. If Consultant becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the City.
- (d) Without limiting the foregoing, if the Consulting Parties assist the City in researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, Subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the City in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.
- (e) Consultant further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as described in Section 2.11 of this Agreement. If the City, by the Commissioner in his reasonable judgment, determines that any of Consultant's Services for others conflict with the Services Consultant is to render for the City under this Agreement, Consultant must terminate such other services immediately upon request of the City.
- (f) Furthermore, if any federal funds are to be used to compensate or reimburse Consultant under this Agreement, Consultant represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990, 31 U.S.C. ' 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Consultant must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

7.6 Non-Liability of Public Officials

Consultant and any assignee or Subcontractor of Consultant must not charge any official, employee or agent of the City personally with any liability or expenses of defense or hold any official, employee or agent of the City personally liable to them under any term or provision of this Agreement or because of the City's execution, attempted execution or any breach of this Agreement.

Article 8. EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET

8.1 Events of Default Defined

The following constitute events of default:

- (a) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Consultant to the City.
- (b) Consultant's material failure to perform any of its obligations under this Agreement including the following:
 - (i) Failure due to a reason or circumstances within Consultant's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;
 - (ii) Failure to perform the Services in a manner reasonably satisfactory to the Commissioner or the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
 - (iii) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
 - (iv) Discontinuance of the Services for reasons within Consultant's reasonable control; and
 - (v) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- (c) Any change in ownership or control of Consultant without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
- (d) Consultant's default under any other agreement it may presently have or may enter into with the City during the life of this Agreement. Consultant acknowledges and agrees that in the event of a default under this Agreement the City may also declare a default under any such other agreements.
- (e) Failure to comply with Section 6.1 in the performance of the Agreement.
- (f) Consultant's repeated or continued violations of City ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or

reckless disregard for City laws and regulations.

- (g) Any breach or default under that certain Release and Settlement Agreement relating to property at 111 West Wacker Drive, Chicago, Illinois, by and between the City of Chicago and Clark Wacker, LLC, dated March 15, 2011

8.2 Remedies

The occurrence of any event of default permits the City, at the City's sole option, to declare Consultant in default. The Chief Procurement Officer may in his sole discretion give Consultant an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Consultant in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Consultant written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Consultant fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 8.2 and Article 10, Consultant must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the City. After giving a Default Notice, the City may invoke any or all of the following remedies:

- (a) The right to take over and complete the Services, or any part of them, at Consultant's expense and as agent for Consultant, either directly or through others, and bill Consultant for the cost of the Services, and Consultant must pay the difference between the total amount of this bill and the amount the City would have paid Consultant under the terms and conditions of this Agreement for the Services that were assumed by the City as agent for Consultant under this Section 8.2;
- (b) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the City;
- (c) The right of specific performance, an injunction or any other appropriate equitable remedy;
- (d) The right to money damages;
- (e) The right to withhold all or any part of Consultant's compensation under this Agreement;
- (f) The right to deem Consultant non-responsible in future Agreements to be awarded by the City.

If the Chief Procurement Officer considers it to be in the City's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the City and that if the City permits Consultant to continue to provide the Services despite one or more events of default, Consultant is in no way relieved of any of its

responsibilities, duties or obligations under this Agreement, nor does the City waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the City considers expedient.

8.3 Early Termination

In addition to termination under Sections 8.1 and 8.2 of this Agreement, the City may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the City to Consultant. The City will give notice to Consultant in accordance with the provisions of Article 10. The effective date of termination will be the date the notice is received by Consultant or the date stated in the notice, whichever is later. If the City elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the City effective 10 days after the date the notice is considered received as provided under Article 10 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Consultant must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 4, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The City and Consultant must attempt to agree on the amount of compensation to be paid to Consultant, but if not agreed on, the dispute must be settled in accordance with Article 5 of this Agreement. The payment so made to Consultant is in full settlement for all Services satisfactorily performed under this Agreement.

Consultant must include in its agreements with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the City arising from termination of subcontracts after the early termination. Consultant will not be entitled to make any early termination claims against the City resulting from any Subcontractor's claims against Consultant or the City to the extent inconsistent with this provision.

If the City's election to terminate this Agreement for default under Sections 8.1 and 8.2 is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 8.3.

8.4 Suspension

The City may at ^{any} time request that Consultant suspend its Services, or any part of them, by giving 15 days prior written notice to Consultant or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed.

Consultant must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Consultant when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Consultant as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 4 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Consultant by written notice to the City may treat the suspension as an early termination of this Agreement under Section 8.3.

8.5 Right to Offset

(a) In connection with performance under this Agreement:

The City may offset any excess costs incurred:

- (i) if the City terminates this Agreement for default or any other reason resulting from Consultant's performance or non-performance;
- (ii) if the City exercises any of its remedies under Section 8.2 of this Agreement; or
- (iii) if the City has any credits due or has made any overpayments under this Agreement.

The City may offset these excess costs by use of any payment due for Services completed before the City terminated this Agreement or before the City exercised any remedies. If the amount offset is insufficient to cover those excess costs, Consultant is liable for and must promptly remit to the City the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the City.

(b) In connection with Section 2-92-380 of the Municipal Code of Chicago:

- (i) and in addition to any other rights and remedies (including any of set-off) available to the City under this Agreement or permitted at law or in equity, the City is entitled to set off a portion of the price or compensation due under this Agreement in an amount equal to the amount of the fines and penalties for each outstanding parking violation complaint and/or the amount of any debt owed by Consultant to the City. For purposes of this Section 8.5, **"outstanding parking violation complaint"** means a parking ticket, notice of parking violation or parking violation complaint on which no payment has been made or appearance filed in the Circuit Court of Cook County within the time specified on the complaint. **"Debt"** means a specified sum of money owed to the City for which the period granted for payment has expired.
- (ii) notwithstanding the provisions of subsection 8.5(b)(i) above, no such debt(s) or outstanding parking violation complaint(s) will be offset from the price or compensation due under this Agreement if one or more of the following conditions are met:

A. Consultant has entered into an agreement with the Department of Revenue, or other

appropriate City department, for the payment of all outstanding parking violation complaints and/or debts owed to the City and Consultant is in compliance with the agreement; or

- B. Consultant is contesting liability for or the amount of the debt in a pending administrative or judicial proceeding; or
- C. Consultant has filed a petition in bankruptcy and the debts owed the City are dischargeable in bankruptcy.

(c) In connection with any liquidated or unliquidated claims against Consultant:

Without breaching this Agreement, the City may set off a portion of the price or compensation due under this Agreement in an amount equal to the amount of any liquidated or unliquidated claims that the City has against Consultant unrelated to this Agreement. When the City's claims against Consultant are finally adjudicated in a court of competent jurisdiction or otherwise resolved, the City will reimburse Consultant to the extent of the amount the City has offset against this Agreement inconsistently with such determination or resolution.

8.6 EDS/Certification Regarding Suspension and Debarment

Consultant certifies, as further evidenced in the online EDS, by its acceptance of this Agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Consultant further agrees by executing this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. If Consultant or any lower tier participant is unable to certify to this statement, it must attach an explanation to the Agreement.

Article 9. GENERAL CONDITIONS

9.1 Entire Agreement

(a) General

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other terms, conditions, warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not addressed in this Agreement.

(b) No Collateral Agreements

Consultant acknowledges that, except only for those representations, statements or promises contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the City, its officials, agents or employees, has induced Consultant to enter into this Agreement or has been relied upon by Consultant, including any with reference to: (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement; (ii) the nature of the Services to be performed; (iii) the nature, quantity, quality or volume of any materials,

equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general conditions which may in any way affect this Agreement or its performance; (v) the compensation provisions of this Agreement; or (vi) any other matters, whether similar to or different from those referred to in (i) through (vi) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

(c) No Omissions

Consultant acknowledges that Consultant was given ample opportunity and time and was requested by the City to review thoroughly all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Consultant did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Consultant relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

9.2 Counterparts

This Agreement may be comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

9.3 Amendments

Except as provided in Section 3.3 of this Agreement, no changes, amendments, modifications or discharge of this Agreement, or any part of it are valid unless in writing and signed by the authorized agent of Consultant and by the Mayor, Commissioner, and Chief Procurement Officer of the City or their respective successors and assigns. The City incurs no liability for Additional Services without a written amendment to this Agreement under this Section 9.3.

Whenever in this Agreement Consultant is required to obtain prior written approval, the effect of any approval that may be granted pursuant to Consultant's request is prospective only from the later of the date approval was requested or the date on which the action for which the approval was sought is to begin. In no event is approval permitted to apply retroactively to a date before the approval was requested.

9.4 Governing Law and Jurisdiction

This Agreement is governed as to performance and interpretation in accordance with the laws of the State of Illinois.

Consultant irrevocably submits itself to the original jurisdiction of those courts located within the County of Cook, State of Illinois, with regard to any controversy arising out of, relating to, or in any way concerning the execution or performance of this Agreement. Service of process on Consultant may be made, at the option of the City, either by registered or certified mail addressed to the applicable office as provided for in this Agreement, by registered or certified mail addressed to the office actually maintained by Consultant, or by personal delivery on any officer, director, or managing or general agent of Consultant. If any action is brought by Consultant

against the City concerning this Agreement, the action must be brought only in those courts located within the County of Cook, State of Illinois.

9.5 Severability

If any provision of this Agreement is held or deemed to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

9.6 Assigns

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

9.7 Cooperation

Consultant must at all times cooperate fully with the City and act in the City's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Consultant must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

9.8 Participation By Other Local Government Agencies

Other local government agencies may be eligible to participate in this agreement pursuant to the terms and conditions of this Agreement if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the City of Chicago's Chief Procurement Officer, and if the purchases have no net adverse effect on the City of Chicago, and result in no diminished services from the Consultant to the Department, pursuant to such purchases. Examples of such Local Government Agencies are: Board of Education, Chicago Park District, City Colleges of Chicago, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier and Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts. The purchases will be made upon the issuance of a purchase order directly from the Local Government Agency. The City will not be responsible for payment of any amounts owed by any other Local Government Agency, and will have no liability for the acts or omissions of any other Local Government Agency.

9.9 Waiver

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or

ordinance.

Whenever under this Agreement the City by a proper authority waives Consultant's performance in any respect or waives a requirement or condition to either the City's or Consultant's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the City may have waived the performance, requirement or condition. Such waivers must be provided to Consultant in writing.

9.10 Independent Consultant

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Consultant and the City. The rights and the obligations of the parties are only those set forth in this Agreement. Consultant must perform under this Agreement as an independent Consultant and not as a representative, employee, agent, or partner of the City.

This Agreement is between the City and an independent Consultant and, if Consultant is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

- (a) The City will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Consultant performing the Services required under this Agreement.
- (b) Consultant is not entitled to membership in the City of Chicago Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the City of Chicago.
- (c) The City of Chicago is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to Consultant.

(d) Shakman Accord

- (i) The City is subject to the May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the August 16, 2007 "City of Chicago Hiring Plan" (the "City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United State District Court for the Northern District of Illinois). Among other things, the Shakman Accord and the City Hiring Plan prohibit the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.
- (ii) Consultant is aware that City policy prohibits City employees from directing any individual to apply for a position with Consultant, either as an employee or as a subcontractor, and from directing Consultant to hire an individual as an employee or as a subcontractor. Accordingly, Consultant must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by Consultant under this Agreement are employees or subcontractors of Consultant, not

employees of the City of Chicago. This Agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by Consultant.

- (iii) Consultant will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Agreement, or offer employment to any individual to provide services under this Agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of this Agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.
- (iv) In the event of any communication to Consultant by a City employee or City official in violation of Section (ii) above, or advocating a violation of Section (iii) above, Consultant will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Agreement.

Article 10. NOTICES

Notices provided for in this Agreement, unless provided for otherwise in this Agreement, must be given in writing and may be delivered personally or by placing in the United States mail, first class and certified, return receipt requested, with postage prepaid and addressed as follows:

If to the City:	Chicago Department of Aviation PO Box 66848 10510 West Zemke Road Chicago, Illinois 60666 Attention: Commissioner
And	Department of Procurement Services Room 403, City Hall 121 N. LaSalle Street Chicago, Illinois 60602 Attention: Chief Procurement Officer
With Copy to:	Department of Law Room 600, City Hall 121 North LaSalle Street Chicago, Illinois 60602 Attention: Corporation Counsel
	If to Consultant:
	With Copy to:

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 10. Notices delivered by mail are considered received three days after mailing in accordance with this Article 10. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

Article 11. AUTHORITY

Execution of this Agreement by Consultant is authorized by a resolution of its board of directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Consultant have been made with complete and full authority to commit Consultant to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

[Signature page follows]

SIGNATURE PAGE

SIGNED at Chicago, Illinois:

CITY OF CHICAGO

By: _____

Mayor

Comptroller

Chief Procurement Officer

Recommended By:

Commissioner of Aviation

Approved as to Form and Legality:

Assistant Corporation Counsel

CONSULTANT: _____

By: _____

Its: _____

Attest: _____

State of _____

County of _____

This instrument was acknowledged before me on _____ (date) by _____

(name/s of person/s) as _____ (type of authority,
e.g., officer, trustee, etc.) of _____ (name of party on behalf of
whom instrument was executed).

(Signature of Notary Public)

EXHIBIT 7

CITY OF CHICAGO TRAVEL GUIDELINES

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 7

CITY OF CHICAGO TRAVEL GUIDELINES

Such amount of compensation shall be inclusive of all direct and indirect costs, expenses, and profits of the Consultant in performing Bidding Phase Services and Construction Support Services.

The City of Chicago Travel Guidelines are issued by:

City of Chicago
Office of Budget and Management
City Hall, Room 604
121 North LaSalle
Chicago, Illinois 60602

Effective April 2008

1. City of Chicago Travel Policy

The City of Chicago Travel Policy consists of guidelines and procedures for current and prospective City employees and contractors who travel on behalf and for the benefit of the City. This policy is administered by the Office of Budget and Management (OBM).

This policy:

- Is not intended to cover routine local travel related to the performance of an employee's regular job duties. Rather, this policy is intended for out of town travel or travel to Chicago from another city.
- Applies to all City departments, employees and contractors regardless of funding sources (i.e. grants).
- Requires that all employees secure the most economical means of travel, including cost, travel time and work requirements.
- Will be strictly enforced. Any deviation from these guidelines must be justified in writing and approved by the Budget Director prior to travel.

The City is not obligated to reimburse any employee, contractor or representative of the City for travel expenses which were not previously approved by OBM.

When an individual is required to travel on behalf and for the benefit of the City, the employee is expected to exercise good judgment in managing travel costs and make every effort to secure the most economical travel arrangements available at that time.

For purposes of this policy, the Chicago metropolitan area is defined as Cook, DuPage, Will, Lake and McHenry counties

2. General Approval

A. General Requirements

The City recognizes the following activities as appropriate for travel purposes:

- Delivery of legislative testimony
- As a stipulation or condition of grant funding or otherwise required for state or federal certification
- Presentation on behalf of the City at a conference or seminar
- Financial or tax audit
- Site visits or operational evaluations related to departmental improvement efforts
- Court proceedings or case preparation
- Attendance at conferences, meetings, seminars or training sessions for which:
 - the topic is of critical interest to the City;
 - representation at the event is in the best interest of the City, and
 - the topic is related to an employee's professional development.

Before planning out-of-town travel, every effort should be made to identify local options for comparable conferences, meetings, seminars or training sessions.

B. Limits on Participants

Attendance at conferences, meetings, seminars or training sessions held outside the Chicago metropolitan area is limited to two employees from any one department unless otherwise approved by OBM. City of Chicago

C. Travel Approval Procedure

- All travel arrangements are to be secured through the City's designated travel management agency, Corporate Travel Management Group (CTMG).
- All travel outside the Chicago metropolitan area requires approval from OBM.
- Complete original Travel Request Form and support documentation must be approved by the appropriate department head and submitted to OBM no later than seven (7) business days prior to the date of travel.
- In emergency situations in which there are fewer than seven (7) business days prior to a proposed trip, the Travel Request Form may be faxed to the requesting department's budget analyst at (312) 744-3618.
- The City is not obligated to reimburse employees for travel expenses which were not previously approved by OBM.
- A Travel Expense Report must be accurately and clearly completed and submitted with all receipts in order to obtain reimbursement for travel expenses.
- If there is a disputed reimbursement, a representative from the Comptroller's Office will contact the department to resolve the outstanding matter. If it is not resolved in a timely manner, the undisputed portion will be reimbursed along with an explanation and instructions to resolve the outstanding amount.
- All expenses incurred while traveling will be charged to Account 0245.
- No petty cash reimbursements are allowed.
- No cash advances will be provided.

D. Travel Outside the Continental United States

- All requests for City travel outside the continental U.S. must be submitted to OBM fourteen (14) business days prior to travel. OBM will seek approval from the Mayor's Chief of Staff and will notify the department of approval or denial.
- Travelers should convert all foreign expenses to U.S. currency prior to submitting a

Travel Expense Report. Official documentation of the exchange rate at the time of travel (i.e. bank receipt) must accompany all original receipts.

3. Reimbursable Travel Expenses

A. Business Related Expenses

- Business-related expenses incurred while on City business may be reimbursed at the discretion of the department head. Following are examples of acceptable reimbursable business expenses:
 - Photocopying
 - Sending or receiving faxes
 - Express mail services
 - Internet connections
- Original receipts must be provided for reimbursement.

B. Transportation

- City-owned Vehicles
 - Employees traveling on City business in a City-owned vehicle are entitled to reimbursement for gas, parking and toll expenses but not the standard “per mile” reimbursement.
 - Original receipts must be provided for all expenses.
 - Travel in a City-owned vehicle outside the Chicago metropolitan area (see p. 7) requires prior approval from OBM.
 - Employees are responsible for all fines related to parking or moving violations issued while traveling on City business.
 - Refer to the City of Chicago vehicle policy for other rules and regulations regarding the use of City-owned vehicles.
- Personal Vehicles
 - Employees may use personal vehicles for business travel within a 300-mile radius of Chicago.
 - Employees will be reimbursed at the rate stated in the Annual Appropriation Ordinance or applicable collective bargaining agreement, but in no event will the reimbursement exceed the cost of coach airfare.
 - “Per mile” reimbursement includes the cost of gas, oil and general maintenance.
 - Parking and toll expenses will be reimbursed separately with original receipts.
 - Employee must carry liability and property damage insurance for business use of his or her vehicle and submit a copy of these insurance policies to the appropriate personnel within his or her department.
 - Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. Absolutely no exceptions will be made.
- Car Rental
 - Car rental is a reimbursable expense only when there is no other transportation available or the distance between lodging and/or meeting site(s) makes public transportation, taxi or other mode of transportation impractical.
 - Car rental will not be approved for travel within the Chicago metropolitan area. City pool cars or I-Go cars should be reserved for such travel.
 - The compact car rental rate will be reimbursed unless the need for a larger car can be justified.
 - Daily rental rates, taxes, surcharges, gas, car rental insurance and oil expenses are considered reimbursable items.
 - Only one car rental will be allowed per trip.

- Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. Absolutely no exceptions will be made.
- Original receipts are required for reimbursement.
- Common Carrier (Air, Train, Bus)
 - To take advantage of any available discount fares, all reservations and ticket purchases should be made as far in advance as possible.
 - First-class travel is prohibited.
 - Electronic tickets are the only acceptable delivery method of tickets unless this option is not available. The City's travel agency will advise.
 - Any charges incurred as a result of changes to an original airline reservation made prior to or during travel are subject to OBM approval.
 - The lowest priced airfare often requires a Saturday night stay. The City of Chicago Travel Policy does not require or suggest that an employee include a Saturday stay in their itinerary in order to take advantage of these lower fares. However, an employee may choose to stay over a Saturday night if the difference between the airfares exceeds the cost of lodging for each extra day added together. For example, if the difference between airfares is \$500 and lodging for that Saturday and Sunday totals \$300, employees have the option of the Saturday night stay. The following applies when a traveler has opted for a Saturday night stay, but is not conducting City businesses on Saturday or Sunday:
 - Supporting documentation comparing airfares is needed to approve Saturday night stay options.
 - Cost of lodging and ground transportation to and from the airport/hotel are reimbursable expenses.
 - Meals (per diem) are reimbursable at the appropriate rate.
- Ground Transportation (Taxis, Public Transportation, Limousine Service)
 - Transportation to and from the airport is included in the ground transportation amount in the reimbursement rate.
 - Public transportation is encouraged.
 - Ground transportation expense guidelines are provided on the Transportation Reimbursement Rate form
 - Ground transportation expenses are reimbursable with original receipts at the discretion of the department head.
 - Limousine service may be used if the cost is less than the cost of a taxi service or other means of transportation.
 - Gratuity for ground transportation is the sole responsibility of the traveler.
 - Original receipts are required for reimbursement.

C. Laundry

- Employees traveling on City business for three or more consecutive days are entitled to reimbursement for laundry expenses up to a maximum of \$10 per three-day period beginning with the fourth day.
- Original receipts are required for reimbursement.

D. Lodging

- The cost of a standard hotel room is reimbursable up to the maximum daily rate for the city group as listed in the "Rates" (page 14) section of this policy, exclusive of applicable taxes.
- The maximum daily rate may be exceeded only if a lower priced room is not available within a reasonable distance, and only if approved by OBM.

- Employees may stay at higher priced hotels, but they will only receive reimbursement up to the maximum daily rate for the applicable city group in the “Rates” section, if a lower priced hotel is available within a reasonable distance.
- Hotel lodging within the Chicago metropolitan area is not a reimbursable expense.
- All personal expenses must be paid for separately or deducted from the lodging bill before it is submitted for reimbursement.
- Original receipts are required for reimbursement.

E. Meals

- Employees are entitled to a daily per diem allowance, as outlined in the “Rates” section of this policy, as reimbursement for all meals inclusive of tax and gratuity.
- If meals are included in registration fees, per diem will not be reimbursed for pre-paid meals
- If travel is conducted within the Chicago metropolitan area, meals will be reimbursed at the discretion of the department head and with prior approval from OBM
- Meals on travel days can begin when arriving at the airport or departing the Chicago metropolitan area.

F. Telephone Calls

- If the employee has a City-issued cell phone, that phone should be used for all telephone calls (unless there is no service).
- Employees are allowed up to twenty (20) minutes (no more than \$5.00) for reimbursable personal phone calls per day while traveling on City business.
- Business calls may be reimbursed at the discretion of the department head with a maximum reimbursement of \$10 per day.
- When possible, employees should avoid hotel surcharges by using cell phones or phones outside the hotel room for personal and business calls.
- Original receipts are required for reimbursement.

G. Additional Expenses

- Original receipts are required to claim reimbursement for incidental expenses not listed above.
- Reimbursement for incidental expenses will be approved at the discretion of the department head.
- Employees are entitled to a daily per diem allowance, as outlined in the “Rates” (see p. 14) section of this policy, as reimbursement for all meals inclusive of tax and gratuity.
- If meals are included in registration fees, per diem will not be reimbursed for pre-paid meals.
- If travel is conducted within the Chicago metropolitan area (page 7), meals will be reimbursed at the discretion of the department head and with prior approval from OBM.
- Meals on travel days can begin when arriving at the airport or departing the Chicago metropolitan area (page 7).

H. Travel Expense Advances

- Cash advances are not allowed.

I. Conference Registration Fees

- Registration fees may be charged to the department's education and professional development accounts (Account 0169) at the discretion of the department head.
- Meals included in conference registration fees will be charged to Account 0169.
- Every effort should be made to take advantage of early registration discounts.

J. Travel by City of Chicago Consultants or Contractors

- Travel by consultants or contractors engaged by the City should adhere to the City of Chicago Travel Policy. Travel expenses should be included in the contract price and billed as required by the contract.
- Travel by non-employees at the invitation of the City (i.e. candidates for employment, speakers) must be approved by the Mayor's Chief of Staff and adhere to the City of Chicago Travel Policy.
- Reimbursement for non-employees will be for actual expenses incurred, not any flat per diem.
- Travel by City employees to consultant's location prior to approved contract is prohibited.

K. Non-Reimbursable Travel Expenses

Non-reimbursable expenses include, but are not limited to, the following:

- Additional charges for room upgrades or special "club" floors.
- Alcoholic beverages
- Coat check services
- Entertainment, including but not limited to in-room movies
- Late check-out and guarantee charges
- Parking or moving violation tickets
- Personal services (i.e. barber, shoe shine, health club, massage)
- Spousal expenses
- Toiletries
- Travel accident insurance
- Other expenses of a purely personal nature and not listed as reimbursable in these guidelines.

4. Travel Reimbursement Rates

Reimbursement rates are categorized by relative travel costs associated with certain cities. Group II, III and IV are not all inclusive. For cities not listed, please consult with the Office of Budget and Management for appropriate reimbursement rates.

Travel Reimbursement Rates

	Group I Cities	Group II Cities	Group III Cities	Group IV Cities
	Boston, MA New York City and metro areas Los Angeles, CA Miami, FL San Francisco, CA Washington, DC and metro areas	Atlanta, GA Chicago, IL Houston, TX Philadelphia, PA San Jose, CA	Baltimore, MD Cleveland, OH Cincinnati, OH Columbus, OH Dallas, TX Denver, CO Detroit, MI Indianapolis, IN Las Vegas, NV Memphis, TN Milwaukee, WI Minneapolis/St Paul, MN Nashville, TN New Orleans, LA Orlando, FL Phoenix, AZ Portland, OR San Diego, CA Seattle, WA Tampa, FL	Kansas City, MO Louisville, KY Madison, WI Pittsburgh, PA St Louis, MO Springfield, IL**
GROUND TRANSPORTATION Including parking at point of departure	\$55	\$50	\$40	\$30
TRANSPORTATION				
<i>AIR:</i>	Coach	Coach	Coach	Coach
<i>BUS:</i>	Economy	Economy	Economy	Economy
<i>RAIL:</i>	Economy	Economy	Economy	Economy
<i>PERSONAL CAR*:</i>	\$.0505/mile	\$.0505/mile	\$.0505/mile	\$.0505/mile
LODGING Maximum daily rate is exclusive of applicable taxes. Taxes will be included in the reimbursement.	\$250.00	\$225.00	\$150.00	\$125.00
PER DIEM Including tax and gratuity	\$64	\$59	\$54	\$49

* Mileage reimbursement follows the rate as determined by the Internal Revenue Service. 2008 rate is listed.

** When the Illinois legislature is in session, the Springfield, IL maximum is increased to Group III.

TRAVEL REQUEST FORM

Name: _____ Department: _____
Purpose of Travel: _____ Bureau/Division: _____

Destination: _____
Funding Code: _____ Departure Date: _____
If more than one funding code is to be used
specify amount charge to each. Return Date: _____

TRAVEL EXPENSE ESTIMATE

TO BE COMPLETED AND SUBMITTED 7 BUSINESS DAYS PRIOR TO TRAVEL TO THE
OFFICE OF BUDGET AND MANAGEMENT ALONG WITH PROPER DOCUMENTATION

Estimated Expense: Transportation \$ _____
Meals:
_____ Days @ _____ per day \$ _____
Lodging:
_____ Days @ _____ per day \$ _____
Registration (Acct. 0169) \$ _____

Other Expenses (please list):

_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL ESTIMATE \$ _____

I have reviewed this Travel Request, and find:

- The purpose of this trip fulfills an important public objective;
- This trip adheres to the City of Chicago Travel Policy;
- The purpose of the trip cannot be fulfilled locally.

Traveler: _____ Date: _____

Department Head: _____ Date: _____

OBM Analyst: _____ Date: _____

OBM Director: _____ Date: _____

Chief of Staff*: _____ Date: _____

* when applicable

Please attach approved Request Form to Expense Statement when submitting for reimbursement.

TRAVEL EXPENSE STATEMENT Department Submit to Comptroller's Audit Section										
Employee:				Phone:			Employee Title:			
Contact:				Phone:			Travel Dates: From To			
Dept: _		Purpose of Trip:								
Funding Code:										
	Transportation Personal Auto Common Carrier	Rental Vehicles	Ground Transp.	Common Carrier (Air, Train)	Parking & Tolls	Room & Taxes	Meals	Telephone	Misc.*	Total Expenses
						Subtotal (0245)				
						Registration Fee (0169)				
* Explanation of Miscellaneous Expenses							Total Expenses			
							Less Advance			
							Less Prepaid Expenses			
							Balance Due City			
							Balance Due Employee			
I hereby certify that this Travel Expense Statement is in accordance with the policies and procedures of the City of Chicago. All receipts included are original.										
Employee Signature _____							Date _____			

EXHIBIT 8

PROJECT REFERENCE FORM

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 8

PROJECT REFERENCE FORM

Respondent must provide comprehensive information for at least three (3) projects of similar type, scope and magnitude as required pursuant to this RFP. If any of these projects can be reviewed on-line, please provide the URL for such project. Respondent must provide detail about each project referenced, including a brief description of the project, the date on which the project was performed and completed, the location of the project, the nature and extent of Respondent's involvement in the project, the total dollar value of the project, the Key Personnel involved and their roles in the project, and three (3) client references for the project(s). The Respondent must be able to demonstrate completion of the projects identified. Experience will not be considered unless complete reference data is provided (name, position, phone number and e-mail address).

REFERENCES:

Project Description:

Date of Performance: _____

Date of Completion: _____

Project Location: _____

Respondent's Involvement in Project:

Dollar Value of Project and Your Firm's Contract Value: _____

Key Personnel Involved and Role in Project: _____

Client References (provide three):

Name: _____ Title: _____

Address: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Address: _____

Telephone: _____ E-Mail: _____

Name: _____ Title: _____

Address: _____

Telephone: _____ E-Mail: _____

EXHIBIT 9

SUBMITTAL CHECKLIST

PROFESSIONAL TASK ORDER SERVICES FOR THE CHICAGO AIRPORT SYSTEM

EXHIBIT 9

SUBMITTAL CHECKLIST

This checklist is intended to assist Respondents only and may not include all submittal requirements

Volume I - Required Content

- ☐ Cover Letter
- ☐ Executive Summary
- ☐ Professional Qualifications and Specialized Experience
 - ☐ Narrative
 - ☐ Project Reference Forms – Exhibit 8
- ☐ Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project
 - ☐ Narrative
 - ☐ Key Personnel Availability
 - ☐ Staff Organization Chart
 - ☐ Key Personnel Resumes
 - ☐ Licensing and Certifications
- ☐ MBE/WBE Participation and Commitment
- ☐ Company Profile
 - ☐ Joint Venture Agreement including Schedule B and Disclosures as appropriate
 - ☐ LLC Operating Agreement and Disclosures as appropriate
 - ☐ Licensing information

Volume II - Required Content

- ☐ MBE/WBE Participation Plan and Commitment - SUMMARY
 - ☐ Schedule C-3
 - ☐ Schedule D-3
 - ☐ Schedule B and JV agreement if appropriate
- ☐ Economic Disclosure Statement and Affidavit
- ☐ Financial Statements
- ☐ Conflict of Interests
- ☐ Corporate History
- ☐ Legal Action

