

**PUBLIC BUILDING COMMISSION STANDARD TERMS AND CONDITIONS
PROFESSIONAL SERVICES AGREEMENT
Services Less Than \$25,000**

Summer 2013 Diversity Outreach Support Services – PS1959



This Contract is made and is dated April 8, 2013
by and between:

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

Consultant: Chicago Urban League
4510 South Michigan Avenue
Chicago, IL 60653-3816
Attn: Shari Runner

For the Services of: Description of Services attached
hereto as Exhibit A.

At the total not to exceed fee of:
\$15,000.

Project: Summer 2013 Diversity Outreach Support
Services

PUBLIC BUILDING COMMISSION OF CHICAGO

By: 
Erin Lavin Cabonargi

Title: Executive Director

Date: 4.8.13

Consultant: Chicago Urban League

By: 
Shari Runner

Title: CFO / SVIP

Date: 4/9/2013

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, City of Chicago, Chicago Board of Education and its commissioners, officers, agents, officials, and employees harmless against any and all claims, demands, suits, losses, costs and expenses (including but not limited to attorneys fees) for personal injury and

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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, City of Chicago and Chicago Board of Education 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

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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
DESCRIPTION OF SERVICES

The Chicago Urban League is clear that it is important to work with the Public Building Commission (PBC) at this stage of the project for the proposed 2013 School Investment Program. Our mission is to enable strong sustainable African American communities.

The Chicago Public Schools serve a diverse student body that includes a substantial number of African-American and Hispanic students. We want to ensure that the concerns of this community are heard and addressed, we want to facilitate access to the spectrum of jobs that will be created, and we want to provide equitable and meaningful participation in the contracts that will be created by this project for African American and diversity businesses. We are attempting to help the PBC make sure our community is involved with and benefits broadly from this project from start to finish. Our goals are:

1. To avoid the problems of non-inclusion that developed on other large local public construction projects. We look forward to working with the PBC and are encouraged that we are part of this process at this early stage.
2. To provide training, job, and procurement opportunities, that will have a long lasting impact on the community by providing access to skills and growing business capacity.
3. To ensure that the community is involved in, and made aware of decisions that will impact their daily lives by the renovation of the selected Chicago Public Schools.
4. To meet and exceed the guidelines for MBE and WBE procurement that the PBC has proposed.

We propose that the following strategies will encompass the scope of work that will be undertaken by the Chicago Urban League in partnership with the PBC during the bidding phase to meet these goals.

Procurement Strategy

- Encourage teaming for prime and major 2nd tier contracts for all exterior and interior building work for the project. Divisions of work might include but are not limited to:
 - o Landscaping
 - o Masonry
 - o Rough & Finish Carpentry
 - o Roofing & Insulation
 - o Doors, Windows, & Glass curtain walls
 - o Interior Finishes
 - Painting, flooring, drywall, etc.
 - o Specialty items
 - Bathroom accessories, toilet partitions, display boards, air conditioning etc.
 - o Elevators & Escalators
 - o Furnishings & Installation
 - o Classroom Equipment
 - o Mechanical Systems
 - HVAC, Plumbing, Fire Protection
 - o Electrical Systems
 - Electrical Power, Low Voltage, Alarms, Information Technology

M/WBE Outreach Strategy

1. The Chicago Urban League will encourage and negotiate possible mentor-protégé relationships with a seriously dedicated development team to encourage M/WBE participation. There will be:
 - Clear division of responsibilities to build M/WBE project portfolio
 - Includes M/WBE Development plan
 - Best practices for project management
 - Business acumen
 - Network building
 - Design/Build contracting
2. Attend, assist PBC in staffing, and conduct three (3) possible outreach sessions. Assistance may include but may not be limited to registering attendees at outreach events, assisting with the distribution of handouts and providing directional assistance to attendees. PBC will secure the date, time, location and logistical details of the venue where the outreach sessions are to be conducted.
 - a. The Chicago Urban League is willing to host one of these events at their offices.
3. To work with the certifying agencies to make sure that M/WBE certifications are quickly processed to ensure more businesses are eligible for work on this project.
4. Create directory of businesses and community, professional, trades associations that were contacted in connection with the above endeavor. This directory will be provided to the PBC.
5. Submit a report to the PBC summarizing the outcomes of each outreach event. This report will include a list of the firms that were contacted, copies of notices sent to firms, and any other information deemed relevant to this endeavor.
6. Work with other consultants as directed by the PBC.

Staffing Strategy

- Entrepreneurship Director – Responsible for oversight of M/WBE Outreach and coordination with other program partners.
- M/WBE Outreach Coordinator – Responsible for coordination of outreach events, tracking of attendees, and outcomes (bids submitted, contracts awarded); additional advertisement of bid opportunities; coordination of contractor teaming; technical assistance for proposal completion; and referral of M/WBE certified contractors and suppliers to primes.

Hourly Rate

\$110.00 per hour for Entrepreneurship Director, \$80.00 per hour for M/WBE Outreach Coordinator, \$48.00 per hour for Clerical Assistance.

Compensation

The Chicago Urban League shall be compensated for performing the above-referenced services for a not to exceed amount of \$15,000.00 based on the above cited hourly rates. Services shall be performed up until the maximum compensation has been paid under this agreement, which is estimated at \$15,000.00. Compensation shall be received within 30 days upon receipt of the invoice. Any additional services or items requested beyond the contract amount, scope of services or termination date shall result in a change order, which is to be agreed upon by all authorizing parties prior to commencement or execution.

Any additional services or items requested beyond the contract amount, scope of services or termination date shall result in an amendment, which is to be agreed upon by all authorizing parties prior to commencement or execution.

EXHIBIT B
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 \$15,0000** based on the following cited hourly rates 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.

Hourly Rate(s)

\$110.00 per hour for Entrepreneurship Director, \$80.00 per hour for M/WBE Outreach Coordinator, \$48.00 per hour for Clerical Assistance.

Any additional services or items requested beyond the contract amount, scope of services or termination date shall result in an amendment, which is to be agreed upon by all authorizing parties prior to commencement or execution.

- 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.

EXHIBIT C
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, but is not limited to the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability. The Public Building Commission of Chicago, the Board of Education of the City of Chicago and the City of Chicago must be named as Additional Insured 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, the Board of Education of the City of Chicago and the City of Chicago must be named as additional insured on a primary, non-contributory basis.

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. Non-fulfillment 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 30 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.

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the Public Building Commission, the Board of Education of the City of Chicago and the City of Chicago and 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 Public Building Commission, the Board of Education of the City of Chicago and the City of Chicago do not contribute with insurance provided by the Consultant under the Agreement.

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

EXHIBIT D
DISCLOSURE OF RETAINED PARTIES

A. Definitions and Disclosure Requirements

1. As used herein, "Consultant" 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 Consultant has retained or expects to retain with respect to the contract or lease. In particular, the Consultant 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 Consultant is not required to disclose employees who are paid solely through the Consultant'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

Consultant hereby certifies as follows:

1. This Disclosure relates to the following transaction: Summer 2013 Diversity Outreach
Description of goods or services to be provided under Contract: Support services for supplier diversity outreach for the 2013 School Improvement Program
2. Name of Consultant: Chicago Urban League
3. **EACH AND EVERY** lobbyist retained or anticipated to be retained by the Consultant 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: ✓

4. The Consultant 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 Consultant's participation in the contract or other transactions with the Commission.
- b. If the Consultant is uncertain whether a disclosure is required, the Consultant 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 Consultant 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 Consultant and that the information disclosed herein is true and complete.

Theresa A. Nelson
Signature

4/9/2013
Date

Theresa A. Nelson
Name (Type or Print)

CFD/SVP Administration
Title

Subscribed and sworn to before me

this 9th day of April 2013

Karen Barnes
Notary Public



EXHIBIT E
M/WBE REPORT
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.

The CHICAGO Urban League
Company Name

1/9/2013
Date

THRESA A. NELSON
Print Name


Signature