

# DPS PROJECT CHECKLIST

## WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**Risk Management:**

Will services be performed within 50 feet (50') of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

Will services require the handling of hazardous/bio-waste material?  Yes  No

Will services require the blocking of streets or sidewalks which may affect public safety?  Yes  No

**If Modification or Amendment request, please verify and provide the following:**

Contractor's Name:

Contractor's Address:

Rich Nore

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

**S. S. R. B.**  
DATE 3-1-07  
APPROVED... WJH  
COND...  
APPE...  
RE... PT...  
D... OVED...



City of Chicago  
Richard M. Daley, Mayor

Office of Emergency Management  
and Communications

Andrew Velasquez III  
Executive Director

1411 West Madison Street  
Chicago, Illinois 60607

(312) 746-9111

(312) 746-9120 (FAX)

<http://www.cityofchicago.org>

January 21, 2007

Mr. Bo Humphrey  
Department of Procurement Services  
121 N. LaSalle Street, Suite 403  
Chicago, Illinois 60602

**SUBJECT:** Sole Source Request  
**CONTRACT TYPE:** Professional Services  
**CONTRACT TITLE:** 911 Communications Subject Matter Expert  
**VENDOR:** Rich Nore  
**ESTIMATED ANNUAL COST:** Approximately \$97.5 K per year

Dear Mr. Humphrey:

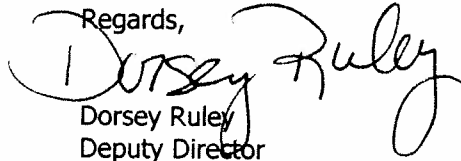
I am writing to respectfully submit a request to the Sole Source Review Board to allow OEMC to enter into a Professional Services contract with Rich Nore. Mr. Nore is a veteran of 20 years with AT&T and 10 years with the OEMC. He has unique knowledge of the existing 911 communications platform and the processes and procedures of the OEMC. He is also very familiar with the AT&T technology and procedures necessary to deliver a successful transition from the existing to the new platform. Currently, there is no one available with the necessary skills at the OEMC.

In support of this request, please find the attached:

- (1) DPS Project Checklist
- (2) Requisition # 31944
- (3) Request for Individual Contract Services Form
- (4) Rich Nore (Vendor) Letter Requesting MBE/WBE Waiver
- (5) Department Request Supporting MBE/WBE Waiver
- (6) Rich Nore Professional Services Resume
- (7) Rich Nore Quote for Services Provided
- (8) Departmental Letter Requesting Insurance Waiver

Please feel free to contact me at 2-5139 with any questions.

Regards,



Dorsey Ruley  
Deputy Director

cc: Don Zoufal, OEMC  
Jim Argiropoulos, OEMC  
Andy Sheils, OEMC  
Jacoby Radford, Procurement

NEIGHBORHOODS



# DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/CN's Name	_____

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

**GENERAL INFORMATION:**

Date: 1.21.07  
 REQ No.: 31944  
 PO No.: (if known):  
 Modification No.: (if known):  
 Project Description: Professional Services Contract supporting construction of AT&T Emergency Communications Platform.

Contact Person: Dorsey Ruley  
 Tel: 742 5139 Fax: \_\_\_\_\_ E-mail: druley@cityofchicago.org  
 Project Manager: James ARGIROPOULOS  
 Tel: 746-9239 Fax: 746-9202 E-mail: JARGIROPOULOS@cityofchicago.org  
 Previous PO No.: (if known):

**FUNDING:**

- |          |                                       |                                       |                                     |                                 |                                |
|----------|---------------------------------------|---------------------------------------|-------------------------------------|---------------------------------|--------------------------------|
| City:    | <input type="checkbox"/> Corporate    | <input type="checkbox"/> Bond         | <input type="checkbox"/> Enterprise | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| State:   | <input type="checkbox"/> IDOT/Transit | <input type="checkbox"/> IDOT/Highway | <input type="checkbox"/> FAA        | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| Federal: | <input type="checkbox"/> FHWA         | <input type="checkbox"/> FTA          |                                     | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	007	0100	58	4110	138	220138				170500

Estimated Value \$170.500

\*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

**SCOPE STATEMENT:**

Attached is a Detailed Scope of Services and/or Specification

**IMPORTANT:** THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:  
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

**TYPE OF PROCUREMENT REQUESTED (check all that apply):**

**NEW REQUEST**

- Blanket Agreement
- Standard Agreement
- Small Orders

**MOD/AMENDMENT**

- Time Extension
- Vendor Limit Increase
- Scope Change/Price Increase/Additional Line Item(s)
- Other (specify): Professional Services Contract

**FORMS:**  Requisition  Special Approvals  Non-Competitive Review Board (NCRB)

**CONTRACT TERM:** Requested Term (number of months): 21 Months

# DPS PROJECT CHECKLIST

## PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference?  Yes  No Requesting Site Visit?  Yes  No

## ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

**Required Attachments:** Scope of Services, including location, description of project, services required, deliverables, and other information as required

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

**If applicable, Pre-Qualification Category No.** Category Description:

For Pre-Qualification Program, attach list of suggested firms to be solicited

**Other Agency Concurrence Required:**  None  State  Federal  Other (fill in)

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## AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents:  Yes  No

### Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

### Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes  No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes  No

Will work be performed airside? Yes  No

**\*NOTE:** Any non-construction Aviation request, complete the applicable section.

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## COMMODITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**If Modification request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## CONSTRUCTION SUPPLEMENTAL CHECKLIST

### Required attachments:

Copy of Draft (80% Completion), Contract Documents and Detailed Specifications

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

# DPS PROJECT CHECKLIST

## VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

### Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (            Manufacturer; or            Dealer;            or Other Source:            )
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

If **Modification request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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## PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
- The Schedule of Compensation
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form
- ITSC (approved by BIS)
- OBM (approved by Budget form/memo)
- Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

## TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by DGS?             Yes    No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software?             Yes    No

If yes, is signed ITSC form attached?             Yes    No

Does the location involve:

A public way?             Yes    No

Any concession in the City's facilities?             Yes    No

Is it anticipated City Council approval of the project or contract will be required?             Yes    No

# DPS PROJECT CHECKLIST

## WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**Risk Management:**

Will services be performed within 50 feet (50') of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

Will services require the handling of hazardous/bio-waste material? Yes No

Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

**If Modification or Amendment request**, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PU079G\_Pre-Appd\_Req\_DPS\_Schedul  
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 Page 1 of 1  
 Run 01/30/2007 04:59

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  058- OEC1411 1411 W. MADISON Chicago, IL 60607	<b>REQUISITION:</b> 31944  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 58 - OFFICE OF EMERGENCY COMMUNICA <b>PREPARER:</b> Amy R Gudgeon <b>NEEDED:</b> <b>APPROVED:</b> 1/29/2007
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**REQUISITION DESCRIPTION**

Rich Nore Consulting Services for 911 Projects  
 SPECIFICATION NUMBER: 54902

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	91895	306,500.00	USD	0.00	0.00						
Consulting Services for s-9-1-1 projects for Richard Nore											
<b>SUGGESTED VENDOR:</b>											
<b>REQUESTED BY:</b> Amy R Gudgeon											
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	007	0100	0584110	0138	220138	0000	00000000	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>
<b>REQUISITION TOTAL:</b>											<b>0.00</b>

OEMC #07-1  
Rec'd 2/22/07

**To: James Brennwald, Department of Law, Labor Division**

**City of Chicago**  
**Request for Individual Contract Services**

**Department:** Office of Emergency Management and Communications      **Date:** 2/21/07

**Explain Why Contractor Necessary:**

The OEMC is replacing its entire current emergency communications network, which is a complex, integrated, computerized emergency call routing system. It was installed by AT&T, then Ameritech, approximately ten years ago. AT&T will be installing the new \$26 M network system. "AT&T Phase 0" is the initial phase of the project, which will consist of installing and testing the new network, and transitioning the OEMC from the old to the new network. AT&T Phase 0 is expected to be completed by November 30, 2008. The OEMC needs the assistance of the contractor, Rich Nore, to help OEMC with the implementation of Phase 0, specifically in (1) monitoring and evaluating the performance of the new system as it is installed, and making recommendations to the OEMC and AT&T with respect to the installation of the new system; (2) migrating the City's existing, "Chicago-specific" emergency information databases into the new, nationwide database; and (3) assisting in the training of OEMC employees in the operation of the new system.

**Explain Why Individual Considered Independent Contractor, and Not Employee:**

Rich Nore worked for AT&T for 20+ years, as a communications technician and 911 call routing system programmer, on the installation of OEMC's current emergency communications network. He has also performed services for OEMC as a contractor with respect to the operation of the network. As such, he has unique knowledge of the existing system, including its programming capabilities, as well as how to deal with issues that may arise in the installation of a new system. AT&T Phase 0 is a one-time project that is expected to be completed by November 30, 2008. Once Nore's services with respect to Phase 0 are completed, his services will be terminated. Nore will work only as needed, as determined by the demands of the project, and depending on his availability. Because there will be periods of time when his services will not be required at all, in any given week, he may provide anywhere from zero to 35 hours of service. OEMC will supply only a desk and a computer, the latter of which will provide for his access to the emergency communications network. Nore will provide his own laptop computer with software, and any equipment and supplies necessary to complete his objectives as part of the OEMC system installation. He will absorb any additional costs for providing training materials including binder reproductions, CD or DVD development as part of his standard fee structure. Nore will be paid for his services at an hourly rate, based on bills submitted for services performed, and based on satisfactory delivery of the services specified in his contract with the City. Nore will not supervise any City employees, and, although his services will be monitored to ensure the delivery of those services in accordance with the terms of the contract, the manner and means of his performance of



services will not be supervised by any City employees, as the City is relying on his project-specific expertise with respect to the performance of those services.

**Number of Contractors Needed:** 1

**Hours Per Week:** 0-35 (Irregular, based on needs of the project)

**Project Assignment:** Assistance to OEMC with implementation of "AT&T Phase 0" project

**Duration of Assignment:** March 1, 2007 through no later than November 30, 2008  
(Estimated time for completion of "Phase 0"  
21 months)

**Department Representative to Contact for Further Information**

**Name:** Jim Argiropoulos

**Phone:** 312-746-9239

**Total Available Funding:** \$170,500

<u>Fund:</u>	<u>Dept:</u>	<u>Org:</u>	<u>Approp:</u>	<u>Actv:</u>	<u>\$ Dollar Amount:</u>
0100	058	4110	01380	220138	170,500

-----APPROVED-----  
Department Head: *Andrew Velazquez* Date: \_\_\_\_\_  
Law Department: *Janet Burdick* Date: 2/22/07  
Budget Office: *GB* Date: 2/23/07

-----NOT APPROVED-----

Law Department: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_

February 8, 2007

Richard G. Nore  
523 Mulberry Court  
Glenwood, IL 60425-1716

Ms Barbara A. Lumpkin  
Chief Procurement Officer  
City of Chicago  
121 N LaSalle, Suite 403  
Chicago, IL, 60602

Re: Waiver for Indirect Participation for MBE/WBE Compliance

Dear Chief Procurement Officer Lumpkin:

As you may know, the City's OEMC recently signed a \$ 26 M contract with AT&T for replacement and maintenance of the Emergency Telephone Communication Platform. The transition from the existing platform to the new one will require considerable knowledge of both the existing and new platforms. Based on my 20+ years of experience with AT&T and 10 working directly for OEMC, I have been asked to manage the transition process for OEMC.

I am a sole proprietor and individual contractor. I do not plan to hire anyone else or purchase any type of hardware or software tools for this project. I will be working on an "as needed basis." Unfortunately, even though I am a strong supporter of the City's MBE/WBE compliance objectives, there is no latitude for me to meet those goals. Therefore, I request that a waiver be granted relative to the City's MBE/WBE participation requirements.

Thank you for the opportunity to serve the citizens of the City of Chicago. Please feel free to contact me with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "R.G. Nore". The signature is written in a cursive, flowing style.

Richard G. Nore  
Sole Proprietor



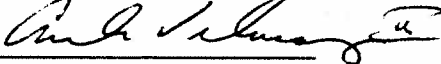
City of Chicago  
Richard M. Daley, Mayor

Office of Emergency Management  
and Communications

Andrew Velasquez III  
Executive Director

1411 West Madison Street  
Chicago, Illinois 60607  
(312) 746-9111  
(312) 746-9120 (FAX)

<http://www.cityofchicago.org>

DATE: FEBRUARY 8, 2007  
TO: BARBARA LUMPKIN  
CHIEF PROCUREMENT OFFICER  
FROM:   
ANDREW VELASQUEZ III  
EXECUTIVE DIRECTOR  
RE: RICH NORE PROFESSIONAL SERVICES CONTRACT MBE/WBE WAIVER  
REQUEST

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I am writing to request a MBE/WBE compliance waiver for Rich Nore, as part of a Professional Services Contract. The OEMC recently signed a \$ 26 M contract with AT&T for replacement and maintenance of the Emergency Telephone Communication Platform. Transition from our existing platform to the new one will require considerable knowledge of both the existing and new platforms. The responsibility for this transition has not been taken lightly as we want to ensure the success and expediency of the implementation. In order to do that, OEMC will like to use the professional services of Rich Nore, a former employee of both SBC and then our own OEMC.

Unfortunately, Rich Nore is a sole proprietor and individual contractor. He does not plan to hire anyone else or purchase any type of hardware or software tools for this project. He will be working on an "as needed basis." Since he will be acting on his own, there is no latitude for him to meet our compliance goals.

Therefore, I request that a waiver be granted relative to the City's MBE/WBE participation requirements.

Thank you for your time and feel free to contact me directly at 6-9111 or Dorsey Ruley at 2-5139.

cc: Donald Zoufal, OEMC  
Andrew Sheils, OEMC  
Dorsey Ruley, OEMC  
Jacoby Radford, DPS

Richard G. Nore  
523 Mulberry Court  
Glenwood, Illinois 60425  
richnore@comcast.net  
708-846-2182

February 6, 2007

- Current/Last
  - Providing Time & Maintenance ACD Support for City of Chicago OEMC
  - Retained by City of Chicago, Legal, Torts Division as Subject Matter Expert (SME) in suits related to System performance
  - Developed PSAP catastrophic event recovery plans for the City of Chicago, OEMC
  - Systems Administrator and Technical Advisor to the Office of Emergency Communications (OEMC), City of Chicago since June 1996 and through December 2005
  - Participating Member of the National Emergency Number Association (NENA)
  - Project management and implementation of Wireless Phase II technologies for the City of Chicago, OEMC
  - Advisor for E9-1-1 telecommunications merger with InfraLynx remote satellite technology for the City of Chicago, OEMC
  
- Prior
  - Developed 9-1-1 Wireless trace procedures for identification of Phase 0 calls in the Chicago System
  - Provided Project Management & implementation of Wireless Phase 1 for all wireless vendors capable of providing such technology in the City of Chicago System
  - Developed and implemented Wireless Phase 0 plan for all wireless vendors doing business in the City of Chicago
  - Served on technical advisory committee to ICC for the drafting of Wireless 9-1-1 technology legislation, ICS Part 728
  - Worked closely with Intrado (formerly SCC, Inc) developing Wireless E9-1-1 technologies
  - Implemented Chicago 3-1-1 System, including identification and resolution of technical roadblocks and anomalies
  - Technical Advisor for the Brown County, Wisconsin Public Safety Consolidation effort

- Provided Technical advice and sworn testimony to Maine Public Safety and Telephone, Inc. (MPST) to successfully contest awarding of E-911 contract to NYNEX, before the State of Maine Attorney General
- 28 Years with Ameritech including:
  - 8 Years Staff and Technical Support for all Ameritech Illinois government and emergency communications
  - 12 Years Field and Training Manager
  - 8 Years Switching technician
  - BellCORE Subject Matter Expert (SME) on E911 issues
  - Formal BellCORE training in all current telephony technologies
    - Lucent 1E/1AESS, 3B APS, 5ESS
    - DMS100 Family, Meridian Digital Networks
    - Siemen's ESWD
  - Formal BellCORE training in all current transport technologies
    - Carrier technologies
    - Fiber Optics
  - Project management for the initial implementation of the Signaling System 7 (SS7) Ameritech Network
- 2 Years military (U.S. Army - Honorable Discharge)

Richard G. Nore  
523 Mulberry Court  
Glenwood, IL 60425-1716  
February 8, 2007

Dorsey Ruley  
Deputy Director, OEMC  
City of Chicago  
121 North LaSalle  
Chicago, IL 60601

Dear Dorsey:

In response to your request to perform works and services related to the implementation of the City of Chicago's new E911 System, dated 2/8/2007, I agree to perform such services as described in the contract scope of work, at your facility (OEMC and related locations) at a cost of \$58 per hour.

According to the terms of said contract, I will begin work immediately upon acceptance and signature of contract or at a date specified by the OEMC.

Also included, at your request is my updated bio as an attachment.

I am looking forward to working with the City of Chicago OEMC staff on this project.

Sincerely,

A handwritten signature in black ink that reads "R.G. Nore". The signature is written in a cursive style with a large, stylized "R" and "N".

Richard G. Nore  
Sole Proprietor

# MEMORANDUM



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TO: **BARBARA LUMPKIN**  
CHIEF PROCUREMENT OFFICER

FROM: *Andrew Velasquez III*  
**ANDREW VELASQUEZ III**  
EXECUTIVE DIRECTOR  
OFFICE OF EMERGENCY MANAGEMENT AND  
COMMUNICATIONS

DATE: JANUARY 21, 2007

SUBJECT: SELF-INSURED STATUS - NORE, LLC

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I am writing to confirm that the Office of Emergency Management and Communications accepts the Richard G. Nore, LLC request for self-insured status.

Please do not hesitate to contact Dorsey Ruley of my staff with questions or for additional information. He can be reached at 2-5139. Thank you for your consideration. |