

2021  
**CONSTRUCTION  
SUMMIT**   
★★★★

PRESENTED BY  **CHI** | **DPS** Department of Procurement Services

**Thursday, March 25, 2021 | 10:00 am – 5:00 pm**



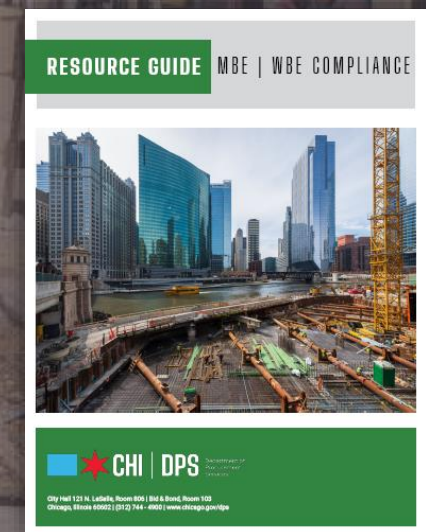
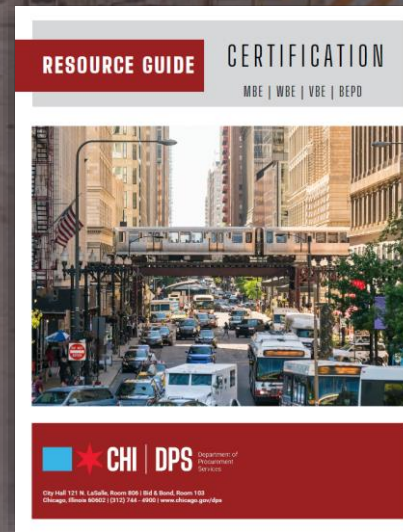
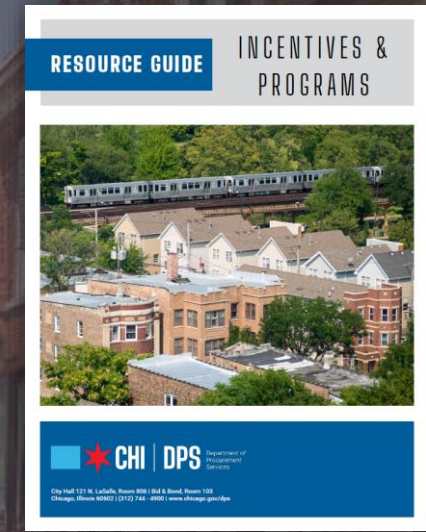
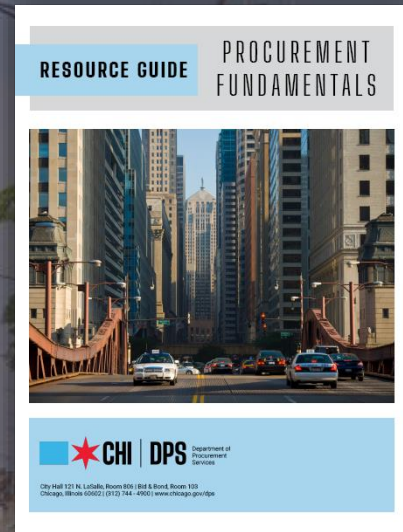
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## RESOURCE GUIDES

- DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.
- The Resource Guides were divided into key areas of the procurement process:
  - Contract Administration
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- Download now at [www.chicago.gov/dpsguides](http://www.chicago.gov/dpsguides)







1:00 - 2:00

CHICAGO DEPARTMENT OF PLANNING AND DEVELOPMENT (DPD)

2:30 PM - 3:30 PM

CHICAGO DEPARTMENT OF AVIATION (CDA)

4:00 PM - 5:00 PM

CHICAGO DEPARTMENT OF WATER MANAGEMENT (DWM)

# CHICAGO DEPARTMENT OF ASSETS, INFORMATION, AND SERVICES (AIS)

## Architecture, Engineering, and Construction Contact:

Robin Owens, Deputy Commissioner  
[robin.owens@cityofchicago.org](mailto:robin.owens@cityofchicago.org)

## Finance & Administration Contact:

Gary S. Bell, Contracts Administrator  
[Gary.Bell@cityofchicago.org](mailto:Gary.Bell@cityofchicago.org)

## Additional Guest Speakers

Judith Mims  
Frances Rovitusso-Strange  
Anthony Maiellaro  
Diana Ballesteros







# City of Chicago Department of Assets, Information & Services

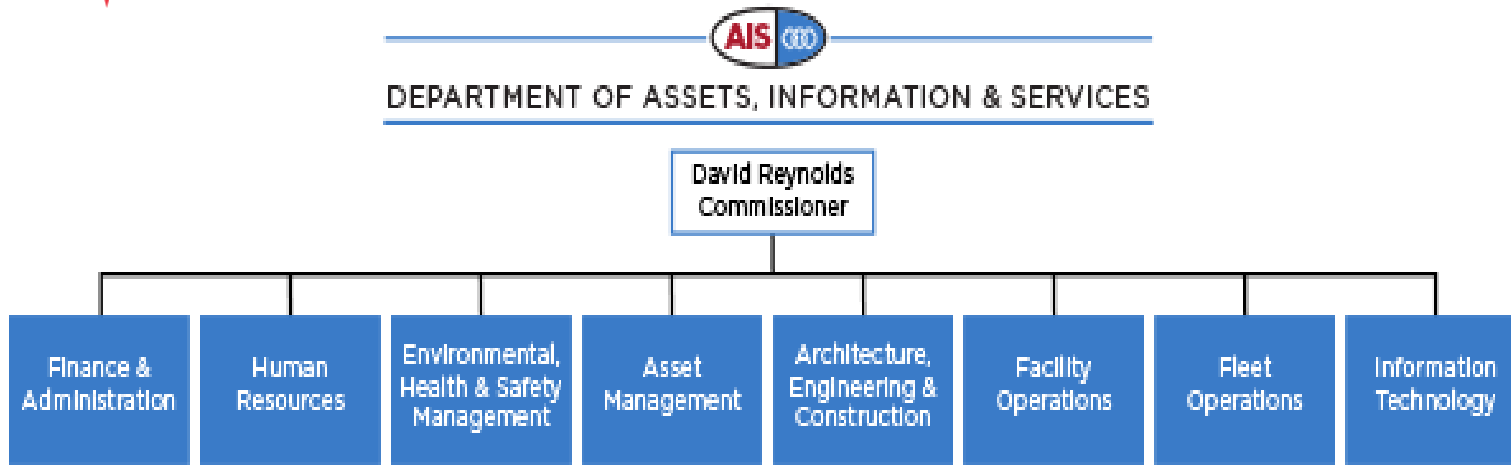
**AIS is the Department of Assets, Information and Services** which supports the operations of other City Departments by providing high-quality and cost-effective services. Formerly the Department of Fleet and Facility Management (2FM), including the consolidation of the Department of Innovation and Technology (DoIT).

## Mission

The Mission of the Department of Assets, Information and Services (AIS) is to support the operations of other City of Chicago departments and agencies by providing high-quality and cost-effective asset management and services. AIS ensures the safe and efficient use of the City of Chicago's assets through effectively managing the maintenance and repair of vehicles, equipment, and properties occupied by the City. In addition, the department is responsible for information technology, advancing energy efficiency and brownfield development, procuring utilities, coordinating document retention services, providing graphic and mail services. Our finished products and services shall meet or exceed industry standards, best practices, and the expectations of our user departments.



# AIS Organization



- The Department of Assets, Information and Services (AIS) is committed to providing a range of services to the various departments within the City of Chicago.
- Made up of 8 bureaus



# Department Make-Up

- Asset Management
- Finance & Administration
- Environmental Health and Safety Management
- Human Resources
- Information Technology
  - Data Science,
  - Geographic Information Systems (GIS),
  - Information Security Office
  - Technology Resources and Services in Chicago,
  - Software Development



# Department Make-Up

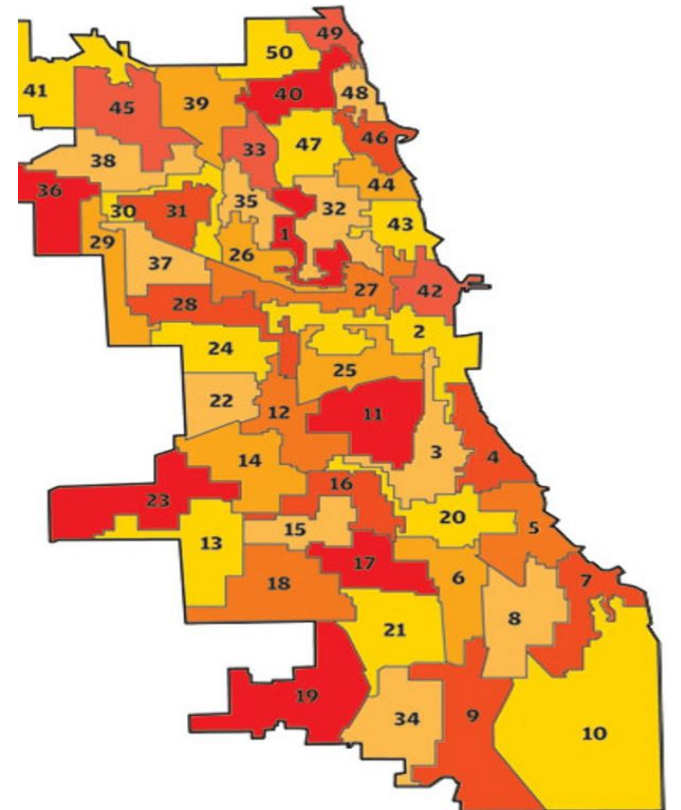
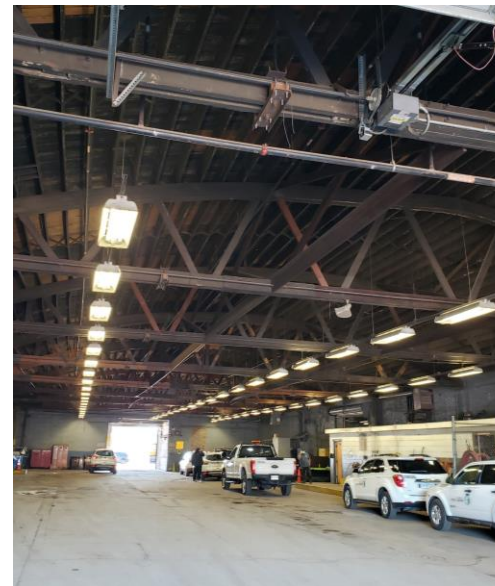
- Architecture, Engineering, & Construction
- Facility Operations
- Fleet Operations





# AIS – Construction Operations:

- Equitable geography
- funding from Tax Increment Finance districts, and Bonds
- Design and Construction projects work in chorus with the Facilities Operations, Environmental Health & Safety, and Finance Administration Bureaus
- Work closely with communities, alderman, and partner agencies to ensure equitable and inclusive strategies





# AIS Design and Construction – 2021

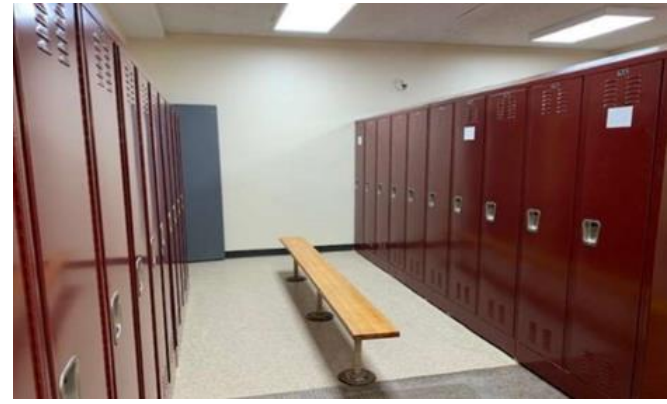
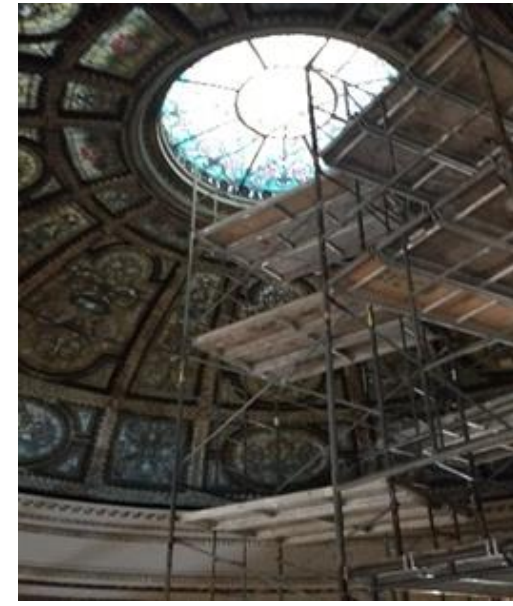
- **What does AIS have planned?**
  - This year we are rolling a 5 year capital plan for design and construction of 330 projects
  - In addition to the ancillary projects that arise for various immediate needs
- **How will the design and construction work be executed?**
  - We utilize professional services contracts, Job Order Contracts Contractors, Term vendors, traditional bid solicitations, and working partnering agencies like Public Building Commission.





# Architecture, Engineering & Construction

- **Architecture & Engineering arm consists of architects and engineers:**
- Establish and implement design parameters for each project
- Assessing existing conditions
- Developing scope and design standards
- Designing for identified scope execution
- Reviewing design documents
- Observing in field conditions during construction
- Design support for the bureau initiatives







# Architecture, Engineering & Construction

- **Construction arm consists of Project Managers:**
  - to carry-out and execute the basis of design for the immediate needs, planning, and maintenance of our facilities.
  - Assessing existing conditions
  - Developing scope
  - Assembling the procurement methods and actions for identified scope execution
  - Overseeing the project team (contractors, consultants, end-user departments, and stakeholders)
  - Observing in field conditions during construction
  - Project oversight support for the bureau initiatives





# Precedent Projects – Mechanical Infrastructure



## Woodson Regional Library Vivian Harsh Archives

Humidity Control



# Site Observations

- The Harsh section is located on the 1<sup>st</sup> floor to the north of the main Woodson Library. Area is known as Harsh addition.
- The area where the mold formation was found was in the book storage section.
- The site uses an air-cooled chiller with DX coils, and electric coils for heating.
- While there appears to be sufficient air flow through the area, the portable book shelves are densely packed and there may not always be air flow across all sections.
- There was positive pressure in the space at time of walk, with air going from inside the room to outside the room based on flow from doors.







ns



- Book Storage Area





# Library Archives Plan

- Develop TO request for A/E to review building envelope, recommend design criteria for archive areas, and make recommendations for HVAC based on review/study.





# Energy initiatives

- How will our projects and contractors be better equipped with energy information?
  - Key processes
  - Reports shared with project team
  - Benefits of the energy savings and impact on our projects.
  - How will our facilities and building systems more efficient and better suited for operating?
    - identifying energy efficiency opportunities early in the project is valuable - confirm what is available, and the ability to incorporate these items into the project
- ▶ Rebate applications submitted and updated throughout the project until project completion and incentives received.
  - ▶ How will savings be useful once recouped?
    - ▶ Savings in energy will effectively make us greener by lowering energy consumption.
    - ▶ Recycled savings for future Energy projects.





# Precedent Projects - Restoration

# Stockyard Bank Building

4146 south Halsted street  
Chicago Illinois 60609







## Project Description

A Task Order Request has been awarded to the AEC firm Wight & Co. who have been entrusted with the buildings Stabilization & Winterization by the end of 12/2020 and a Full Assessment Report for complete implementation of all remediations required to bring building into compliance.

**Budget:** \$2,000,000.00

**Timeline:** 12 weeks



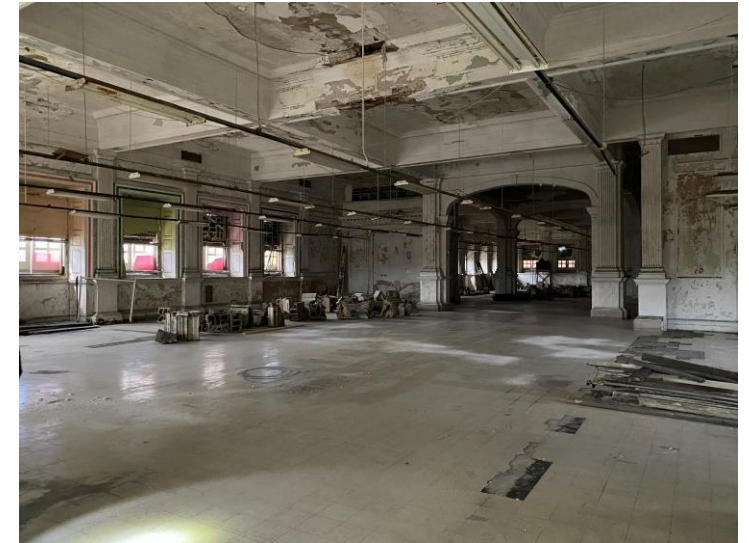


## Glory Days

The grandeur and importance of the Bank was reflected by the white marble floors, counter tops and walls as well as the elaborate plaster trim work in the ceilings on the First Floor Level



## Present Day





## Glory Days

Conference Room on Second Floor displayed walnut paneled walls and elaborate chandeliers



## Present Day





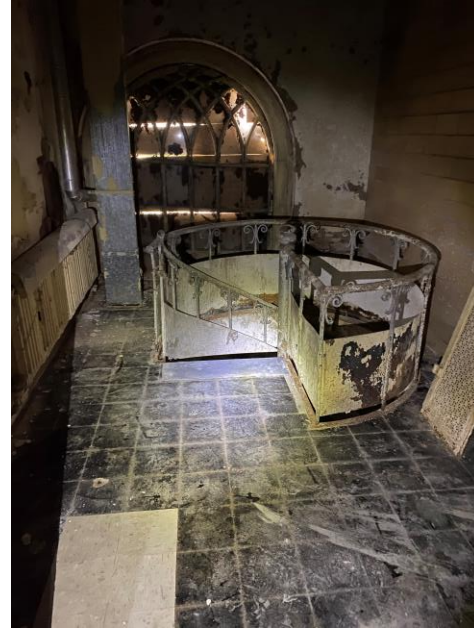


Clock Tower exterior requires some brick removal and replacement.  
Interior concrete beams needs replacement.  
Broken clock glass and metal trim pieces to be salvaged.

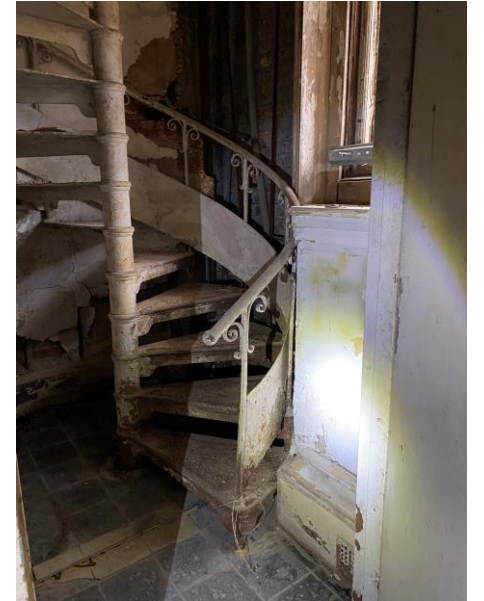




Second Floor abatement needed for floor and ceiling tiles  
Plaster crumbling from walls and ceiling trim.



Metal spiral stairs  
between First &  
Second Floors to be  
abated and reused  
as  
secondary means  
of  
egress for vacant  
building



## Scope of work:

### Stabilize Exterior Envelope:

1. Stabilize deteriorating areas of North, South, East & West Elevations, including Clock Tower Façade by removing loose and deteriorating brick & terracotta and replacing with new.
2. Replace asphalt shingles in damaged areas of sloped roof & repair damaged areas of flat roof.
3. Remove and store deteriorating clock elements from Clock Tower Facade.
4. Replace existing gutters and downspouts
5. Repair existing fire escape and replace egress door on west side on Second Floor.
6. Install security barrier and gate to prevent access to alley.

### Stabilize & Winterize Interior Space:

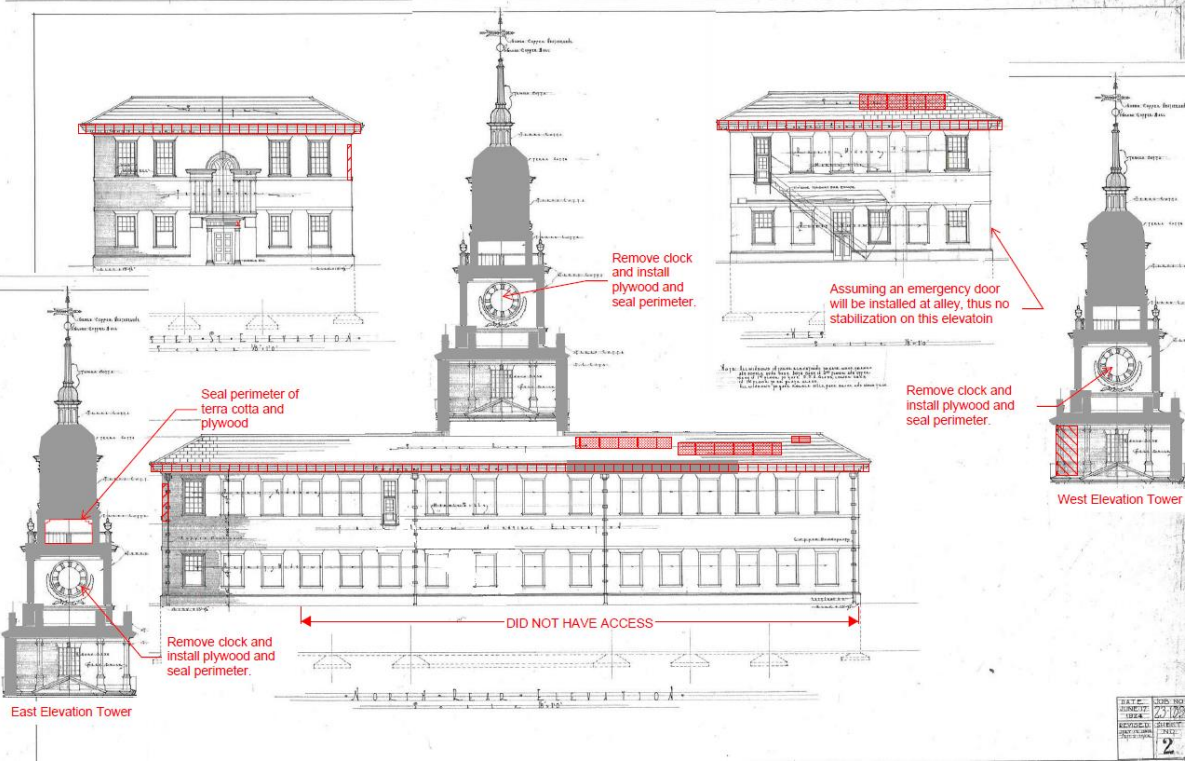
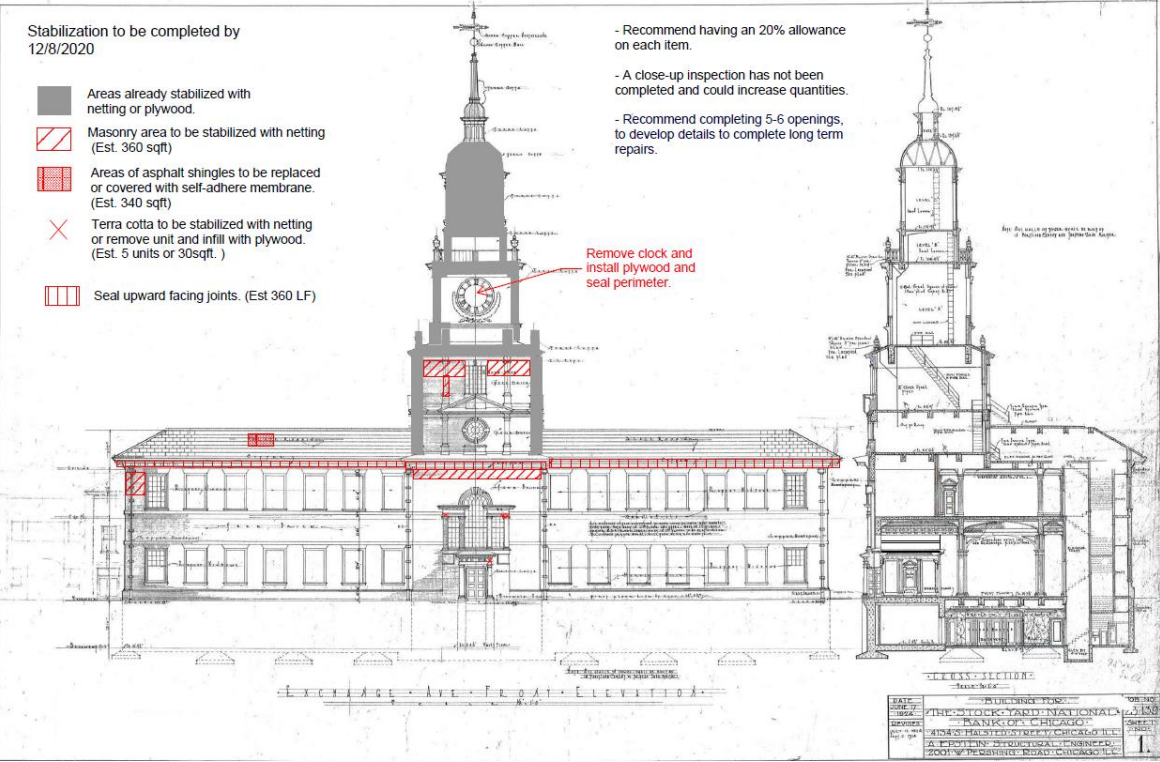
1. Full Interior Abatement
2. Remove water in Basement & fix source of water infiltration
3. Install window protection and insulation barriers.
4. Replace damaged stairs accessing Clock Tower.
5. Install new heating units
6. Provide Emergency Lighting throughout



# Masonry Work:

Areas in need of remediation.

Removal & replacement of terracotta & brick and other materials are shown below







**EXHIBIT D**  
**North Elevation**





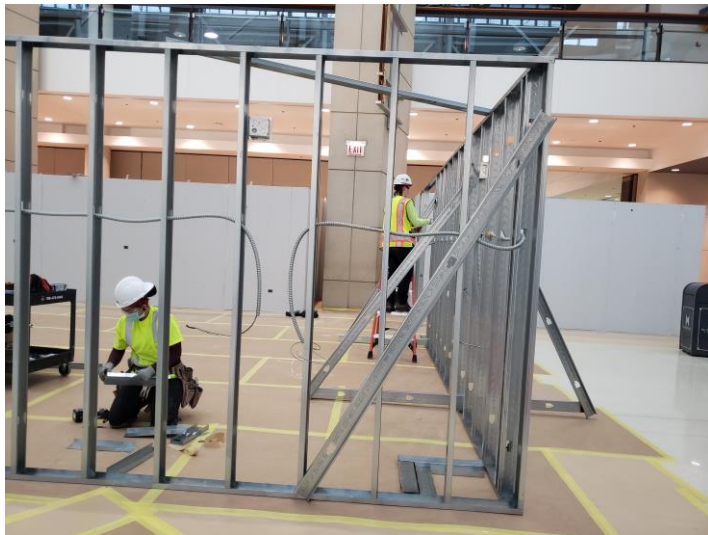
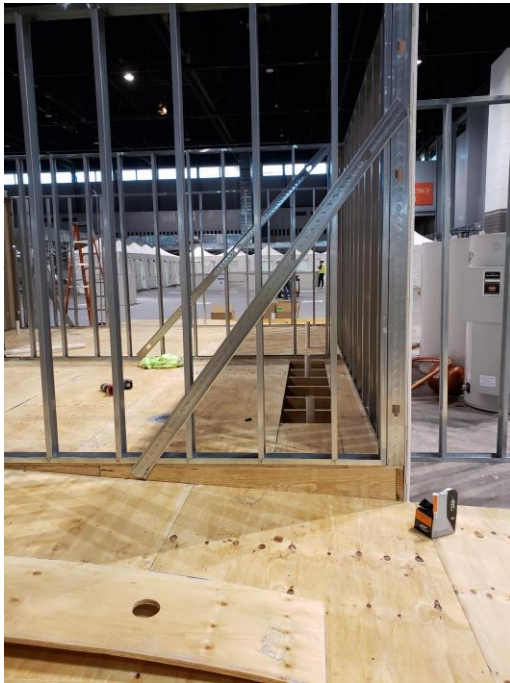
# Precedent Projects – New Construction

- **Public Safety Facilities:**
  - Joint Public Safety Training Campus
  - Engine company 115
- **Operations Facilities:**
  - Grand Avenue Salt Dome
  - Englewood Fleet Maintenance Facility

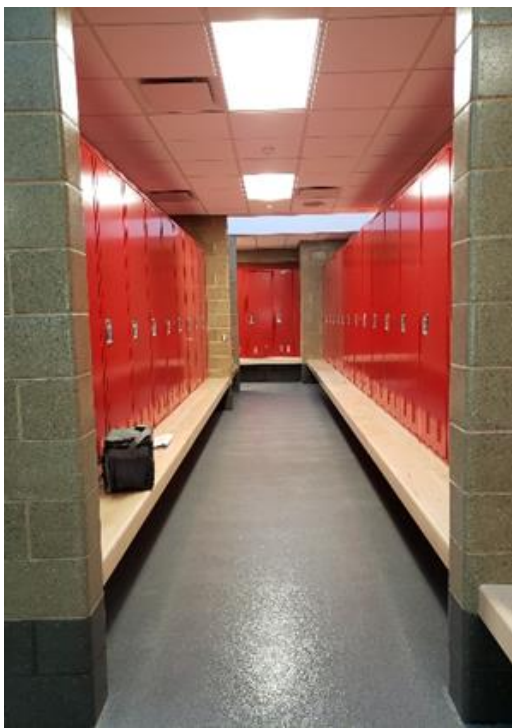


# AIS Design & Construction Contract Opportunities

- **Pre-Qualified Professional Services** - projects that require design services
- **Job Order Contract (JOC) Program** - projects that require immediate and emergency response work
- **Term Vendor Contracts** - projects that require specialty services
- **Traditional Solicitations** - Requests for Qualifications, Requests for Proposals







# AIS Capital Plan Summary

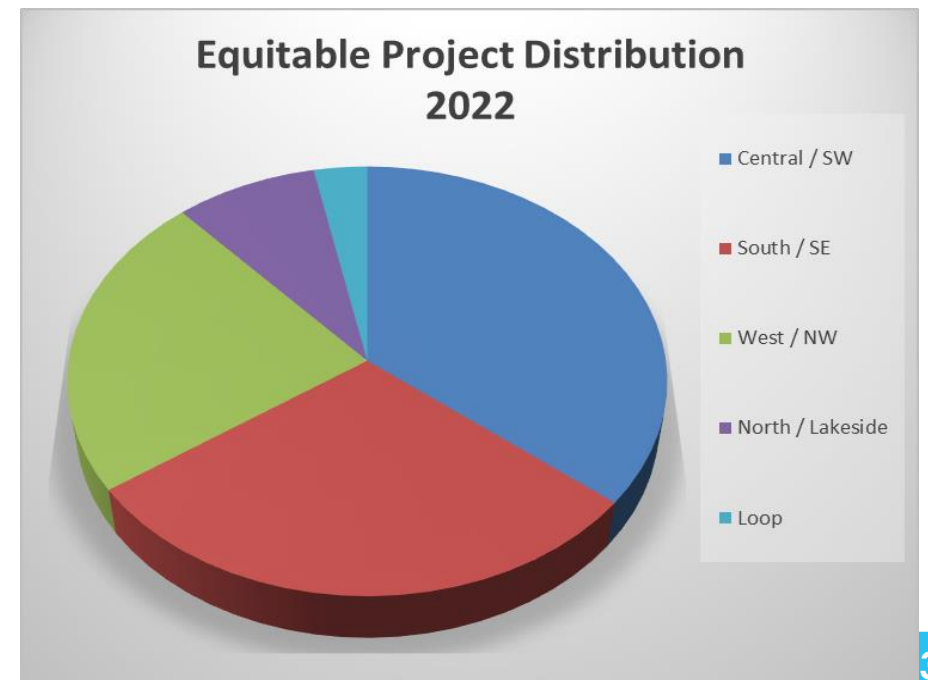
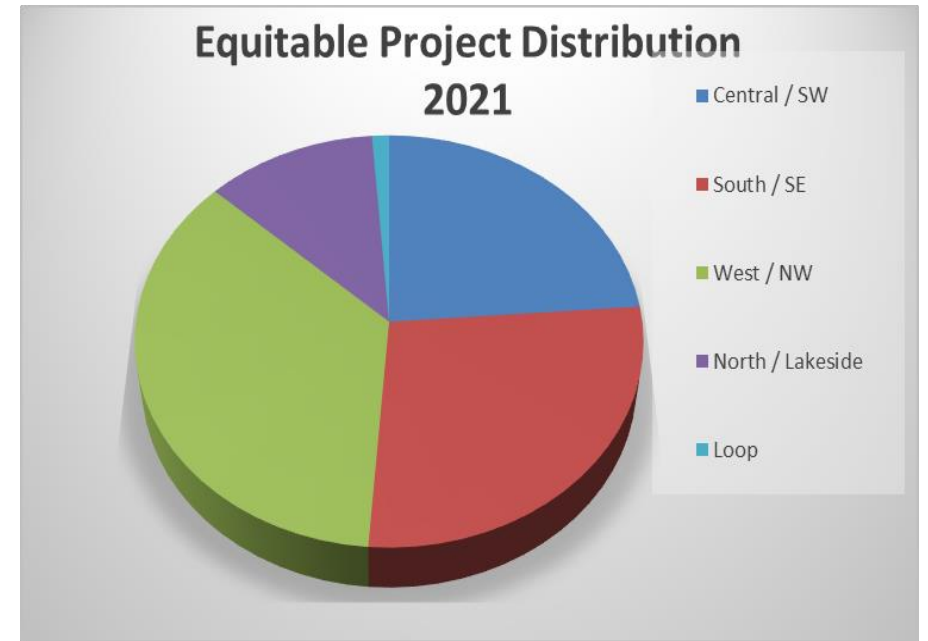
- AIS 5-year Capital Plan for Facilities Improvements:
- 2021-2022 – 150 projects
- 2023-2024 – 150 projects
- 2025 – remaining (30+/-) projects
- **Both public-facing and non-public-facing facilities will be covered based on:**
  - urgent repair needs and deferred maintenance
  - equity in investment
  - availability of TIF funding to supplement bonds
- **Execution Plan:**
  - project bundles of similar type and scope, such as Libraries or Fire Stations
  - urgent needs or previously defined scopes including eight rapid-start projects



# AIS Facilities: Equity

## ▪ Workforce Development:

- Contractors will be encouraged to exceed the base requirements for hiring percentages by:
  - Increasing outreach to local subcontractors and residents in project communities
  - Capturing vendor interest from aldermanic lists of local businesses and resident training programs
  - Engaging with groups like Chicago Cook Workforce







# Follow-up with AIS

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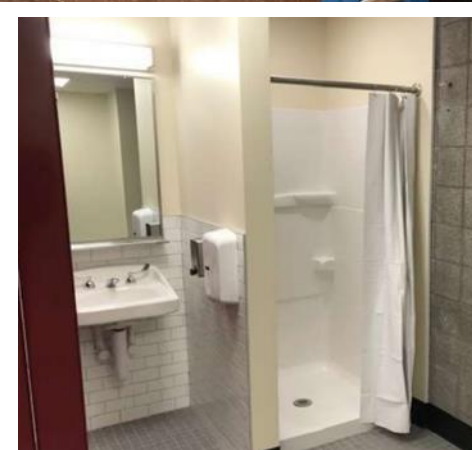
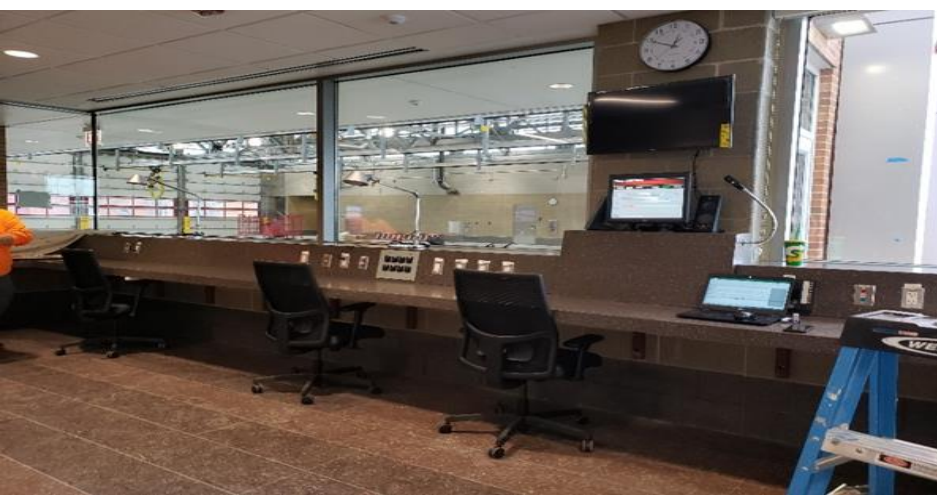
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# AIS Design and Construction – Contracts



## iSupplier Portal

<https://www.cityofchicago.org/city/en/depts/dps/isupplier.html>



The screenshot shows the City of Chicago's iSupplier Portal. At the top, it says "City of Chicago The City of Chicago's Official Site". Below that, it says "Procurement Services iSupplier Portal". There is a navigation bar with links: Home, Login and Registration, Current Bids and Solicitation Opportunities, Online Training Materials, Delegates, and Help. A main heading states: "The City of Chicago has implemented the 'iSupplier' Portal Online eProcurement System for all purchasing activities." Below this is an "Announcements" section with the following text:

**Introduction to eProcurement Vendor Workshops:**  
"2018 eProcurement Vendor Workshops are listed below."  
DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online reducing the time it takes to complete procurements. We invite you to attend a demonstration to learn about iSupplier registration, how vendors will submit bids, proposals, how to view contracts and payments online all via the eProcurement process.  
To Register for upcoming Workshops & Events: [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents)  
**MAY 17 • JUN. 21 • JUL. 19 • AUG. 16 • SEPT. 20 • OCT. 18 • NOV. 15**  
Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, 11th Floor, Room 1103

As a Vendor registered in the iSupplier Portal you will be able to:

- View and Respond to Bids / Solicitations online
- View Orders, Payments, Invoices
- Update Your Company Information – contacts, address, phone, email

# Construction – Finance Administration

- Once projects are in queue for start up the Procurement and Payment processes are set in motion:
- Typical for our construction projects – since a large number of them are JOC, here is a summary:

## Compliance – C2

The link to log into C2 is

<https://chicago.mwdbe.com/Default.asp?TN=chi>



# Compliance and Vendor Payment Programs

## Electronic Funds Transfer

**Direct Deposit Vendor Payment Program**



**City of Chicago**  
Department of Finance  
191 N. LaSalle, 15th Floor  
Chicago, IL 60610  
312-744-1734

**The Direct Deposit Vendor Payment Program** utilizes electronic fund transfer to provide a timely, accurate, and convenient method of depositing funds owed to vendors.

With Direct Deposit, the burden of fund delays and late deposits are eliminated.

**Direct Deposit offers:**

- Acceleration of Funds Payments
- Convenience Payment Method
- Simple and Easy Sign-up

**(Please Check One)**

**New Participant**

**Change to Existing Direct Deposit**

**Terminate Direct Deposit**

Vendors participating in the Direct Deposit Payment Program receive necessary funds as available for use to the extent possible. Deposits are made directly to vendor accounts, eliminating late processing and delays, resulting in time in the bank, and resulting in availability of funds.

**Important Note:** Vendors are responsible for ensuring that their bank account information is accurate and up-to-date. The City of Chicago is not responsible for any errors in the information provided. Vendors are responsible for ensuring that their bank account information is accurate and up-to-date.

**Note:** Direct Deposit for multiple vendors or purchase orders can be set up on this form. Vendors must complete sections on the top provided below. However, a separate return required for each Direct Deposit bank account.

I authorize the City of Chicago (hereafter called "the City") to access credit unions to my banking account information below and the business account below, hereafter called "banking", to deposit to the vendor bank account.

This authority is in essence an irrevocable and exclusive grant. The City and business have mutual written authorization from me of no less than 90 days and in each instance as to effect the City and business a reasonable opportunity to act on a grant in depositing to the account.

**Vendor Name**  **Created on DD/MM/YYYY**





# TYPES OF CONSTRUCTION PROCUREMENTS –BIDS AND RFQ'S

- **Competitive Sealed Bid (\$100,000.00 or more)**
- Competitive bidding is required under the Municipal Purchasing Act, which mandates that, except as otherwise provided and with the exception of small purchase orders, all purchase orders or contracts must be let by free and open competitive bidding, to the lowest responsible and responsive bidder



# REQUEST FOR QUALIFICATIONS (RFQ'S)

- ❑ Method used to solicit qualifications from companies who possess a high degree of technical expertise and knowledge in specific disciplines.
- ❑ City “pre-qualifies” companies to build a vendor pool to respond to future Task Orders (individual projects).
- ❑ Evaluation/selection is based on qualifications and technical competence.
  - ❑ |
- ❑ For A & E RFQ's, there is no cost proposal. Fee schedule is negotiated later as part of the Master Agreement.
- ❑ Most commonly used for A & E Design contracts and certain categories of consulting.





# SUPPLEMENTAL CONSTRUCTION (JOC)

- ❑ JOC is a firm, fixed price, competitively bid, indefinite quantity contract specifically designed for each Department's construction program.
- ❑ Method used to solicit qualifications from companies who possess a high degree of technical expertise and knowledge in specific disciplines.
- ❑ Method is used to accomplish small to medium size projects.
- ❑ Instead of bidding every small or medium construction job and developing plans and technical specifications, Department's can use JOC.
- ❑ General Contractors are solicited to respond to an advertised JOC specification which contains a unit price book (various construction tasks) with description, unit of measure and unit price for each task.



# PROGRAMS & BID INCENTIVES

## 1. Programs for:

- Small Business Initiative (SBI) Construction
- Mid-sized Business Initiative (MBI) for Construction
- Equal Employment Opportunity (EEO)
- Apprentice Utilization Bid Preference





# SMALL BUSINESS INITIATIVE FOR CONSTRUCTION

**Program Goal:** Designed to encourage small businesses to participate in City-funded construction projects under \$3 million in total cost.

## Key Points:

- Small local (six-county) businesses are exclusive bidders.
- Two Tiers – Small Business Initiative (SBI) I and II
- SBI I – Project Cost less than \$3 million (SBA size standards)
- SBI II – Project Cost less than \$2 million (1/2 SBA size standards)

Municipal Code: 2-92-710



# SBI'S - CONTINUED

- SBI projects include construction opportunities valued at \$3 million or less, available for bid only to local firms meeting small business size standards set by the Small Business Administration (SBA).
- In response to the vendor community, a second tier, SBI 2, was developed, for construction projects valued at \$2 million or less, open to local firms that are one-half the SBA size standards.
- Many types of construction projects:
  - ✓ Roofing repair
  - ✓ Sound insulation at Chicago's airports
  - ✓ Streetscaping including accessible sidewalk ramps for Chicago's citizens
  - ✓ Sewer improvements
- Additional projects are currently development.





# SBI'S - CONTINUED

## Eligibility

- To qualify for this construction program, a business must be a small local business enterprise as defined by the program rules. In making a determination whether a business meets that definition, the Chief Procurement Officer will consider, among other factors, whether the business:
  - Has been in business for at least one (1) year;
  - Will perform the majority of the work on the construction project with its own forces and/or subcontractors who are also small local business enterprises;
  - Is independent, and not an affiliate or subsidiary of any other business;



# MID-SIZED BUSINESS INITIATIVE FOR CONSTRUCTION

**Program Goal:** Designed to increase small and mid-sized business participation in City-funded construction projects between \$3 million and \$10 million in total cost.

**Key Points:**

- Small and mid-sized local (six-county) businesses are exclusive bidders.
- Estimated project cost is \$3,000,000-\$10,000,000
- Eligible bidder size limitation is 1 ½ times the SBA size standard

Municipal Code: 2-92-800 et seq.





# APPRENTICE UTILIZATION BID INCENTIVE

**Program Goal:** Designed as an incentive for City prime contractors to utilize apprentices for construction projects.

**Key Points:**

- “Apprentice” means any person who is: (1) sponsored into an apprenticeship training program by a contractor that is authorized by a union to sponsor apprentices; and (2) enrolled in, or has graduated from, a construction technology training program administered by the City Colleges of Chicago, or is a graduate of a high school operated by Chicago Public Schools.
- Contracts for \$100,000 or more.
- Incentive for future contracts.
- Tiered Incentive:
  - 5-10% work performed by apprentice results in ½% bid incentive.
  - 11-15% project-area subcontractor work results in 1% bid incentive.

**Municipal Code:** 2-92-335.



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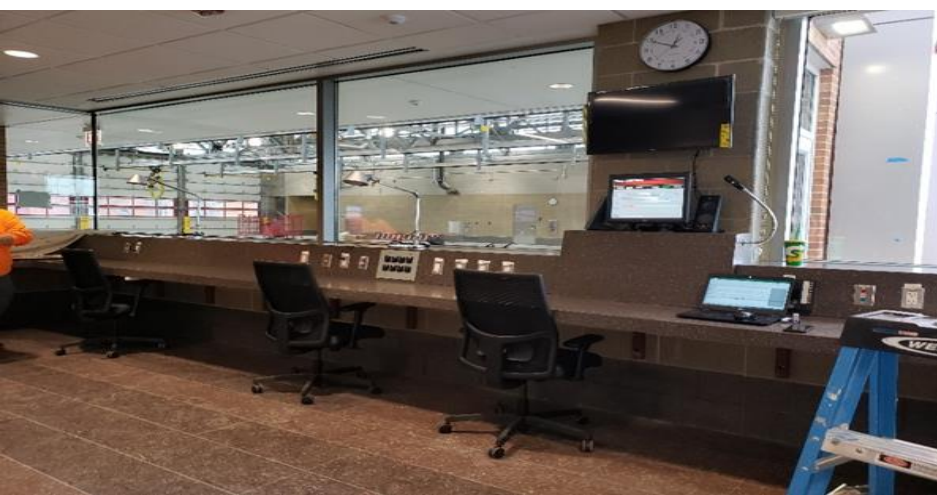
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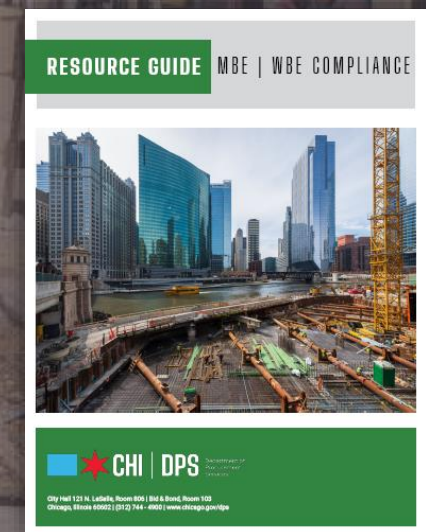
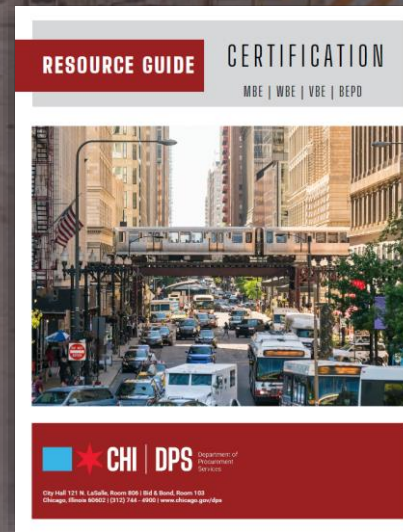
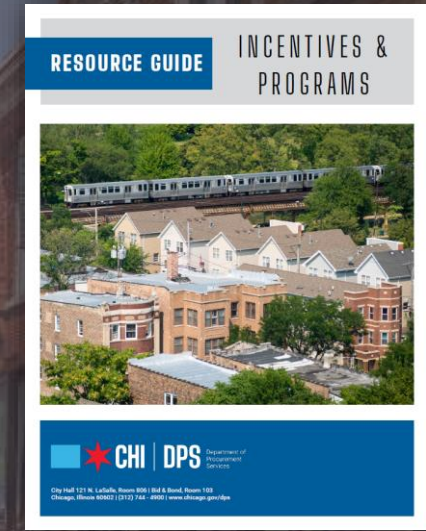
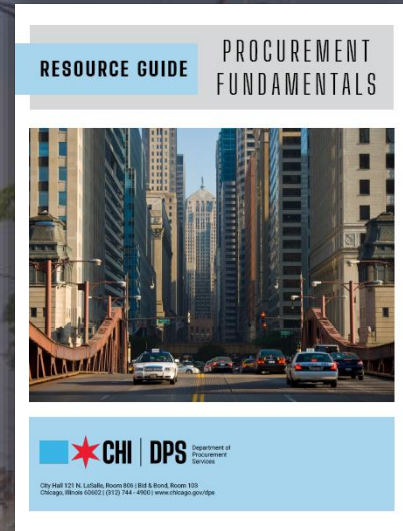
Questions?





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**BUYING PLAN** 1Q 2021  
1Q 2024

**BUYING PLAN HOW-TO GUIDE**  
Quick guide to better use the Buying Plan

**COVID-19 BUSINESS RESOURCES**  
Business support and guidance during COVID-19

 **CHI DPS** Department of Procurement Services  
City Hall 121 N LaSalle, Room 806  
Bid & Bond, Room 103  
Chicago, Illinois 60602 | (312) 744-4900  
[www.chicago.gov/dps](http://www.chicago.gov/dps)



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