



CHI | DPS

Department of Procurement Services

DPS WORKSHOP



DPS PR Team for Today's Workshop
Jackie Umbles – Host
Rodney LaBauex – Chat Facilitator

Welcome

The Department of Procurement Services is committed to Communications and Outreach, which is key to keeping citizens informed of bid opportunities, new programs, and innovations.

Also ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies. To download go to: **www.chicago.gov/dps**

We encourage you to follow on our website www.chicago.gov/dps for the latest news, updates, and our calendar of events. Go online and sign up for our Email Newsletter: DPS Alerts full of news that you can use. Follow us on social media to stay informed:

- o Facebook: www.facebook.com/ChicagoDPS
- o Twitter: @ChicagoDPS
- o Youtube: www.YouTube.com/ChicagoDPS
- o DPS Alerts: **www.chicago.gov/dps** and click on the letter icon and sign-up

Today's Workshop

- Everyone is muted upon entry for the presentation portion of the workshop
- We ask that you hold your questions to the end of the presentation. You can use the chat feature to type out your question and the speaker will answer the questions at the end of the presentation.
- To Send a Question: **Use only the Q & A panel to ask your question. Do not use the chat panel**
 - Use the Q & A panel on the right side of your screen.
 - In the Send to or To drop-down list, select the recipient of the message.
 - Enter your message in the chat text box, then press Enter on your keyboard.

Note: If you join a meeting, session, or event in progress, you can see only the Q & A that participants send after you join.



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Department of Procurement Services

DPS WORKSHOP



We Are Family: Doing Business with Sister Agencies
Public Building Commission & Chicago Housing Authority
Today's Presenter: Lori Lypson (PBC) & Latasha Bouldin
(CHA)

The background of the slide features a large, abstract sculpture made of dark, curved metal plates. In the upper left, a modern building with a grid of windows is visible against a clear blue sky. The text is overlaid on the sculpture.

We Are Family

Doing Business with Sister Agencies

Presented by

Lori Ann Lypson | Chief of Staff
Public Building Commission of Chicago

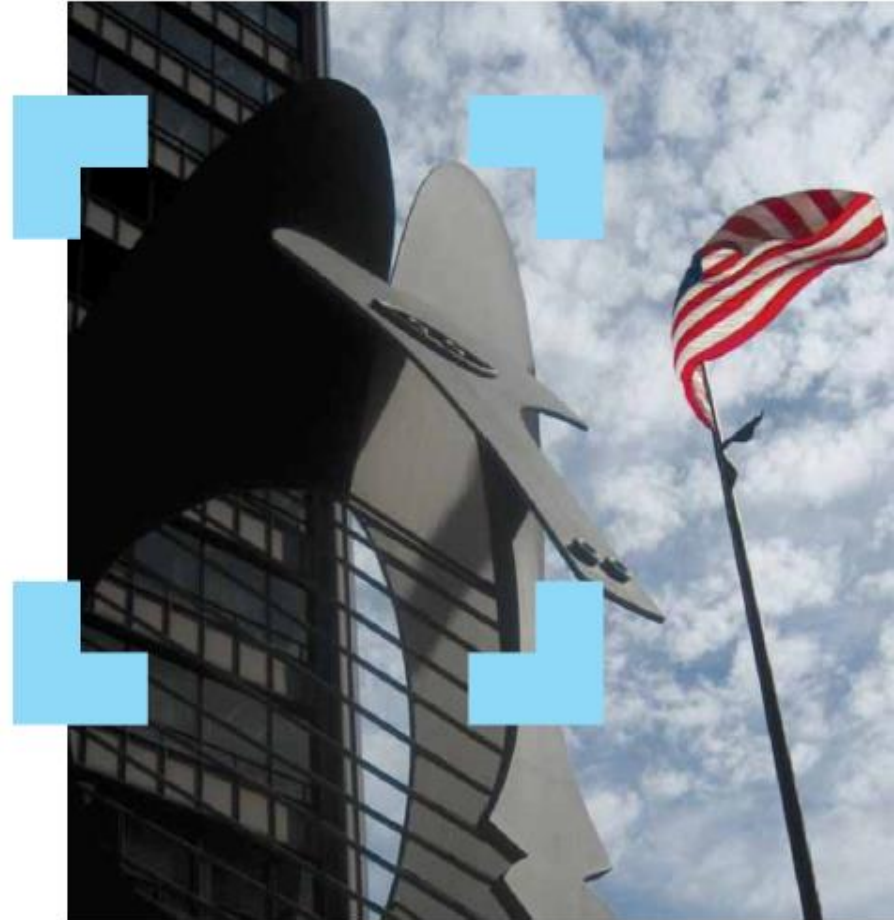


**PUBLIC BUILDING
COMMISSION** of Chicago


Who is PBC? *public developer for municipal projects*

Public Building Commission

- est. 1956
- full service
- state-created
- public development agency



PBC Mission



The Public Building Commission of Chicago is committed to client service and strong stewardship of public resources. The PBC plans, designs and builds facilities that reflect the highest standards of environmental and economic sustainability.

What does PBC do? *project development*

Agency Capacity

Assessment, Capital
Planning, Financing

Acquisition, Remediation, Site
prep

Planning, Design, Procurement,
Construction

Operation, Maintenance



City of Chicago



Cook County



Our Client Agencies

How Does the PBC Procure Goods & Services

Procure quality goods and services
at **competitive prices**

Ensure procurement is done in
accordance with all applicable laws

Ensure procurement is conducted in
an **ethical, responsible** manner

Procurement Governance

PBC procurement is governed by the following Illinois Compiled Statute:

Public Building Commission Act (50 ILCS 20 et al)

- ☑ Centralizes purchasing activities
- ☑ Describes the conditions for how activities shall be carried forward
- ☑ Promotes open and fair competition
- ☑ Provides for efficiency of goods/services
- ☑ Demonstrates effective use of tax payers' dollars

Contracting Opportunities



Professional Services	<ul style="list-style-type: none">AOR ServicesEOR ServicesDesign Architect Services	Site Preparation & Remediation: <ul style="list-style-type: none">Traffic StudySurveyorEnvironmental EngineeringEnvironmental Reno/DemoInsurance Brokerage ServicesMaterial TestingGeoTechnical Services
Construction	Invitation to Bid	
Financing	<ul style="list-style-type: none">Audit Services	
Other Services	<ul style="list-style-type: none">Land AcquisitionDemolitionRenovation	<ul style="list-style-type: none">SignageFurnishings, Fixtures & Equipment (FFE)Office Supplies

How does the FBC deliver projects: Multiple capital development delivery methods

Procurement Methods

Frequently used:

- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Request for Qualifications and Proposals (RFQ/P)
- Short Form (Under \$25K)
- Invitation for Bid (IFB)

Other methods:

- Emergency Procurement
- Piggybacks

Professional Services

Professional Services

REQUEST FOR PROPOSALS (RFP)

An **RFP** is an invitation to firms to demonstrate applicable experience and submit a **FEE PROPOSAL** to perform work.

Reason for Use: To select the most competitive professionals for specific work and/or services.

- Respondents given a deadline to submit
- Qualifications required
- No bidding or award of contract at this point

Examples of
Typical PBC RFPs:
Construction
Documentation
Reprographic Services
Design-Build:
South Side
High School

Professional Services

REQUEST FOR QUALIFICATIONS (RFQ)

An **RFQ** is an invitation to contractors or consultants to submit **QUALIFICATIONS** to perform work. NO FEE is associated with this submission.

Reason for Use: To secure the most qualified professional and/or construction service provider.

- Respondents given a deadline to submit
- No bidding or award of contract at this point

Examples of
Typical PBC RFQs:
Prequalified pool of
General Contractors
Prequalified pool of
Specialty Services
(Traffic, Environmental
Reno/Demo,
Surveying)

Professional Services continued . . .

Professional Services

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

An **RFQ/P** is an invitation to contractors or consultants to submit **QUALIFICATIONS AND FEE PROPOSAL** to perform work.

Reason for Use: To secure the most qualified professional at the most competitive rate.

- Respondents given a deadline to submit
- Evaluation process required
- Award is based on **Highest Qualified based on Technical Factors**, in addition to **Fee Proposals**



Example of
Typical PBC
RFQ/Ps:
Insurance
Brokerage
Services

Professional Services

LETTER OF INTEREST AND QUALIFICATIONS (LIQ) for Architect of Record & Engineering Services

An **LIQ** is an opportunity for architects and engineers to present their **QUALIFICATIONS** to the PBC.

Reason for Use: To generate a database of highly qualified professionals interested in performing services for the PBC.

Once a firm submits their qualifications, the information is:

- Transferred to an electronic database
- Queried when PBC is seeking potential services
- Updated as requested by the firm

PBC may then:

- Invite firms to interview who have demonstrated experience with the required services
- Request firms submit project-specific qualifications

Construction Services

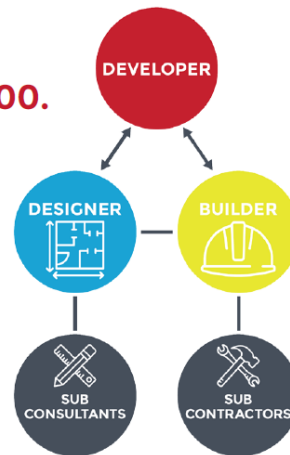
Construction Services

Procurement Method: INVITATION FOR BID (IFB)

An **IFB** is an invitation to contractors, vendors and/or suppliers to obtain construction services at a competitive price.

Reason for Use: To acquire construction services **over \$25,000.00**.

- **Required method of solicitation** for construction that follows the **Design-Bid-Build** model
- Sealed bid process
- Award based on **Lowest Responsive and Responsible Bidder**



Construction Services

Procurement Method: INVITATION FOR BID (IFB)

IFB Composition

- Comprised of three books
- Contains pertinent details of the solicitation
- All three books collectively make up the resultant contract

Book 1	Book 2	Book 3
<ul style="list-style-type: none">• Introduction• General Project Details• IFB Instructions• Submission Requirements <p>Highlights:</p> <ul style="list-style-type: none">• Bid Form• MBE/WBE/EEO Goals• Community Area Map	<ul style="list-style-type: none">• Standard Terms & Conditions for Construction Contracts	<ul style="list-style-type: none">• Technical Specifications• Drawings (prepared by AOR)

Construction Services

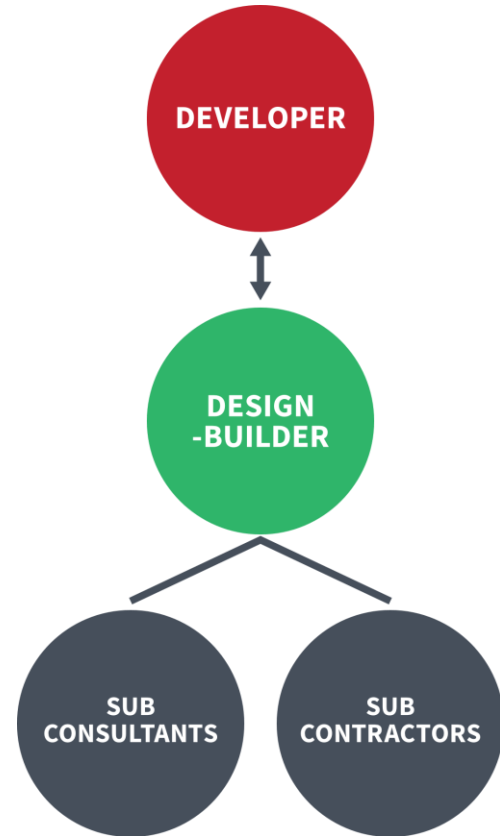
Design-Build

Advantages

- Collaborative budget development
- Streamlined delivery
- Increased MBE/WBE opportunities (construction & professional services)
- Design liability remains with Design-Builder

Considerations

- Design based upon owner-provided program requirements
- Mandates accurate performance and scope criteria early in project
- Limited scope change flexibility



South Side High School

This feature on South Side High School's Design-Build team originally ran in the Spring 2018 issue of the PBC newsletter.

CONTRACTOR SPOTLIGHT: Minority-Owned Firms Behind the Design & Construction of New South Side High School



The development of a new state-of-the-art South Side High School is underway. UJAMAA/Power II Joint Venture, the minority-lead team completing the design and construction of the project, was appointed at the PBC's October 2017 Board of Commissioners meeting. The team demonstrated the requisite experience and deep commitment to the overarching goals of the new school.

"The new South Side High School is more than a building, it is an opportunity to celebrate learning and achievement of every student who will pass through its doors," Carina E. Sánchez, PBC's Executive Director said. "This is a project that recognizes the interaction between students and the community goes far beyond the walls of a building and we look forward to working with the design-build team to create a unifying campus with recreational, family and after-school activities for the entire Englewood community."

Since its appointment, UJAMAA/Power II Joint Venture has assembled a dynamic project team. The PBC has been working with the team and is pleased to feature them in this issue.

"We are confident our design will create a positive experience for everyone that enters the school's campus," said Jimmy Akintonde, President and CEO of UJAMAA Construction.

Founded in 2002 by owner Jimmy Akintonde, **UJAMAA Construction** has consistently built its portfolio with successful projects and satisfied clients. UJAMAA has decades of combined general construction experience from premier construction companies in the Midwest. In 2016, UJAMAA completed over \$42M in local construction projects.

Power Construction Company is a 91-year-old firm operating in Northern Illinois. Power Construction provides pre-construction planning, general contracting, construction management and design-build services for both large and small projects.

Moody Nolan Architects designs over \$750M of building construction each year. As the largest African American owned and managed firm in the country, Moody Nolan maintains a strong commitment to diversity in staff.

DESIGN-BUILD METHOD SOUTH SIDE HIGH SCHOOL

Brook Architecture, Inc. provides design, master planning, consulting, and project management services to private owners, government agencies, developers, and non-profit organizations. Founded in 1995 by licensed architect RaMoná Westbrook, Brook Architecture is a certified Minority and Women-Owned Business Enterprise.

Founded in 1992, **ERS Enterprises** is the largest African-American urban economic development consulting firm in the Chicagoland area. During the past 24 years, the firm has advised and managed approximately \$5B economic development projects.

Griggs Mitchell Alma Construction is a Minority-Owned Business Enterprise that provides single-source contracting services. While they frequently serve as a licensed general contractor, construction manager and cost engineer, GMA Construction, above all else, are builders.

McKissack & McKissack is a national architectural, engineering, program and construction management firm with 27 years of experience working with clients to design and deliver building and infrastructure projects that enrich people's lives and empower communities.

A Minority-Owned Business Enterprise, **David Mason + Associates** designs and assesses highways and bridges, buildings, sewers, tunnels, and electric and gas networks used by millions of Americans every day.

Level-1 Global Solutions, a Minority-Owned Business Enterprise, designs, implements and manages technology infrastructure systems for a variety of organizations including federal, state and local governments; educational institutions and healthcare centers. Level-1 combines information security, operations and facilities management to support mission-critical systems in the public and private sectors.

Terra Engineering is a Woman-Owned Business Enterprise and a full-service engineering firm. TERRA's experienced engineering professionals are well versed in code requirements for site development, transportation and utility construction to successfully work with architects, other engineers, developers, and local and state governments. ★

Facing page: the UJAMAA/Power Joint Venture Team. Below: Interested firms attend an information session about South Side High School contracting opportunities; 6th Ward Alderman Roderick Sawyer speaks to the crowd at the information session.



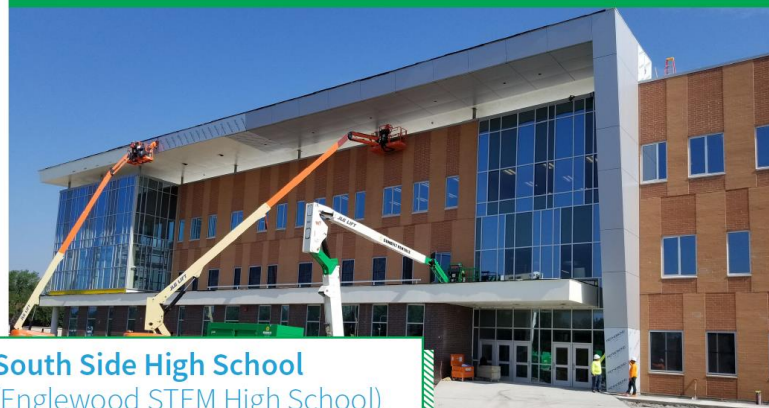
"The parents of Englewood deserve to send their children to a high-quality school, and this facility will provide just that. I look forward as our community not only helps to build this modern facility, but to then watch our Englewood students grow in a top-notch learning facility that helps them to achieve their dreams."

- Alderman Roderick Sawyer, 6th Ward

South Side High School

DESIGN-BUILD METHOD

CLIENT: CHICAGO PUBLIC SCHOOLS



South Side High School (Englewood STEM High School)

6835 South Normal Boulevard | Ward 6: Englewood
Design-Build Team: UJAMAA/Power Joint Venture

Anticipated Substantial Completion: September 2019

The development of the new, state-of-the-art South Side High School is well underway. UJAMAA/Power II Joint Venture, the minority-lead team completing the design and construction of the project was appointed at the PBC's

October 2017 Board of Commissioners meeting. The team demonstrated the requisite experience and deep commitment to the overarching goals of the new school located on South Normal Boulevard at 69th Street.

The new three-story school will broaden the range of educational opportunities for approximately 1,200 high school students by providing diverse learning, music, art, health, dance, multi-purpose and standard classrooms. Site improvements will include fields for baseball, softball, football and track. There will also be tennis and basketball courts located within the sports quad.

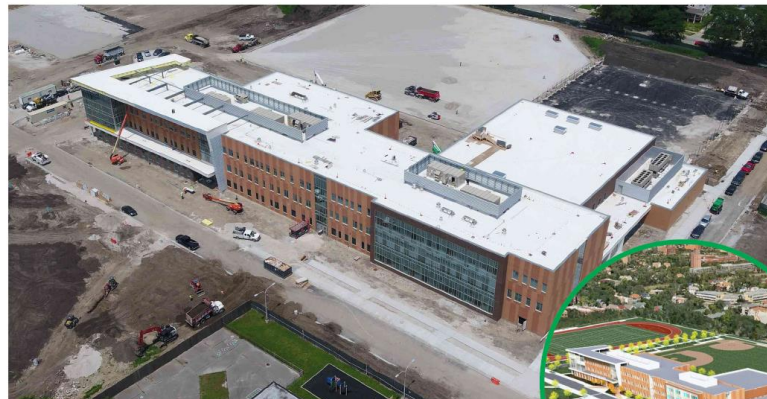
The building will also house a self-contained school-based health center designed to support both the students and the community-at-large. The health center will provide access to comprehensive primary care and behavioral health services to residents of Englewood and surrounding neighborhoods.

The high school is anticipated to open in September 2019.

"The new Englewood High School is more than a building, it is an opportunity to celebrate learning and achievement of every student who will pass through its doors. This is a project that recognizes that the interaction between students and the community goes far beyond the walls of a building and we are creating a unifying campus with recreational, family and after-school activities for the entire Englewood community."

- PBC Executive Director Carina E. Sánchez

DESIGN-BUILD METHOD SOUTH SIDE HIGH SCHOOL



PBC contracts include goals and requirements intended to promote a diverse local workforce and increase business participation on our projects. These provisions encourage competitive business opportunities for Minority Business Enterprises and Women Business Enterprises (MBEs and WBEs) in the delivery of construction and professional services and support the hiring of minority and female journeyworkers, apprentices and laborers.

South Side High School EEO Report

	Commitments	Actuals
Minority Journeyworkers	50%	64.7%
Minority Apprentices	60%	68.3%
Minority Laborers	60%	98.7%
Female Apprentices	3%	11.7%
Female Laborers	3%	9.4%
Community Hiring	7.5%	8.3%
City Residency	50%	50.6%

South Side High School

DESIGN-BUILD METHOD SOUTH SIDE HIGH SCHOOL

Subcontractor Networking Sessions

Through business outreach events, networking sessions and City of Chicago Assist Agencies, the PBC worked with the Design-Build team to offer individuals and companies the opportunity to learn about our submittal process and upcoming project phases prior to pre-qualifications and bid events. This effort generates an opportunity for the Design-Build team and subcontractors or joint venture partners to meet and promote business opportunities.

Community Hiring Events

The PBC focuses on economic sustainability in project and program development. For the Design-Build projects, the PBC assisted the project teams in hosting six outreach events, working closely with elected officials, stakeholders and community partners to raise awareness of the community hiring sessions. The PBC also met on a regular basis with Assist Agencies, our City of Chicago Sister Agencies and community groups to explore opportunities for increasing project participation.

The facing page features testimonials from a few of the Chicago residents who worked on the construction of South Side High School.



DESIGN-BUILD METHOD SOUTH SIDE HIGH SCHOOL

THE FACES BEHIND THE BUILD

"I never thought that I would be working on such a significant project in such a familiar neighborhood. A lot of careful planning has gone into this school, and it's great to see the project team and the community working together: hiring local workers, seeking input in the design process, and more. We're not just building a building, we're also showing consideration to the community and its history."



- Oscar Beach, Project Engineer with 2 years experience

"Since this school was announced, I've been rallying for minorities to be employed on its construction. I think it's great for people outside the site fencing to see Black folks building a new school for our own community. It's good to see when the system works and people get the resources to provide for themselves. I have a 12 year old son and I want to send him to this high school."



- Duane Kidd, Laborer with 12 years experience

"I have two kids who attend Parker Elementary, and once they graduate from there they'll go to this new high school. I always tell them that you never stop learning or advancing. I have earned over 14 certificates because I want to be the best at what I do and show my kids that learning never stops. I enjoy working on my kids' future school that's only 10 minutes from our house."



- Clarence Britten, Labor Foreman with 16 years experience

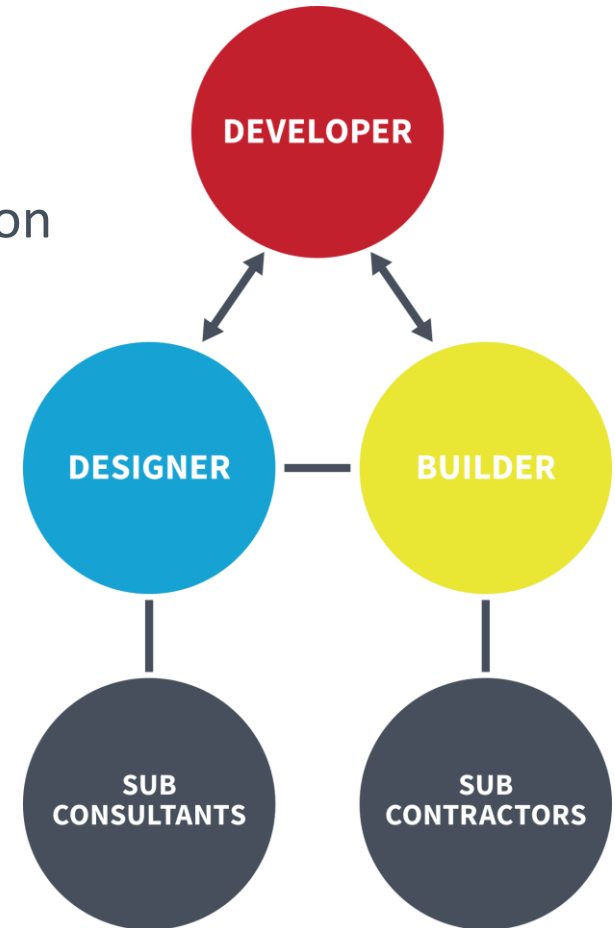
Construction Services

Construction Management Advantages

- Integrated, collaborative Design-Construction process
- Open-book costing promotes transparency
- Scope change flexibility
- Managed subcontractor QA/QC
- Increased MBE/WBE opportunities

Considerations

- Phased cost development
- Multiple bid packages



PBC's Ethics Policy

Procurement abides by PBC's Ethics Policy and ensures contractors, consultants and service providers comply.

PBC's Ethics policy sets standards for the conduct of its officials, employees, and contractors that will promote public confidence:

- ☑ Maintaining fiduciary responsibility
- ☑ Avoiding gifts and favors
- ☑ Avoiding conflicts of interest
- ☑ Avoiding solicitation or receipt of money for advice or assistance

Download a copy of the policy at pbcchicago.com

Compliance

Compliance: MBE/WBE

All projects undertaken by the PBC are closely monitored to determine compliance with MBE/WBE goals.

Minimum MBE/WBE Goals:

PBC construction contracts

- ✓ MBEs: **26%** of the annual dollar value
- ✓ WBEs: **6%** of the annual dollar value

PBC professional services contracts

- ✓ MBEs: **25%** of the annual dollar value
- ✓ WBEs: **5%** of the annual dollar value

Compliance: Certification

PBC ensures that only certified and experienced firms perform the required services.

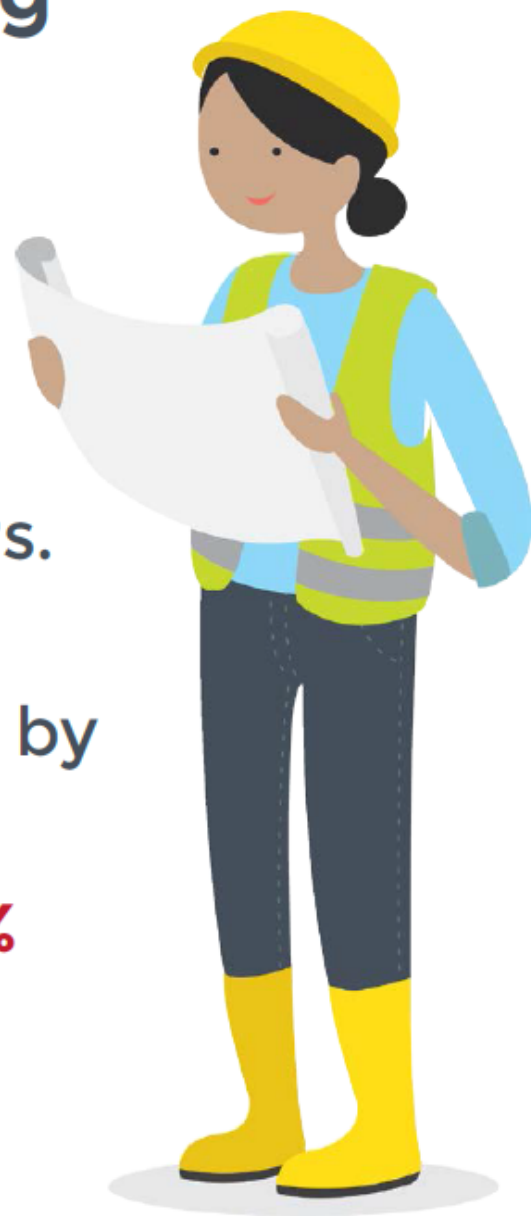
MBE or WBE firms must be certified with the City of Chicago and/or Cook County to be counted as an MBE/WBE firm by the PBC.



City Residency & Compliance: Community Hiring

PBC encourages the creation of career opportunities for residents of a project's surrounding community areas, both in the construction trades as well as skilled and unskilled workers.

- ☑ **Community hiring goal:** at least **7.5%** of project labor performed by community residents
- ☑ **City residency goal:** at least **50%** of project labor performed by residents of the city of Chicago



2019 Year in Review



CAPACITY BUILDING

The PBC continues to provide favorable circumstances where small businesses, Minority Business Enterprise and Women Business Enterprise (MBE/WBE) and their leaders can gain valuable work experience that can make them more effective and sustainable.

Through business outreach events, networking sessions, assist agencies, etc., the PBC offers individuals the opportunity to learn about the submittal process and future PBC projects prior to prequalification and bid events. This effort provides general/prime contractors, subcontractors or joint venture partners an opportunity to meet while promoting business opportunities. In addition, it ensures that the talent pool for all those who complete the actual design and construction of PBC projects reflect the diversity in the contracting and professional service industry.



10 | Year in Review

MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION

PBC contracts include goals and requirements intended to promote a diverse local workforce and business participation on projects. These provisions encourage competitive business opportunities for MBE/WBE in its delivery of construction and professional services while supporting the use of minority and female journeyworkers, apprentices and laborers.

Projects completed in 2019 total **\$251,914,874** as paid to date. These projects have achieved **32.02%** or **\$80,675,433** MBE participation and **9.34%** or **\$23,531,740** WBE participation.

12 | Year in Review

JOB CREATION

The PBC focuses on economic sustainability in project and program development. The PBC established city residency and community hiring requirements for each construction project. This means 50% of the total hours worked on a project must come from City of Chicago residents.

For the two 2019 design-build projects, the PBC assisted the teams in hosting eight outreach events working closely with elected officials, stakeholders and community partners to raise awareness of the community hiring sessions. The PBC also meets on a regular basis with assist agencies, sister agencies and community groups to explore opportunities for increasing participation on projects.

6,064 people have earned more than **\$66,716,950** working on PBC projects completed in 2019.

Year in Review | 11



In addition to project-level professional services, the PBC also tracks compliance on program-wide professional administrative services. These professional services are not project-specific and include but not limited to financial services, information technology, insurance broker services, legal services, office management, payroll, staffing and property management.

At year's end, more than **\$11,926,641** million paid to date on professional administrative services contract, a combined total of **48.10%** MBE/WBE participation was achieved in 2019. MBE participation was comprised of **35.43%** or **\$4,225,881** million and WBE participation was comprised of **12.67%** or **\$1,511,022**.

Year in Review | 13

Public Notice

Procurement utilizes the following methods to publicly announce the request to perform work or services:

- PBC Alerts
- pbcchicago.com
- *Chicago Sun-Times*
- Social media

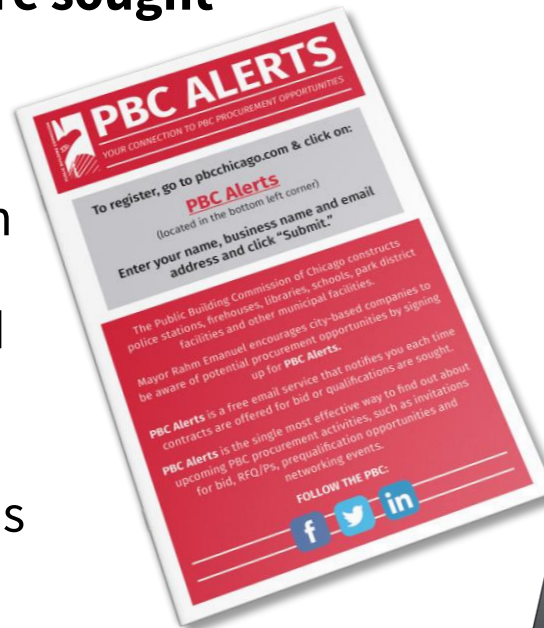


PBC Alerts

This free service emails you when contracts are offered for updates, community hiring, bid or qualifications that are sought

To subscribe:

1. Go to pbcchicago.com
2. Scroll down to the red PBC Alerts section
3. Follow the instructions to add your email address to our mailing list



Sign Up For PBC Alerts @ pbcchicago.com

Historical Data

Information that can be obtained on our website

- Bid Tabulation
- Pre-submittal Conference Information
- Awarded contracts
- Payment Applications

Assist Agencies



PBC Contact Info:



PUBLIC BUILDING COMMISSION

CONTACT US:

bids@pbcchicago.com
(312) 744-3090

Chicago Housing Authority (CHA)



Latasha Bouldin
Director of Procurement
lbouldin@thecha.org

Agenda

- Overview of Sister Agency
- Overview of Procurement Authority
- Becoming a Vendor
- How to Find CHA's Solicitations
- Responding to a Small Purchase and an Invitation for Bid
- Responding to a Request for Proposal
- Top 5 Things to Remember
- Commonly Purchased Items
- M/WBE Requirements
- Sister Agency Resource website
- Sister Agency Key Personnel & Contact Info

Overview of the Chicago Housing Authority

- The Chicago Housing Authority (“CHA”) is a municipal corporation established in 1937 pursuant to the Illinois Housing Act, 310 ILCS10/1, et seq., to administer federal housing which is decent, safe and sanitary for people with limited incomes. However, the CHA’s mission has transformed to provide affordable housing opportunities and social services in a variety of areas such as employment, education and related resources.
- CHA is the third largest public housing agency in the United States and is fully engaged in pursuing new strategies to benefit residents, communities and the Agency.

Overview of CHA's Procurement Authority

- CHA's procurement authority is governed by the U.S. Department of Housing and Urban Development (HUD) 2 Code of Federal Regulations (CFR) 200.317-326-HUD Regulations
- HUD Procurement Handbook 7460.8 Rev-2
- CHA Procurement Policy & Procedure Manual

Becoming a CHA Vendor

Register in CHA's Supplier Portal

Basic Steps to Register in the Supplier Portal

To register in the Supplier Portal from the Chicago Housing Authority's website:

1. Go to CHA's website at: www.thecha.org
2. Click on "Doing Business"
3. Click on "Supplier Portal"
4. Click on "Click here to access the CHA Supplier Portal"
5. Select "Register" (left hand side) and complete the entire registration process

How to Find CHA's Solicitations

CHA WEBSITE

www.thecha.org

Review a snapshot of RFP, IFB or SP

- Short description of solicitation
- Open & Due Date
- Pre-Bid/Proposal Date
- Contact Information

CHA SUPPLIER PORTAL

supplier.thecha.org

MUST Register in CHA Supplier Portal

- 1. DOWNLOAD** the RFP, IFB or SP
- 2. ASK** questions
- 3. SUBMIT** response electronically

Legal Notice

Local Newspaper Advertisements
(i.e. Sun Times, Lawndale, Chicago Defender)

- ▶ **Registering in the Supplier Portal allows vendors easy access to:**
 - Email notifications of new bid opportunities (RFPs, IFBs, RFQs)
 - Direct access to contract opportunities
 - Communicate with DPC staff during the solicitation process

Responding to an IFB or SP

What's included in an IFB or SP

► **Specific Scope of Work**

- Defines the project or commodities; typically for construction or supply & delivery
- Bid Bond (required submittal for Construction only)

► **Fee Form**

- Firm-fixed price
- Lump Sum Base Bid (for Construction only)

► **MBE/WBE/DBE and Section 3 requirements**

► **Important Dates**

- Pre-Bid Meeting / Site Visit (if applicable) / Questions Deadline / Bid Opening Due Date and Time



Responding To A RFP

What's included in a RFP

Important
FORMS

► Broad Scope of Work

- Defines the project objectives & scope of services, but does not detail every aspect of project implementation; typically used for professional services; may be used for some construction

► Fee Form

- Typically, firm-fixed fee or cost reimbursement

► Weighted evaluation criteria

- Award to highest ranked responsive, responsible proposer who brings the best value to the CHA

► MBE/WBE/DBE and Section 3 requirements

► Important Dates

- Pre-Proposal Meeting / Questions Deadline / Proposal Due Date and Time

Top 5 Things to Remember



- 1. Complete registration in Supplier Portal**
- 2. Read the entire solicitation document**
 - Follow the response format and content instructions
 - Complete and submit all requested documents
 - Sign and notarize all documents as required
 - Provide proof of insurance for all services. Bid Bonds must be included for construction solicitations.
- 3. Acknowledge addendum by signing and submitting with package**
- 4. Submit response on-time**
 - Complete submission in Supplier Portal
 - Manual submission must be in a sealed package
- 5. When in doubt, ask a question**

Commonly Procured Items/Services

Commodities

- Computer Supplies
- Office Supplies
- Promotional Items
- Catering
- Apparel

Professional Services

- Financial
- Legal
- Accounting
- Consulting
- Insurance

Minority/Women/Disadvantaged Business Enterprises

Minority/Women/Disadvantage Business Enterprise (M/W/DBE) – CHA Goals

Type of Contract	Contract Amount	MBE/WBE/DBE Participation
Construction	\$25,000 - \$200,000	25%
	\$200,000 - \$500,000	30%
	\$500,000 - \$1,000,000	35%
	\$1,000,001 and above	40%
Professional Services / Supply & Delivery	\$25,000 and above	20%

** If a contract is less than \$25,000, M/W/DBE goals do not apply*

Note: Monthly B2Gnow payment reporting required for all firms

Required Documents

- ▶ **Schedule A – M/W/DBE Utilization Plan**
- ▶ **Schedule C – Letter of Intent**
- ▶ **Letter of Certification**
- ▶ **Waiver Request – M/W/DBE**

Davis-Bacon & Related Acts

- ▶ Construction contracts OVER \$2,000.00
- ▶ Includes alteration, repair, painting, and decorating
- ▶ Applies to ALL laborers and mechanics
- ▶ Requires payment of prevailing wages and fringes
- ▶ Unannounced Site Visits will be conducted throughout the duration of construction work

Davis Bacon Act

A United States federal law that establishes the requirement for paying the local prevailing wages on public works projects for laborers and mechanics. It applies to "contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works".

Note: Weekly reporting of payrolls into the LCPTracker system is required

Section 3 Requirements

What is a Section 3 Business?

The purpose of Section 3 of the U.S. Housing and Urban Development Act is to ensure that employment and other economic opportunity generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low and very low income persons.

- ▶ 51% or more owned by Section 3 residents; or
- ▶ Employs Section 3 residents for at least 30% of its full-time, permanent staff; or
- ▶ Provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in bullets #1 & #2 above



Section 3 Requirements

Type	Amount	Section 3 Requirements	
		Hiring	Subcontracting
Construction	All Contract Values	30% of all new hires	10% of total contract value subcontracted
Professional Service	All Contract Values	30% of all new hires	3% of total contract value subcontracted

Required Documents

- **Schedule B – Utilization Plan**
- **Schedule C – Letter of Intent**

Note: All hires must be made through the CHA Section 3 Hiring System. Checkout CHA Section 3 Business Registry for Section 3 Firms



Questions?

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Thank You for Attending...



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