



**STANDARD TERMS AND CONDITIONS  
 PLANNING ANALYSIS AND CONSULTING SERVICES  
 FOR WM. JONES COLLEGE PREPARATORY HIGH SCHOOL – PS1830  
 (Contract For Services Less Than \$25,000)**

This Contract is made and is dated June 30, 2010  
 by and between:

**PBC:** Public Building Commission of Chicago  
 50 West Washington  
 Chicago, Illinois 60602 ("PBC") and

**Consultant:** Chicago Realty Company  
 309 W Washington ~~925 W. Huron Street, Suite 012 405~~  
 Chicago, Illinois ~~60654~~ 60606

for the Services of: Scope of Services attached hereto  
 as Exhibit A.

at the total not to exceed price of:  
\$ 24,500.00

**Project:** Planning Analysis and Consulting  
 Services for Surplus Property  
 Redevelopment Associated with  
 William Jones College Preparatory  
 High School

Public Building Commission of Chicago

By: [Signature]  
 Erin Lavin Cabonargi

Title: Executive Director

Date: \_\_\_\_\_

**Consultant:** Chicago Realty Company

By: [Signature] DASIO ARZIA

Title: President

Date July 13, 2010

**1. Performance Standard.** The Consultant represents and agrees that the Services performed under this Contract will proceed with efficiency, promptness and diligence and will be executed in a competent and thorough manner, in accordance with reasonable professional

standards in the field. Consultant shall promptly provide notice to the PBC if it identifies any problem or issue that may affect the performance of its Services or the Project. The Consultant further represents that it will assign at all times during the performance of the Services the number of experienced, appropriately trained employees necessary for the Consultant to perform the Services in the manner required by the Contract.

**2. Failure to Meet Performance Standards.** If the Consultant fails to comply with its obligations under the standards of this Contract, the Consultant must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure.

**3. Compliance with Laws.** In performing under this Contract, all applicable federal, state and local governmental laws, regulations, orders, and other rules of duly constituted authority will be followed and complied with in all respects by the Consultant.

**4. Time Is Of The Essence.** Time is of the essence for this Contract.

**5. Invoices.** Once each month, the Consultant will submit an invoice to the PBC for Services performed during the preceding month. Each invoice must include the Contract and be supported with such reasonable details and data as the PBC may require.

**6. Compensation of Consultant.** The Commission shall pay the Consultant a Not to Exceed Fee and Expenses, which are approved prior to being incurred, as set forth in Exhibit B. PBC will process payments within thirty (30) days of receiving an acceptable invoice from the Consultant. The PBC's payment for the Services shall not constitute acceptance of the Services or a waiver by the PBC of any term or condition of this Contract.

**7. No Waivers.** Any failure by the PBC to enforce any provision of this Contract shall not constitute a waiver of the provision or prejudice the right of the PBC to enforce the provision at any subsequent time.

**8. Indemnity.** The Consultant shall defend, indemnify and hold the PBC and its commissioners, officers, agents, officials, and employees harmless against any and all claims, demands, suits, losses, costs and expenses

## **Public Building Commission of Chicago Professional Services Agreement – PS1830**

(including but not limited to attorneys fees) for personal injury and property damage, arising out of or in connection with the Services provided by Consultant, or any person employed by Consultant, to the maximum extent permitted by law. The Consultant's obligation to defend, indemnify and hold the PBC harmless shall survive the expiration, termination or cancellation of this Contract and shall include the payment of any and all attorneys' fees and costs incurred by the PBC in defending any such claim.

**9. Taxes.** PBC is exempt from the payment of (1) Retailers' Occupation Tax, (2) the Service Occupation Tax (state and local), (3) Use taxes; and (4) federal excise taxes. The PBC will deduct any such taxes the Consultant includes in this Contract. The PBC's Illinois Department of Revenue tax exemption number is E9978-1506-05.

**10. Insurance.** The Consultant shall procure and maintain at all times, at Consultant's expense, workers compensation, comprehensive general liability, professional liability and automobile liability insurance, in amounts specified by the PBC, as set forth in Exhibit C, and which name the PBC as an additional insured on a primary, non-contributory basis.

**11. Independent Contractor.** In performing the Services under this Contract, Consultant shall at all times be an independent contractor, and does not and must not act or represent itself as an agent or employee of the PBC.

**12. Changes to the Services.** The PBC may from time to time request changes to the Services or the terms of this Contract. Such changes, including any increase or decrease in the amount of compensation and revisions to the duration of the Services, which are mutually agreed upon by and between the PBC and Consultant, shall be incorporated in a written amendment to this Contract. The PBC shall not be liable for any changes absent such written amendment.

**13. Ownership of Documents.** All documents, data, studies and reports prepared by the Consultant or any party engaged by the Consultant, pertaining to the Project and/or the Services shall be the property of the PBC including copyrights.

**14. Confidentiality.** All of the reports, information, or data prepared or assembled by the Consultant under this Contract are confidential, and the Consultant agrees that such reports, information or data shall not be made available to any party without the prior written approval of the PBC. In addition, the Consultant shall not, without the prior written consent of the PBC, prepare or distribute any news releases, articles, brochures, advertisements or other materials concerning this Contract, the Project or the

Services.

**15. Termination.** The PBC reserves the right to terminate this Contract at any time by providing written notice to the Consultant.

**16. Notices.** All notices and other communications required under this Contract must be given in writing by either personal delivery, United States mail, or registered mail, addressed to the respective parties at the addresses indicated above.

**17. Remedies.** The remedies reserved in this Contract are cumulative and in addition to any other remedies provided in law or equity.

**18. Governing Law.** The laws of the State of Illinois shall govern this Contract.

**19. Choice Of Forum.** Any suit regarding this Contract or breach of any of the terms hereof shall be brought only in courts located in Chicago, Illinois; and the parties consent to the jurisdiction of the courts located in Chicago, Illinois.

**20. Non-assignment.** The Consultant shall not delegate or assign any rights or claims under this Contract, or for breach thereof, without prior written consent of the PBC, and any such attempted delegation or assignment shall be void.

**21. Headings.** Headings used in this Contract are for convenience and reference only and shall not affect the interpretation of this Contract.

**22. Partial Invalidity.** If any provision of this Contract is or becomes void or unenforceable for any reason, the other provisions will remain valid and enforceable.

**23. Amendments.** Oral statements and understandings are not valid or binding, and this Contract may not be changed or amended except by a written amendment signed by both parties.

**24. Binding Effect.** This Contract shall be binding upon the parties hereto and their respective permitted successors and assignees

**25. Entire Agreement.** This Contract, and its accompanying exhibits, constitutes the entire understanding and agreement between the parties hereto and supersedes any and all prior or contemporaneous oral or written representations or communications with respect to the subject matter hereof, all of which communications are merged herein.

**Exhibit A**

**PLANNING ANALYSIS AND CONSULTING SERVICES**

**INTENTIONALLY LEFT BLANK - See Attachment A**

**ATTACHMENT A**

**PLANNING ANALYSIS AND CONSULTING SERVICES  
DESCRIPTION OF SERVICES**



**DRAFT**

April 23, 2010

Ms. Erin Lavin Cabonargi, LEED AP  
Executive Director  
Public Building Commission of Chicago  
Richard J. Daley Center, Room 200  
50 West Washington Street  
Chicago, IL 60602

**Re: Proposal for Planning Analysis and Consulting Services  
Surplus Property Redevelopment Associated with Jones School**

Dear Ms. Cabonargi;

Thank you for considering Chicago Realty Company for this assignment. We are honored to submit this proposal for your consideration. Please note the following highlights:

- We defined a scope based on our discussions and current understanding of the goals of the assignment.
- We proposed a simple fixed fee
- We are real estate development and transaction experts – our involvement in the project will lead to more creative solutions that will please stakeholders, increase the value of the site and compliment the new school

Should you have any questions or require any other information, please contact me at (312) 464-0597 or on my cell at (312) 259-2415 anytime. We are very excited about the prospect of working with you on this assignment. Again, thank you for your consideration.

Sincerely,  
CHICAGO|REALTY|COMPANY

Handwritten signature of David Ariola in black ink.

David Ariola  
President

Handwritten signature of Christopher Hill in black ink.

Christopher Hill  
Partner

CHICAGO|REALTY|COMPANY

325 West Huron Suite 412 Chicago, IL 60654 Voice 312.224.1390 Fax 773.409.3327



## PROPOSAL

**Project Understanding.** The assignment includes comprehensive consulting services regarding planning for a portion of the Jones School site and adjacent public right-of-ways on the Southwest corner of State and Harrison. A new, \$75 million replacement school is currently planned for the Southern portion of the site. The disposition of the existing school at the Northern end of the site and potential improvements to adjacent public right-of-ways will be studied by CRC. Redevelopment proposals including alternative scenarios and options will be presented to PBC. Our goal is to provide creative and feasible real estate solutions that will satisfy stakeholders with a marketable and implementable strategy and plan.

**Proposed Scope.** For this assignment, we propose to:

- Visit the site to observe current conditions and review plans for the new school and site
- Attend meetings with the Public Building Commission, City, other governing agencies, other professionals and stakeholders as necessary as approved in advance by PBC
- Develop and propose creative planning solutions for PBC review
- Coordinate with other professionals as required
- Provide reports to the PBC as requested
- Commence work immediately upon PBC approval of this proposal and complete work in 30-45 days or other agreed upon timeframe.

### Proposed Compensation

For this scope of work, we propose a fixed fee not to exceed \$24,500.

Our fees are fixed and guaranteed for all work completed within 6 months of commencement of the assignment.

**Hourly rates.** For items outside of the scope of services, requested and approved by the PBC in advance, we propose the following, discounted hourly rates:

David Ariola, Partner	\$295
Chris Hill, Partner	\$295
Other Partners	\$250
Professional Staff	\$150

**CHICAGO|REALTY|COMPANY**

325 West Huron Suite 412 Chicago, IL 60654 Voice 312.224.1390 Fax 773.409.3327

**Exhibit C**

**PLANNING ANALYSIS AND CONSULTING SERVICES  
INSURANCE REQUIREMENTS**

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Exhibit B

**PLANNING ANALYSIS AND CONSULTING SERVICES  
COMPENSATION OF THE CONSULTANT**

**B.1 CONSULTANT'S FEE**

- B.1.1 The Commission shall pay the Consultant for the satisfactory performance of the Services a Not to Exceed Fee ("Fee") of \$24,500 for all work included in Exhibit A. The Fee will, in the absence of a change in scope of the Project by the Commission or the issuance of Commission-originated amendment constitutes the Consultant's full fee for Services.
- B.1.2 Consultant's Fee will include profit, overhead, general conditions, materials, equipment, computers, vehicles, office labor, field labor, insurance, deliverables, and any other costs incurred in preparation and submittal of deliverables.
- B.1.3 Direct expenses include, but are not limited to copying jobs, in town transportation expenses, parking expenses, etc. All direct expenses must have prior written approval from the Commission prior to Consultant invoicing for payment.

**HOURLY RATES**

Key Personnel/Service Category	Hourly Rate
David Ariola, Partner	\$295.00
Chris Hill, Partner	\$295.00
Other Partners	\$250.00
Professional Staff	\$150.00

**ATTACHMENT C**  
**PLANNING ANALYSIS AND CONSULTING SERVICES**  
**INSURANCE REQUIREMENTS**

The Consultant must provide and maintain at Consultant's own expense, until expiration or termination of the Agreement and during the time period following expiration if Consultant is required to return and perform any additional work, the minimum insurance coverage and requirements specified below, insuring all operations related to the Agreement.

**C.1. INSURANCE TO BE PROVIDED**

**C.1.1. Workers' Compensation and Employers Liability**

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

**C.1.2. Commercial General Liability**

Commercial General Liability Insurance or equivalent with limits of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (with no limitation endorsement). The Public Building Commission, Board of Education and City of Chicago must be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

**C.1.3. Automobile Liability**

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 \$1,000,000 per occurrence for bodily injury and property damage. The Public Building Commission, Board of Education, and City of Chicago must be named as additional insureds on a primary, non-contributory basis.

**C.1.4. Professional Liability**

When any professional Consultant performs work in connection with the Agreement, Professional Liability Insurance will be maintained with limits of not less than \$1,000,000 covering acts, errors, or omissions. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede the, start of work on the Agreement. A claims-made policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

**C.2. ADDITIONAL REQUIREMENTS**

The Consultant must furnish the Public Building Commission Procurement Department, Richard J. Daley Center, Room 200, Chicago, IL 60602, 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 any insurance coverage has an expiration or renewal date occurring during the term of this Agreement. The Consultant must submit evidence of insurance to the Commission before award of Agreement. The receipt of any certificate does not constitute agreement by the Commission 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 Commission to obtain certificates or other insurance evidence from Consultant is not a waiver by the Commission of any requirements for the Consultant to obtain and maintain the specified coverage. The Consultant will advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a breach of the Agreement, and the Commission retains the right to stop work until proper evidence of insurance is provided, or the Agreement may be terminated.

The Commission reserves the right to obtain copies of insurance policies and records from the Consultant and/or its subcontractors at any time upon written request.

The insurance must provide for 60 days prior written notice to be given to the Commission if any policies are canceled, substantially changed, or non-renewed.

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

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The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the Commission, Board of Education and City of Chicago, their respective Board members, employees, elected and appointed officials, and representatives.

The insurance coverage 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 Commission, Board of Education and/or 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 the 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 its subcontractors to provide the insurance required in this Agreement, or Consultant may provide the coverage for its subcontractors. All subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Agreement.

If Consultant or its subcontractors desire additional coverage, the party desiring the additional coverage is responsible for the acquisition and cost.

The Commission's Risk Management Department maintains the rights to modify, delete, alter or change these requirements.

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Exhibit D

**PLANNING ANALYSIS AND CONSULTING SERVICES**

**DISCLOSURE OF RETAINED PARTIES**

**A. Definitions and Disclosure Requirements**

1. As used herein, "Contractor" means a person or entity who has any contract or lease with the Public Building Commission of Chicago ("Commission").
2. Commission bids, leases, contracts, and/or qualification submittals must be accompanied by a disclosure statement providing certain information about lobbyists whom the Contractor has retained or expects to retain with respect to the contract or lease. In particular, the Contractor must disclose the name of each such person, his or her business address, the name of the relationship, and the amount of fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll.
3. "Lobbyists" means any person (a) who for compensation or on behalf of any person other than himself undertake to influence any legislative or administrative action, or (b) any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

**B. Certification**

Contractor hereby certifies as follows:

1. This Disclosure relates to the following transaction: Planning Analysis - Jones College Prep  
Description of goods or services to be provided under Contract: Planning & Analysis of development  
Scenarios for Jones Site
2. Name of Contractor: Chicago Realty Company
3. EACH AND EVERY lobbyist retained or anticipated to be retained by the Contractor with respect to or in connection with the contract or lease is listed below. Attach additional pages if necessary.

Retained Parties:

Name	Business Address	Relationship (Attorney, Lobbyist, etc.)	Fees (indicate whether paid or estimated)

Check Here If No Such Persons Have been Retained or Are Anticipated To Be Retained: X

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4. The Contractor understands and agrees as follows:
- a. The information provided herein is a material inducement to the Commission execution of the contract or other action with respect to which this Disclosure of Retained Parties form is being executed, and the Commission may rely on the information provided herein. Furthermore, if the Commission determines that any information provided herein is false, incomplete, or inaccurate, the Commission may terminate the contract or other transaction, terminate the Contractor's participation in the contract or other transactions with the Commission.
  - b. If the Contractor is uncertain whether a disclosure is required, the Contractor must either ask the Commission's Representative or his or her manager whether disclosure is required or make the disclosure.
  - c. This Disclosure of Retained Parties form, some or all of the information provided herein, and any attachments may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. The Contractor waives and releases any possible rights or claims it may have against the Commission in connection with the public release of information contained in the completed Disclosure of Retained Parties form and any attachments.

Under penalty of perjury, I certify that I am authorized to execute this Disclosure of Retained Parties on behalf of the Contractor and that the information disclosed herein is true and complete.

*[Handwritten Signature]*  
Signature

July 15, 2010  
Date

DAVID ARLOVA  
Name (Type or Print)

President  
Title

Subscribed and sworn to before me

this 15 day of July 2010

*[Handwritten Signature]*  
Notary Public



Exhibit E

**PUBLIC BUILDING COMMISSION PROFESSIONAL SERVICES AGREEMENT – PS1830**

**PLANNING ANALYSIS AND CONSULTING SERVICES**

**Contract For Services Less Than \$25,000**

**MBE/WBE Certifications**

Is your organization currently certified as a Minority-Owned Business Enterprise ("MBE") or Women-Owned Business Enterprise ("WBE") with any of the following agencies or organizations?

Yes  No

If "Yes" check and **ATTACH** copy of current Letter of Certification:

Certifying Agency:

State of Illinois - Department of Central Management Services \_\_\_\_\_  
Women's Business Development Center \_\_\_\_\_  
Chicago Minority Business Development Council \_\_\_\_\_  
City of Chicago \_\_\_\_\_  
County of Cook \_\_\_\_\_  
Metropolitan Water Reclamation District \_\_\_\_\_

Category:

MBE \_\_\_\_\_  
WBE \_\_\_\_\_

If yes, please submit a one current copy of your firm's letter of certification from no more than one of the applicable agencies listed above.

Chicago Realty Company

Company Name

July 13, 2010

Date

DAVID AGIOLA

Print Name

[Signature]

Signature