

PUBLIC BUILDING COMMISSION OF CHICAGO

**Request for Proposals for
Design-Build Services for
City Colleges of Chicago (“CCC”)
School of Nursing Expansion at
Kennedy-King College
PS3092**

Public Building Commission of Chicago
Richard J. Daley Center, Room 200
50 W. Washington Street
Chicago, Illinois 60602
www.pbcchicago.com

Mayor Brandon Johnson
Chairman

Ray Giderof
Executive Director

CONTACT INFORMATION

FIRM NAME:	
CONTACT NAME:	
CONTACT TELEPHONE:	
CONTACT EMAIL:	
ADDRESS:	

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FORMS (included herein)

Form A. MBE/WBE, EEO, CRO, and CH Participation

Form B. Joint Venture Affidavit

Form C. Disclosure Affidavit

Form D. Disclosure of Retained Parties

Form E. Affidavit of Non-Collusion

Form F. Safety Information

Form G. Legal Actions

Form H. References

Form I. Proposal Acknowledgement

Form J. Proposal Execution Page

Form K. SAMPLE GMP Form

EXHIBITS (Click to download)

Exhibit A. [Sample Form of Design-Build Agreement](#)

Exhibit B. [Insurance Requirements](#)

Exhibit C. [Project Community Area Map](#)

Exhibit D. [Legacy Files](#)

SECTION I – INTRODUCTION

A. INTRODUCTION

The Public Building Commission of Chicago ('Commission' or 'PBC') has enhanced education, safety, and recreation across the region by building or renovating hundreds of schools, city colleges, libraries, parks, fire houses, police stations and other public facilities. PBC User Agencies include the City of Chicago, Cook County, City Colleges of Chicago, Chicago Department of Transportation, Chicago Public Library, Cook County Forest Preserve District, Chicago Public Schools, Chicago Park District, and other municipalities. Beginning with land acquisition, the PBC's professional staff may manage each project through planning, financing, site preparation and remediation, design, construction and furnishing, functioning as a single point of responsibility for "turn-key" development.

B. DESIGN-BUILD PROCESS:

The Public Building Commission ('PBC') is seeking a qualified Design-Build entity to provide design and construction services for the City Colleges of Chicago ('CCC') School of Nursing Expansion at Kennedy-King College ('KKC'), herein referred to as the "Project." The PBC will award a Design-Build contract for the Project in accordance with the requirements of the Public Building Commission Act (50 ILCS 20/et seq.) This procurement is being solicited using the one-phase RFP for Design-Build process provided by the Public Building Commission Act (50 ILCS 20/3 – 50 ILCS 20/20). Design-Build proposers are required to submit their qualifications and proposals as prescribed for consideration by the PBC. This document will define the PBC's project requirements, project objectives, programmatic needs, design criteria, performance criteria, budget parameters and schedule and delivery requirements and specifications for the building's systems; and design guidelines. The PBC will evaluate the proposals using the criteria and relative weights established herein. Proposers will be expected to provide a design, with enhanced engineering and design documents.

1. **Proposers:** Firms formally organized as design-build entities or design firms and construction contractors that have associated specifically for this project may submit proposals. For purposes of this RFP, no distinction is made between entities formally organized as design-build entities and project specific design-build associations. Any reference throughout this document referring to Contractor, Bidder, Consultant, Respondent, or any variation thereof expressly means the Design-Build Proposer ('Proposer').
2. **Prohibitions:** {Intentionally Omitted}
3. **Notice:** The PBC is not liable for and will not compensate any Proposer for costs incurred in preparation and submission of a response to this RFP (or for other costs) incurred prior to award of a contract. Furthermore, data and information furnished or referred to in this RFP is for Proposers' information only. The PBC shall not be responsible for any interpretation or conclusion drawn from said data or information by the Proposer.

C. REQUIREMENTS

For purposes of this RFP, no distinction is made between entities formally organized as design-build entities and project specific design-build associations. Both are referred to as the Design-Build Proposer (or 'Proposer').

Please note the following:

- a. All design must be performed under the direct supervision of appropriately licensed professionals registered in the appropriate jurisdiction.
- b. All design must be performed by firms licensed in the appropriate technical disciplines and shall meet all other licensing requirements specified in this RFP herein.
- c. These requirements requirements have been developed based on the specific criteria in accordance with PBC's Act.
- d. The proposal shall be defined as all information that was submitted in response to the requirements of the RFP.
- e. The Commission will conduct this procurement in complete compliance with Public Building Commission Act which includes (but is not limited to): meeting mandatory timeframes, including compulsory evaluation criteria, publishing sufficient information regarding projects, and issuing all required notices to proposers.
- f. Data and information furnished or referred to in this RFP is for Proposers' information only.
- g. The PBC shall not be responsible for any interpretation or conclusion drawn from said data or information by the Proposer.

SECTION I – INTRODUCTION

D. AGREEMENT OVERVIEW

- 1. Agreement for Design-Build Services:** The PBC anticipates the Design-Build Entity will enter into an Agreement for Design-Build Services (Exhibit A – [Sample Form of Design-Build Agreement](#)) with the PBC in a form substantially similar to the Agreement attached to this RFP. The Agreement will provide for the delivery of design and construction services to complete the Project.
- 2. Guaranteed Maximum Price (“GMP”):** It is anticipated the Design-Builder will propose a Guaranteed Maximum Price Cost Proposal in its Proposal. The Design-Builder will be at-risk by guaranteeing a maximum price to be included in the Design-Build Agreement and by guaranteeing substantial completion and project delivery dates to the PBC. A Sample GMP (FORM K) is provided here with a FINAL GMP FORM to be issued in a forthcoming Addendum.

SECTION II – KEY INFORMATION

A. KEY INFORMATION RELATED TO THIS PROCUREMENT

1. **Respondent Contact with the PBC:** The PBC has selected the Contract Officer identified below as the **sole point of contact**. From the date of issuance until selection of the successful Respondent(s), Respondent's communication with the PBC concerning this Procurement must be exclusively with:

Patricia Montenegro
Contract Officer
Public Building Commission of Chicago
50 West Washington, Room 200
Chicago, Illinois 60602
patricia.montenegro@cityofchicago.org

2. **Submission Deadline and Procurement Timetable:** The following dates are set forth for informational and planning purposes; however, the PBC reserves the right to change the dates via addendum.

- Issuance RFP including advertisement Thursday, October 10, 2024
- Pre-Submission Conference Monday, October 28, 2024 at 11:00AM CT
- Site Visit..... Monday, October 28, 2024 immediately following the Pre-Submission Conference
- Questions Deadline Friday, November 1, 2024 by 5:00PM CT
- Submission Due Date/Time Tuesday, November 12, 2024 at 11:00AM CT
- PBC RFP Submission Review and Shortlist (*tentative*)..... November 13, 2024 to November 21, 2024
- Interview Short-listed Firms (*tentative*)..... December 3, 2024 and December 4, 2024
- Recommendation to PBC Board December 12, 2024

1. **Pre-Submission Conference:** The PBC will host a Pre-Submission Conference to provide detailed information regarding this prequalification and its submission requirements. The Pre-Submission Conference is not mandatory; however, attendance is highly recommended.

Event Date: Monday, October 28, 2024
Pre-Submission Conference: 11:00AM
Event Location: Kennedy-King College
U Building, Room U-143 (Black Box Theater)
740 W. 63rd Street
Chicago, IL 60621

NOTE: Please arrive by 10:30am to sign in. Free street parking is available on 63rd and Halsted Streets. Guest parking is also available on 65th Street, with options both west of Halsted in the student parking lot and east of Halsted in the Y-Building parking lot.

3. **Submission Instructions:** Submission instructions, including number of required copies can be found in Section IV. Submission Requirements of this RFP. Failure to submit in the manner prescribed in this RFP may deem your submission non-responsive.
4. **Accessibility to and Incorporation of Documents:** A copy of this RFP, including any attachments and exhibits are available for download here: [RFP for CCC Nursing School Expansion at Kennedy-King College](#). Any attachments and exhibits referenced herein are fully incorporated as part of this RFP.
5. **Addenda:** Any addenda that are issued will be posted only to the above listed website link. Respondent must acknowledge any addenda issued and posted to the PBC website. The Commission is not responsible for a Respondent's failure to obtain or download any addenda issued for a RFP.

Respondent's failure to acknowledge any issued addenda on FORM I – Proposal Acknowledgment and Acceptance or failure to properly execute the document may result in the Commission finding the proposal non-responsive and rejecting the proposal.

SECTION II – KEY INFORMATION

6. **Questions:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing to the attention of Patricia Montenegro, Contract Officer at: patricia.montenegro@cityofchicago.org. Questions may be answered at the discretion of the PBC. If answered, they will be answered via an Addenda posted to the PBC's website at: www.pbcchicago.com and the Project's [Current Opportunities Page](#).

7. **Proposal and Acceptance:** Proposals must be submitted with original signatures (Digital signature or in blue ink are acceptable) in the spaces provided on FORM I – Proposal Acknowledgment and Acceptance.

If Respondent is a corporation, the President and Secretary must execute the Proposal. In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for said corporation. If Respondent is a partnership, all partners must execute the Proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Commission must be submitted.

8. **Confidentiality:** Respondent may designate those portions of the proposal, which contain trade secrets or other information the respondent deems as proprietary or privileged (including financial information) as confidential. If a respondent includes data that is not to be disclosed to the public for any purpose or used by the PBC except for evaluation purposes, the respondent must clearly demarcate the bottom of each page containing confidential information as "Confidential."

9. **False Statements:** Any false statement(s) made by the Respondent(s) will void the response and eliminate the respondent(s) from further consideration.

10. **Debarment:** Any firm debarred by the City of Chicago, PBC, and/or other local, state or federal agencies, as applicable, shall have any award issued under this request, revoked. Any firm debarred the City of Chicago, PBC, and/or other local, state or federal agencies, as applicable, will not be awarded a contract for this solicitation.

11. **Rejection of Submissions:** Submissions that do not comply with the submission requirements of the RFP or that contain omissions, erasures, alterations that are irregular in any way, may be rejected as informal and insufficient. The PBC, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

12. **Ownership of Submission:** The PBC owns all submitted materials. Submissions will not be returned to Respondents. During the evaluation and selection period and after the Selected Respondent(s) sign the Agreement(s), all Submittals remain the property of the PBC. The PBC shall not be responsible for expenses incurred in preparing and submitting the submission. Such costs must not be included in the submission.

13. **Improper Practices:** The Respondent must not offer any gratuities, favors, or anything of monetary value to any member of the Board of Commissioners of the PBC, official, or employee of the PBC, or User Agency for the purpose of influencing consideration of the Submittal.

The Respondent must not collude in any manner or engage in any practices with any other Respondent(s) or potential Respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Respondents' response to this RFP to be rejected by the PBC. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses or subcontracts.

14. **Compliance with Laws:** The Selected Respondent(s) must comply with all laws, statutes, ordinances and regulations of any and all governmental body, including the PBC and Federal, state, local and city governments. Respondent's attention is directed to the provisions of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. (as amended), but Consultants must comply with any other provisions that apply to or in any manner affect any Services performed under the Agreement.

SECTION II – KEY INFORMATION

- 15. Reservations:** The commission's approval of a firm pursuant to this RFP does not mean that the Commission approves the firm as qualified to perform a specific project. At the full discretion of the Commission, the Commission holds the following reservations.

The right to:

- request any additional, relevant information determined to be necessary for the proper evaluation of a submission;
- request interview(s) with the Respondent's team;
- reject a firm's proposal if the Commission determines that the firm is not qualified to perform the project;
- require project-specific MBE/WBE Participation Goals, EEO, CRO, and Community Hiring provisions; and,
- negotiate cost.

- 16. Right to Cancel:** The PBC reserves the right to cancel this procurement process whenever the best interest of the PBC is served. The PBC shall not be liable for costs incurred by respondent(s) associated with this procurement process.

B. ANTICIPATED CONTRACTUAL OBLIGATIONS

Respondents should take into consideration key PBC contractual obligations (or requirements) in the performance of any work performed for the PBC by a Contractor (or its Subcontractors).

Unless otherwise noted, all Respondents should adhere to the submission requirements following each item listed below. A Submission Checklist is provided further in this document to assist your firm in determining which form is applicable to your firm and required with your submission.

- 1. Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation:** It is the PBC's policy to provide for maximum contracting opportunities for MBE/WBEs on all PBC projects. MBE/WBEs are encouraged to submit as Design Builder. The PBC accepts MBE/WBE certifications from City of Chicago and Cook County ONLY.

The Design-Builder's MBE and WBE percentages will be based on the Design-Build entity's value of Design Phase Services and the Cost of Work. The Guaranteed Maximum Project Cost Proposal (forthcoming) delineates all items to be included in the MBE and WBE percentage calculation. The PBC only issues credit for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the City of Chicago and Cook County.

- a. MBE/WBE participation requirements will be based on the aggregate value of the construction services.
- b. The MBE/WBE participation goal for this Project is 30% MBE and 6% WBE.
- c. The PBC will utilize B2GNow for compliance reporting

For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, and CH Participation of which demonstrates commitment to meeting PBC's MBE/WBE Participation Goals and a copy of MBE/WBE Certification Letter from the City of Chicago and/or Cook County, if applicable.

- 2. Joint Venture Participation (Only applicable to firms interested in Joint Venture Partnerships):** The PBC encourages the participation of Joint Venture Partnerships. Joint Ventures of Contractors with appropriate qualifications, financial capacity and combined construction experience and capacity are eligible to be considered for award. All respondents submitting as a Joint Venture must completed the Joint Venture Affidavit (FORM B).

A completed Disclosure Affidavit (FORM C) must also be submitted for the joint venture entity; and Respondent must submit a copy of the entity's joint venture agreement which clearly identifies the resources, capabilities and capacity of each joint venture firm available to be allocated to the performance of the Contract.

SECTION II – KEY INFORMATION

The PBC also strongly encourages the participation of MBEs and WBEs as joint venture partners. Joint ventures of MBE/WBE contractors and non-MBE/WBE contractors are also invited to submit a Proposal in response to this RFP.

For purposes of this RFP, all Respondents shall provide with their submission, FORM C – Disclosure Affidavit, FORM B – Joint Venture Affidavit, and a copy of the entity’s joint venture agreement as described above. Each Joint Venture partner will also be required to submit all applicable forms requested in this RFP.

3. City Residency, and Community Hiring, and Equal Employment Opportunity (EEO) Requirements:

- a. City of Chicago Residency Requirements. The Contractor agrees to ensure that the aggregated hours of Work to be performed under this Contract will be performed such that at least 50% of the aggregated hours of Work is performed by City of Chicago Residents.
- b. Community Hiring Requirement. At least 7.5% of the project labor must be performed by “Project Community Residents” and included on a “Project Community Area Map”. The aggregate hours of Work to be performed by the Contractor and Subcontractors under this Contract may be complied through residents who are trade or non-trade workers.

For purposes of the community hiring requirement, “Project Community Residents” shall mean persons domiciled within the Project Community Areas. Refer to sample “Exhibit C – Project Community Area Map”.

- c. EEO Requirements. Contractors will be required to comply with all laws with respect to the employment of labor and payment of local prevailing wage rates.

Minority Journeyworker Project employment goal:	50% or more of total Journeyworker hours
Minority Laborer Project employment goal:	60% or more of total Laborer hours
Minority Apprentice Project employment goal:	50% or more of total Apprentice hours
Female Journeyworker Project employment goal:	2% or more of total Journeyworker hours
Female Laborer Project employment goal:	2% or more of total Laborer hours
Female Apprentice Project employment goal:	1% or more of total Apprentice hours
City of Chicago Resident employment goal:	50% of construction work hours to be performed by City Residents
Community Resident employment goal:	7.5% of construction work hours to be performed by residents of the "Project Community"

The PBC will utilize LCP Tracker for compliance reporting.

For purposes of this RFP, all Respondents shall complete FORM C – MBE/WBE, EEO, CRO, and CH Participation which demonstrates commitment to meeting PBC’s EEO, CRO, and CH requirements and requests the Respondents to provide evidence of past experience achieving commitments to utilize minority and women jouryneyworkers, apprentices, and laborers. Additionally, Respondents must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements.

4. **Student Engagement and Hiring Requirements:** The Construction Manager will be required to employ a minimum of two (2) students currently enrolled in CCC within thirty (30) Calendar Days (“Days”) of issuance of the Notice to Proceed (“NTP”) through Substantial Completion(“SC”), as determined by the Commission and pursuant to the CMs contract.

If the CM is signatory with Local Union(s), it will be responsible for sponsorship. If the CM isn’t signatory with any Local Union(s), one of its designated Trade Contractors that is signatory with the Local Union(s) will be responsible for sponsorship. The CM will be required to provide onsite apprenticeship training and coordinate any off offsite training with the applicable Local Union(s).

SECTION II – KEY INFORMATION

a. Mission:

Promote growth, empower, train, and support student employment, as required, throughout the duration of the City of Chicago Project.

b. Goal:

Provide employment opportunities for students currently enrolled in the City Colleges of Chicago to participate on the Project, including but not limited to sponsorship into Local Union(s), along with Pre-Construction, Project Management, Scheduling, Estimating, Procurement, Risk Management, and Compliance services.

5. Local Business Subcontracting Participation Requirements: In order to ensure that local businesses that provide subcontracting work to General Contractors on Commission projects and residents of the project communities are provided with the opportunity to benefit from Commission contracts, the Commission requires the following:

a. Local Subcontracting Requirement

- i. General Contractors that are Local Businesses (as defined below) are required to award 25% of the Work under their contract with the Commission to subcontractors that are Local Businesses.
- ii. General Contractors that are not Local Businesses are required to award 35% of the Work under their contract with the Commission to subcontractors that are Local Businesses.
- iii. A Local Business is one that: 1) owns or leases a functioning business office and/or operations facilities within the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 2) is registered and licensed to do business in the City of Chicago (for City-funded projects) or the County of Cook (for Non-City-funded projects); 3) employs City of Chicago residents (for City-funded projects) or Cook County residents (for Non-City-funded projects); and 4) is subject to City of Chicago taxes (for City-funded projects) or Cook County taxes (for Non-City-funded projects). In the event that the Commission performs a project for a unit of local government that operates in multiple municipalities, such as the Metropolitan Water Reclamation District, "Local Business" shall be defined in the solicitation documents for that project.

6. Prevailing Wage Rates: Not less than the prevailing rate of wages as determined by the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. Prevailing wage rates in effect at the time of issuance of Contract Documents will be identified in bid documents. One resource for determining the current prevailing wage rate is the internet site <https://www.illinois.gov/idol>, maintained by the State of Illinois Department of Labor.

7. Project Labor Agreement Requirements: {Intentionally Ommitted}

8. Payment and Performance Bond Requirements: The successful Firm will be required to furnish a Payment and Performance Bond for the full value of the GMP prior to receipt of a Notice to Proceed..

For purposes of this RFP, all Respondents shall provide a letter from Respondent's Surety identifying the Respondent's current Bonding Capacity. The letter must include, at minimum: 1) Your Bonding Capacity (single and aggregate amounts), 2) The current amount of bonding outstanding; and 3) how long the bonding company has been providing bonds.

9. Insurance Requirements: Contractors must provide and maintain at Contractor's own expense, the minimum insurance coverage and it must remain in effect for the duration of the Contract.

For purposes of this RFP, all Respondents shall provide a Certificate of Insurance showcasing their current coverage limits. (Refer to [EXHIBIT B – Insurance Requirements](#))

10. Mandatory Project Specific Contractor Staffing Requirements: The Contractor must assign a Project Manager and a Superintendent full time to the Project.

SECTION II – KEY INFORMATION

- 11. Safety Program Manual:** Respondents must be able to demonstrate the quality of their overall safety program as evidenced by their history of citations, OSHA incident rate and Experience Modification Rate (EMR).

For purposes of this RFP, Respondents shall complete FORM F – Safety and submit a copy of the Table of Contents of the Safety Program Manual.

- 12. Quality Assurance and Quality Control Plan (QA/QC):** Respondents must be able to demonstrate their experience with implementation of QA/QC processes.

For purposes of this RFP, Respondents shall provide a copy of their Quality Assurance and Quality Control Plan.

- 13. Project Scheduling Requirements:** The PBC may require Contractors to submit schedules electronically or utilize scheduling software for project management purposes.

For purposes of this RFP, Respondents shall provide a sample of a project schedule.

- 14. Online Collaboration and Documentation Management System Requirements:** The Contractor shall use PBC's designated On-line Collaboration and Document Management system to track the Work, manage the Project, and follow the Commission's procedures for electronic submission and receipt of documents as directed by the Commission Representative. The Commission will provide training and access to the Design-Builder, at no additional cost.

SECTION III – PROJECT SUMMARY/SCOPE OF PERFORMANCE CRITERIA

PROJECT NAME:	CCC School of Nursing Expansion at KKC
USER AGENCY:	City Colleges of Chicago (CCC)
PROJECT ADDRESS:	6301 S. Halsted Street, Chicago IL 60621
PROJECT NUMBER:	03730
PROJECT WARD/ALD:	Ward-16 – Alderwoman Stephanie Coleman
DESIGN ARCHITECT:	N/A
ARCHITECT OF RECORD:	Per Design-Build Team
PROCUREMENT:	Per Project Development [Design-Build (DB)]
CXA COMMISSIONING:	N/A

PROJECT DESCRIPTION:

The Public Building Commission of Chicago (PBC) along with its partners at The City Colleges of Chicago (CCC), and the Aldermanic Offices of the 16th Ward, are embarking on delivering a renovation to the portions of the existing Library Facility at Kennedy King College, to create nursing laboratories, classrooms, and accompanying student learning and experimenting spaces. The development proposal aims to stimulate local economic growth, advance healthcare delivery for the South Side of Chicago, to create career pathways that will address strategic employment needs to support community goals.

City Colleges of Chicago plans to increase its capacity to meet the rapidly changing healthcare landscape. The School of Nursing expansion project at Kennedy King College will bring health-care-related educational opportunities and jobs to area residents in the Englewood Neighborhood. In accordance with the requirements of Accreditation Commission for Education in Nursing (ACEN) and Higher Learning Commission (HLC), students may pursue a full nursing pathway program for an associate's degree in nursing, License in Practical Nursing, or Basic Nursing Assistant's Certificate.

City Colleges of Chicago seeks architectural design expertise to create state-of-the-art simulated nursing laboratories, accompanying student learning and experiential spaces. An assessment of the building infrastructure and reconfiguration of existing library space will be included as part of an enabling component of the project. The scope will include, but is not limited to mechanical, electrical, plumbing, furniture, finishes, and equipment to accommodate the Nursing and Library. This expansion will return a full nursing pathway to Kennedy-King College.

The campus building, dedicated in July 2007, encompasses primarily the library, will utilize the second-floor area of approximately +/- 15,500 sq. ft. of area for the new nursing expansion scope. The project design aims to create state-of-the-art simulated nursing laboratories, classrooms and accompanying student learning and experiential spaces, such as task training, augmented reality, and virtual reality. Further opportunities will be in creating a shared space or share classrooms on either 1st or 2nd floor. Since this program will be adjacent to the library, an assessment of the library will be included.

1. The effort will involve the renovation of the existing space to include but is not limited to the following: Refer to the provided programming matrix. Subject to change
 - Student Classrooms / Task Training Rooms;
 - Simulated Hospital Suites with Overlooking Observation Rooms;
 - Mock Reception, Nurses Station and Offices;
 - Debriefing / Conference rooms;
 - Study Area and Collaboration Space;
 - Student Lockers;
 - Outpatient Suites;
 - Medical Equipment Staging and Storage;
 - Misc. Training Support Rooms;
 - Restrooms;

SECTION III – PROJECT SUMMARY/SCOPE OF PERFORMANCE CRITERIA

- Building Services (Janitorial, MEP, IT, etc.).

Further renovations will involve upgrades to the mechanical systems for providing new air handling units and associated work for the existing library and new functions of the nursing program.

The scope will investigate the reconfiguration of the existing Library of the main level, as impacted by the new upper-level Nursing program renovation. However, an opportunity exists for the potential to conceptually reprogram the full special configuration of the existing library for more progressive functions and increased operation. The timeline for the library reprogramming renovation impacts may be phased differently from the required Nursing time of completion, once determined. Instructional spaces are intended to be shared within the entire facility between the separate uses.

The project anticipates engagement from college library and nursing staff, as stakeholders to coordinate for the programming of the expansion. No side development scope is required for this project.

CERTIFICATIONS AND EXPERTISE:

In accordance with the requirements of Accreditation Commission for Education in Nursing (ACEN), Higher Learning Commission (HLC), Illinois Department of Public Health (IDPH – CNA), Illinois Department of Professional Regulation and students (IDPFR – LPN & RN), may pursue a full nursing pathway program for an associate's degree in nursing, License in Practical Nursing, or Basic Nursing Assistant's Certificate.

- ACEN: <https://www.acenursing.org>
- HLC: <https://www.hlcommission.org/>
- IDPH (Certified Nurse Aides - CNA): <https://hcwrpub.dph.illinois.gov/>
- IDPFR (Licensed Practical Nurse - LPN & Registered Nurse - RN): <https://idfpr.illinois.gov/profs/nursing.html>

The unique nursing programming will require expertise with Higher Education project experience with similar spaces for student learning (in-person or virtual), simulated laboratories, and experiential spaces. Project goals should be intensely focused on collaborating learning and research spaces that meet today's needs and adapt and evolve for the future. The partnership with the stakeholders will be to develop responsive and inspiring planning and design solutions that are fully integrated into the fabric of the facility and campus objectives.

DESIGN-BUILDER: SCOPE AND PERFORMANCE CRITERIA:

1. **Proposed Project Schedule:** Upon notice of award, the Design Builder shall complete design, permitting, and construction activities in order to achieve the following Substantial Completion and milestone completion dates. The design builder shall coordinate their permitting process with the entitlement process with the Department of Planning and Development for reviews and approvals required by the project. Commencement of Work will be approved via an executed Notice to Proceed or NTP, (after PBC Board approval and receipt of Payment and Performance Bond and compliant Certificate of Insurance).
2. **Substantial Completion:** Substantial Completion of all scope included in this proposal, including all applicable site improvements must be achieved no later than **Quarter-4 2026**. A final project schedule will be developed as part of the Guaranteed Maximum Project Cost Proposal negotiations.
3. **Project Program:** Refer to Project Description above and provided attachment for the Project Program of the Nursing Expansion and Existing Library.
4. **Other Project Requirements:**
 - Code Compliance: Design Builder shall provide all notifications and obtain all required permits from jurisdictions having authority including but not limited to the following agencies:
 - City of Chicago Department of Buildings (Building Permits);
 - Chicago Fire Department (Existing and Occupancy);
 - Department of Water Management (Sewer Permit, Water Taps);
 - Utility Coordination (ComEd, People's Gas, DWM, etc.);
 - Certifications (Listed per above).

SECTION III – PROJECT SUMMARY/SCOPE OF PERFORMANCE CRITERIA

- Sustainable Design Requirements: Sustainable building design and construction is a key prerequisite of the long-term operational plans of this building. It is important that the project optimize the potential of the building and/or site, optimize energy use, protect and conserve water, optimize building use space and material use, enhance indoor environmental quality (IEQ), as well as optimize operational and maintenance practices.

STAKEHOLDER PARAMETERS & CRITERIA:

1. Design Excellence and Principles:

- Design Excellence represents PBC and its stakeholder's commitment to a high-quality built environment, which celebrates and enhances Chicago's unique architectural and urban design legacy.
- Design Excellence has applicable traits to downtown and in our neighborhoods – to streetscapes and open spaces – to residential, commercial, industrial and other uses.
- Design Excellence comprises a range of policies and processes to shape the City's framework for planning, implementation, and evaluation of development. The following Principles were developed by PBC in collaboration with a series of stakeholders. They have informed the environment of Design Excellence in Chicago; Equity & Inclusion, Innovation, Sense of Place, Sustainability, and Communication.
- Goals and Aspirations:
 - Maintain good stewardship of the public funds.
 - Achieve building efficiency through its operation of systems.
 - Develop safe, well designed, and inviting internal/external spaces.
 - Provide the best value by remaining conscious of the project delivery timeline and schedule without compromising quality and performance.
 - Focus on an inviting and responsive public space for its end-users and surrounding neighborhood.
 - Aspire to individual expressions of excellence by design, void of particular styles or predetermined uniformity.
 - Maintain a collaborative relationship between Owner-Developer, User Agency, and the community to ensure successful culmination of our vision.
 - Provide support for effective sustainable design strategies.
- Objectives:
 - Strive for sustainability efforts and best practices.
 - Direct design toward sensitivities to end users, neighborhood and district.
 - Maintain a flexible design approach for opportunities.
 - Target sustainability goals to conserve, protect and sustain resources for healthy and high performing spaces.

PROJECT REFERENCES

1. Press Release & CCC Media Coverage: https://urldefense.com/v3/_https://colleges.ccc.edu/2024/03/05/mayor-brandon-johnson-joins-city-colleges-of-chicago-the-university-of-chicago-and-uchicago-medicine-to-announce-the-expansion-of-healthcare-programs-and-facilities-on-the-south-side-of-chicago/

ANTICIPATED DESIGN BUILDER (DB) BUDGET:

1. Not to Exceed \$8,000,000

The budget includes, but is not limited to: Stakeholder Engagements, Design and Engineering, Permitting, Wayfinding, Regulatory and Entitlements, General Conditions, General Requirements, Bond and Insurance, Pre-Construction, Design Builder's Fee, Allowances, Contingencies, Design Builder's Fee, and Cost of Construction.

ANTICIPATED PROJECT SUMMARY SCHEDULE: *SUBJECT TO CHANGE*

The proposed design and construction schedule, as well as any other proposed dates for this procurement, are subject to change.

- | | | |
|--------------------------------|------------|-----------|
| • Stakeholder Project Transfer | April 2024 | Completed |
| • Pre-Planning Due Diligence | May 2024 | Completed |

SECTION III – PROJECT SUMMARY/SCOPE OF PERFORMANCE CRITERIA

• Stakeholder Kick-Off	May/June 2024	Completed	
1. Design-Build (DB) Procurement:	Sept '24 – Dec '24	Q3/Q4 2024	
2. PBC Board Approval of DB	Dec '24	Q4 2024	
3. Stakeholder Engagement:	Dec '24 – Feb '25	Q3 2024 – Q1 2025	
4. Design + Engineering + Permitting: Duration)	Dec '24 – May '25	Q4 2024 – Q2 2025	(5-mo
5. Construction: Duration)	June '25 – Dec '26	Q3 2025 – Q4 2026	(18-mo
6. Opening:	Q1 2027		

STUDENT ENGAGEMENT AND HIRING:

Provide employment opportunities for students currently enrolled in the City Colleges of Chicago to participate on the Project, including but not limited to sponsorship into Local Union(s), along with Pre-Construction, Project Management, Scheduling, Estimating, Procurement, Risk Management, and Compliance services. Promote growth, empower, train, and support student employment, as required, throughout the duration of the Project.

PROJECT CONSIDERATIONS:

- Certifications and Expertise
- Higher Education Learning Spaces
- Library and Nursing designs
- Permitting: Standard Plan Review
- Project Phasing required
- Occupants: Building will be in use during construction
- Environmental: None Anticipated per 2005 build

PROJECT SUPPLEMENTAL INFORMATION:

SUBSTANTIAL COMPLETION:
Per Anticipated Schedule for Q1 2027 Opening

CONSTRUCTION BUDGET:
Per DB GMP: (See above)

PROJECT DOCUMENTS:

Key Date Schedule [Per dated 9/24/2024]
 Issue for Construction..... [Per dated 12/21/2005]
 As-Built Dwgs [Various per 2005]

 ALTA/NSPS Land Title Survey [N/A]
 Geotechnical Report [N/A]
 Traffic Study Report [N/A]
 Environmental Phase-I ESA Report [N/A]
 Environmental ACM/LBP/HAZ Report [N/A]

PROJECT IMPACTS:

DPD/Zoning: Existing Site Area, Renovations, Permitted Use
 DPD/Zoning: Per Existing Building Compliance
 Building Area: Extg. Building @ +/-28,000 GSF, Renovations +/- 15,500SF
 Site FAR: No Impact
 Permit: Standard Plan Review (SPR)
 Geotechnical Soils: Not Applicable

END OF PROJECT DETAILS

SECTION IV – EVALUATION CRITERIA

A. EVALUATION PROCESS

The PBC will establish an Evaluation Committee ('EC') who will review and evaluate the Respondent's qualifications in accordance with submission requirements and evaluation criteria set forth in this document. The PBC reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process. The EC will render a recommendation for final determination and approval from PBC Board of Commissioners. The PBC reserves the right to accept or reject any or all qualifications and selections when it is determined, at the sole discretion of the PBC.

B. EVALUATION CRITERIA

The PBC shall review and evaluate the submissions of each Respondent in accordance with the evaluation criteria listed further below. The relative importance of each evaluation criteria is indicated in the following Design-Build Weighted Scoring Criteria table. The PBC will rely upon the Contractor to verify that all prospective vendor(s) and subcontractor(s) are appropriately licensed, certified, insured, bonded and meet all other requirements specified by the contract pursuant to procedures and policies of the Commission. The Commission reserves the right to add, delete or modify any requirements at its discretion.

DESIGN-BUILD WEIGHTED SCORING CRITERIA TABLE		
Evaluation Criteria		Possible Points
1- TECHNICAL QUALIFICATIONS		
1	**Quality of Design Concepts	6
2	**Compliance with the Project Objectives	1
3	**Overall compliance and responsiveness to the Design Parameters	1
4	**Quality and durability of products and materials and materials used	1
5	**Overall constructability and quality of proposed project	2
6	**Quality of Proposer's Project Approach and Methodology and Commitment to Schedule in accordance with the time of completion requirements of the Scope and Performance Criteria	10
7	**Innovation demonstrated in meeting the Scope and Performance Criteria	2
2- PAST PERFORMANCE		
8	**Successful experience on projects of similar size	2
9	** Successful experience on projects of similar type	6
10	**Past performance with timeliness and completion of projects. Past performance in Design-Build Project delivery	6
3- KEY PERSONNEL AND CONSULTANTS		
11	**Quality of experience of Proposer's Key Staff Members	6
12	**Proposer's commitment to assign Key Staff Members for the duration of the project and Quality of Proposer's consultants	2
4- UTILIZATION GOALS		
13	** Ability and past performance in meeting or exhausting good faith efforts to meet the utilization goals for minority and women business enterprises established by the Commission and in complying with Section 2-105 of the Illinois Human Rights Act	5
14	Demonstrated past performance and/or capacity to meet MBE, WBE, EEO, City Residency, and Community Hiring participation goals	10
5- COST AND FINANCIALS		
15	**Guaranteed Maximum Project Cost Proposal	15
16	**Proposer's Financial Capability	2
6- REFERENCES		
17	**Quality and Content of references provided on representative projects.	2
7- INTERVIEW		
18	Interview	20
8- RESPONSIVENESS TO THE RFP		
19	**Completeness and comprehensiveness of Proposer's response to the RFP	1
Total Points		100
**Evaluation Criteria required by Public Building Commission Act (50 ILCS 20/3 – 50 ILCS 20/20)		

SECTION IV – EVALUATION CRITERIA

The Commission shall review and evaluate each Proposal in accordance with the following criteria.

before TAB 1

- A. Table of Contents:** Table of Contents must include a header identifying the material being provided and the page number
- B. Executive Summary:** Summarize Proposer's project objective approach, design concept, management plan and proposal. Include key contact information. The executive summary shall include statements to the following:
 - 1. Proposer's commitment to enter into Design-Build Agreement in the substantial form found in RFP Part I. This commitment to comply includes the PBC's Standard Terms and Conditions for Design-Build Contracts
 - 2. Compliance with the objectives of the project including but not limited to achievement of all MBE/WBE, EEO, City and Community Hiring Requirements
 - 3. Commitment to collaborate with the PBC and User Agencies (AIS)
 - 4. Proposers must demonstrate they have the resources needed to deliver the Project within the schedule requirement and the Guaranteed Maximum Price Cost Proposal.

TECHNICAL QUALIFICATIONS

TAB 1

Design Concepts – Weighted Score 6%. Provide examples where Proposer team members have implemented unique design solutions on projects of comparable scope and complexity, especially referencing relevant experience identified in the Scope and Performance Criteria.

Project Objectives – Weighted Score 1%. The Project Objectives shall describe in narrative and drawing form how the Proposer solved for the Joint Public Safety Training Campus Phase 02: Outdoor Scenario Structures Program requirements as identified in the RFP, including the Scope and Performance Criteria.

Design Parameters – Weighted Score 1%. Provide in graphic form and/or a narrative that conforms with the technical requirements of the Scope and Performance Criteria, including the Specifications and supporting design standards. Performance and design standard requirements in the Scope and Performance Criteria, but not indicated in the Proposer's Design Parameters, will be understood to be included as part of the proposal. See Scope and Performance Criteria for additional information.

Quality and Durability of Products and Materials Used – Weighted Score 1%. Provide a narrative and reference drawings to demonstrate the level of quality and durability of proposed products and materials are consistent with the Scope and Performance Criteria and in response to the vision, function, program effectiveness and economics of a nursing facility.

Constructability of Proposed Project – Weighted Score 2%. Provide in graphic form and/or a narrative narrative on why certain construction systems, materials and equipment are proposed, and demonstrate the constructability of the design. In addition, Proposers shall demonstrate that the design can be constructed in compliance with the requirements for construction operations, regulatory requirements, logistics, budget, and schedule.

Project Approach and Methodology and Commitment to Schedule – Weighted Score 10%.

a. Project Approach and Methodology

Proposers shall include a narrative of Proposers planned approach and execution plan for the successful delivery of the Project, which includes but is not limited to: the processes and strategies Proposers will employ as it relates to the Planning, Design, Cost Management, Schedule, Construction, Commissioning and Closeout of this Project.

SECTION IV – EVALUATION CRITERIA

b. Design and Construction Schedule. Provide an integrated Design and Construction Schedule with critical paths clearly identified.

- a. The schedule for design and construction shall be task oriented, indicating dates by which milestones are to be achieved. The Proposer shall use a critical path scheduling approach and the schedules shall be graphically represented.
- b. The schedule is to be an integrated and networked multi-layered schedule of program/project tasks. It identifies project events, accomplishment, and criteria and the expected dates of each. These dates are based on the calendar dates provided as the starting point and the logical flow of dates provided by calculating the addition of duration of all tasks using typical schedule networking tools.
- c. Each major task will be directly traceable to the requirements of the project. The schedule is intended as a tool for day-to-day tracking of the program/project that rolls up to increasingly higher summary levels.
- d. All tasks/activities in the schedule should be logically linked together showing predecessor/successor relationships.

The Proposer shall also submit a rationale explaining how the schedules will be achieved.

Innovation – Weighted Score 10%.

Proposers shall highlight innovations or enhancements that meet or exceed requirements of the Project. Innovations shall provide benefits in one or more of the following categories:

- a. Schedule performance
- b. Cost performance
- c. Improved or enhanced building performance
- d. MBE, WBE, EEO, City Residency, Community Hiring
- e. Community Engagement

Proposers may identify additional categories not mentioned above where innovations may be identified.

PAST PERFORMANCE AND COMMITMENT TO SCHEDULE

TAB 2

Past Performance – Weighted Score 6%.

Proposers shall provide documentation in the form of a narrative or matrix describing the Proposer's and design consultant firm's past experience with timeliness and completion of Design-Build Projects. Provide demonstrable experience of firm's capacity and ability to perform all tasks required to successfully deliver this Project.

Project Examples.

- a. Proposers shall provide descriptions and information on a minimum of 3 projects (but not more than 15). The projects submitted must meet the following requirements: 2 projects must have completed construction costs of \$10M or more (per project), the completed construction value of all projects submitted must be at least \$5M (per project), and all projects submitted must have been completed or substantially complete within the last 10 years. Describe which company of the Proposer's team worked on the project and describe their role. Select projects that best demonstrate the teams experience with one or all of the following:
 - i. Experience with projects of similar or greater size. – **Weighted Score 2%.**
 - ii. Experience with projects of similar type. – **Weighted Score 6%.**
- b. Proposers shall provide the following information (if applicable) for the projects submitted:
 - i. A brief description of the project including: client, delivery method, location, schedule, square footage, construction type, below grade work, foundation and exterior wall systems;
 - ii. A brief description of the design and/or construction services provided on the project specifically addressing the following:

SECTION IV – EVALUATION CRITERIA

- a) Design/Construction services
- b) Site logistics planning
- c) Soil Management
- d) Foundation systems analysis and selection
- e) Building systems analysis and selection (structural, mechanical, electrical, plumbing, fire protection, building envelope)
- f) Value engineering analyses and performed and cost savings recommendations made
- g) Cost estimating and budget management services provided
- h) Constructability reviews performed
- i) Construction scheduling services performed
- j) Building permit strategies used if project was new construction in the City of Chicago
- k) A description of the design and construction services provided on the project and the form any type of contract used (AIA Design Build Agreement, DBIA Design Build Agreement, custom design build agreement, etc.)
- l) A description of schedule and budget requirements;
- m) Performance of Timeliness and Completion, original forecast/guaranteed completion date and actual completion date and reason(s) for any variances.
- n) Project budget/guaranteed maximum cost and actual cost of project at completion and reason(s) for any variances.
- o) Number of change orders and aggregate amount of change orders to the project.

For purposes of this RFP, all Respondents shall identify the minimum number of comparable projects that 1) are within the dollar ranges specified above, 2) have been completed within the stipulated timeframe, and 3) provide corresponding narrative incorporating the requirements noted above. Limit response to 2 pages per Project.

For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above. Limit response to 4 pages.

KEY PERSONNEL AND CONSULTANTS

TAB 3

Key Personnel – Weighted Score 6%.

- a. **Organization Chart.** Proposers shall provide proposed Lines of Authority and Organization chart indicating Key Staff Members potential roles and responsibilities on the Project, including commitment to assign Key Staff Members for the duration of the project.
- b. **Licenses and Certifications.** Proposers must provide copies of valid licenses and appropriate certifications for all persons whose resumes are tendered (as appropriate) and copies of valid business licenses for all firms making up the submitting firm's team.
- c. **Resumes.** Proposers shall provide the resumes and experience of the following Key Staff and their respective commitments, who will act as Lead for each area (identify if personnel will serve in multiple roles):
 - i. Project Executive
 - ii. Project Manager
 - iii. Project Architect
 - iv. Structural Engineer
 - v. Civil Engineer
 - vi. Quality Control Manager
 - vii. Safety Manager
 - viii. Construction Superintendent

Firms may include additional resumes for roles and staff not specifically mentioned above and should demonstrate that team members are licensed and/or registered in the applicable discipline and have experience and technical competence in their roles on projects of similar complexity, size and scope.

SECTION IV – EVALUATION CRITERIA

For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above. Resumes should be limited to 2 pages.

Consultant Firms – Weighted Score 2%.

- a. Respondents shall provide description of design consultant firms and any construction subcontractor firms who will be providing design services.

The following consultant/subcontractor information must include (but not be limited to):

- i. Company name/address
- ii. Contact name/title and information
- iii. Proposed Project Role (Design and/or Construction)
- iv. MBE/WBE Status (if applicable)
- v. Number of projects Proposer and subcontractor have teamed on projects and or Design Build projects (if applicable)

For purposes of this RFP, all Respondents shall provide a narrative incorporating the requirements noted above;

UTILIZATION GOALS

TAB 4

Utilization Goals.

a. Commitment to MBE/WBE, EEO, City Residency, and Community Hiring Goals – Weighted Score 5%.

Demonstrate commitment by affirming that Proposer acknowledges the PBC's goals for each Design-Build Entity to achieve participation of MBE's equal to at least 30% of the GMP for the Project and participation by WBE's equal to at least 6% of the GMP, including complying with Section 2-105 of the Illinois Human Rights Act.

State the MBE percentage and WBE percentage goals the Proposer is prepared to commit to achieve and provide a narrative describing Proposer's plan to achieve its commitment. If Proposer is not able to propose an MBE goal of 30% or a WBE goal of 6%, submit a narrative requesting relief and explaining why Proposer believes that the PBC's goals cannot be achieved.

The PBC will be hosting several outreach and networking opportunities for prospective Design-Build Entities and certified MBE and WBE contractors and consultants. Active Proposer participation in these events is encouraged and will contribute to a higher evaluation.

Submit completed Schedule D Affidavit of Design Builder regarding MBE/WBE participation describing the extent to which Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms will participate in the Project. The Schedule D information may be preliminary but should include the estimated percentage of participation for each firm. Along with the Schedule D, please submit a copy each MBE or WBE firm's current Certification letter from either the City of Chicago or Cook County.

b. Past Performance with meeting MBE/WBE, EEO, City Residency, and Community Hiring Goals – Weighted Score 10%.

- i. Respondents shall provide the following:
 - a) Verifiable commitments and percentages of actual MBE/WBE participation achieved on at least three (3) representative projects in the last three (3) years. Applicable to any member of the design-build entity (lead entities experience preferred).
 - b) Verifiable percentages of minority, female and Chicago resident labor actually employed on three (3) representative projects. Compare these percentages to any employment goals to which the firm was committed.
 - c) Proposer's unequivocal commitment to meet or exceed the MBE, WBE, EEO, City Residency, Community Hiring Participation Goals for the Project.

SECTION IV – EVALUATION CRITERIA

For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, and CH Participation of which demonstrates commitment to meeting PBC’s MBE/WBE Participation Goals, a copy of MBE/WBE Certification Letter from the City of Chicago and/or Cook County, a narrative incorporating the requirements above.

COST AND FINANCIALS

TAB 5

Guaranteed Maximum Price Cost Proposal – Weighted Score 15%. Provide a Guaranteed Maximum Price Cost Proposal (GMP) for the Project as defined by the Proposer’s technical proposal. The GMP will be in the form included herein. The required Design-Build services indicated in Book 1, Book 2, the Scope and Performance Criteria will be understood to be part of this proposal even if not included in the Proposer’s Cost Proposal.

Financial Capacity – Weighted Score 2%.

Respondents should demonstrate they have the financial resources necessary to successfully deliver projects and pay sub-contractors as necessary.

Respondents shall furnish an audited financial statement including notes, such as, but not limited to, balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. If a joint venture, submit financial statements for the joint venture name and each joint venture partner. Independent accountant may provide a copy of a complete financial statement. All notes and schedules must be provided. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation against the Respondent that may have a material effect in Respondent’s ability to provide the Services.

In the event Respondent does not have an audited financial statement, Respondent may submit a review or compilation prepared by an outside accountant with the notes. The PBC will consider other financial document (ie Tax Returns) in lieu of financial statements and/or review/compilation.

The Commission, reserves the right to request additional information from Contractors.

For purposes of this RFP, all Respondents shall provide documentation as noted above.

REFERENCES

TAB 6

Client References – Weighted Score 2%.

Provide, at minimum, three (3) references of the representative projects provided as part of this submission.

For purposes of this RFP, all Respondents shall complete FORM H – References.

INTERVIEW

TAB 7

Interview – Weighted Score 20%.

The PBC intends on selecting between a minimum of 2 and maximum of 6 firms to interview. All Key Personnel and Key Consultants will be invited to attend. This Tab is not compulsory.

RESPONSIVENESS

TAB 8

Responsiveness to the Solicitation – Weighted Score 1%.

The PBC will review the quality, completeness, and comprehensiveness of response to this RFP and its compliance with each of the submittal requirements.

Respondents are to adhere to the Submission Requirements noted in this RFP.

SECTION V – SUBMISSION REQUIREMENTS

A. SUBMISSION REQUIREMENTS

The intent of the qualifications submission is to describe the ability of the Proposer to perform any resultant contract, as well as describe its understanding of the requirements of the RFP—it should be specific and complete in every detail. The qualifications submission should be prepared economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the described services being requested. The qualifications submission should therefore be practical, organized, legible, clear, and coherent.

These instructions prescribe the required format for the qualifications submission which describe the approach for the development and presentation of the information. They are designed to ensure the submission of necessary information to provide for a comprehensive evaluation. Carefully review this section prior to commencing preparation. Proposers are cautioned to strictly comply with all instructions contained herein to ensure submission of a complete submittal. Failure to furnish a complete statement of qualifications at the time of submission will affect evaluation and may result in the submittal being unacceptable to the PBC thereby resultant elimination from consideration for further evaluation. The PBC expressly reserves the right to reject or accept submissions at the discretion of the Commission.

1. Number of Submissions

- Submit 1 electronic submission as described below.

2. Submission Format

a. Electronic Submission

- Submit a single, searchable PDF file of your submission
 - All pages of the proposal document must be a searchable PDF document, with the exception of copies of any applicable licenses and/or documents that are only available as a scanned document.
 - RFP document, including RFP Cover Page, shall be included as part of the submission.
 - Copies of the EXHIBITS are not required as part of the submission.
 - Proposals shall be organized, tabbed, and labeled in accordance with the Submission Checklist described in this RFP.
- Submit copies of Financial Statements (**optional** for electronic submission only)
 - Firms may elect to submit an electronic copy of Financial Statements. If doing so, please email as a separate document, include the RFP Cover Page, and provide a tabbed sheet indicating 'Financial Statement Submission Only'.
- Labeling
 - Firm's name shall be denoted in the footer or header of each page of the submission.
 - Attachments shall be clearly noted in the Submission. When including attachments, please ensure that, at a minimum, the following information is noted in the header or footer of the attachment.
(Example)
ABC Contractor
Narrative Statement to Evaluation Criteria – Past Performance
 - Submissions shall be clearly labeled with your firm's name and must be named as follows:
'SU_YourFirms'Name_DBServicesforCCCNursingKennedy-King_RFPresponse_YYYYMMDD'

SECTION V – SUBMISSION REQUIREMENTS

iv. Delivery Method

- Submissions must be emailed to: Patricia Montenegro, Contract Officer, at: patricia.montenegro@cityofchicago.org
- In the Subject Line of the email, please include 'Response to RFP for Design-Build Services for the CCC School of Nursing Expansion at KKC – PS3092'

b. Hardcopy Submission

- a. Bidders who are unable to submit their bids electronically may request instructions for submitting a “hard copy” of their bid in writing to Patricia Montenegro, Contract Officer at patricia.montenegro@cityofchicago.org.

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SECTION VI – SUBMISSION CHECKLIST

A. SUBMISSION CHECKLIST

- Preceding Tab 1 - Cover Letter, Table of Contents and Executive Summary
- Tab 1 – Technical Qualifications
- Tab 2 – Past Performance
- Tab 3 – Key Personnel and Key Consultants
- Tab 4 – Utilization Goals
- Tab 5 – Cost and Financials (Financial Statements to be submitted separately)
- Tab 6 – References
- Tab 7 – Interview
- Tab 8 – Responsiveness
- Tab 9 – Other Criteria
- Tab 10 – Payment and Performance Bond
- Tab 11 – Insurance Certificate
- Tab 12 – Safety and Quality Control Plan
- Tab 13 – Project Scheduling
- Tab 14 – Joint Venture Participation
- Tab 15 – Proposal Acceptance

FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION

SUBMITTING FIRM NAME:

Instructions:

Please identify and report compliance history for last three (3) projects completed over the last three (3) years for which work is/was performed by your firm (government experience preferred but not required). The experience of any member of the Respondent's team will be deemed responsive to this requirement (lead partners experience preferred.) Additionally, please complete the "Demonstrate Commitment" section below.

DEMONSTRATE COMMITMENT

The PBC may host outreach sessions, networking events, and community hiring intakes where the Respondent is expected to fully participate.

MBE/WBE

Respondent must demonstrate commitment by affirming and acknowledging the PBC's MBE/WBE goals. If Respondent is not able to commit to the MBE/WBE goal stated in the RFP, please submit a narrative requesting relief and explaining why Respondent believes that the goals cannot be achieved.

EEO, CRO, and CH

Respondent must demonstrate commitment by affirming and acknowledging the PBC's commitment to employ minority and women journeyworkers, apprentices, and laborers along with local/community residents on goals for each Project. If Respondent is not able to commit to EEO, CRO, and CH stated in the RFP, please submit a narrative requesting relief and explaining why Respondent believes that the goals cannot be achieved.

DEMONSTRATE COMMITMENT

SECTION III – PROJECT SUMMARY/SCOPE OF PERFORMANCE CRITERIA

PROJECT ONE

Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

MBE Goal	WBE Goal	Actual MBE	Actual WBE
%	%	%	%

EEO, CRO, and CH PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements. Please fill in the boxes below.

Minority Workforce					
Minority Journeyworker Goal	Minority Journeyworker Actual	Minority Apprentice Goal	Minority Apprentice Actual	Minority Laborer Goal	Minority Laborer Actual
%	%	%	%	%	%

Female Workforce					
Female Journeyworker Goal	Female Journeyworker Actual	Female Apprentice Goal	Female Apprentice Actual	Female Laborer Goal	Female Laborer Actual
%	%	%	%	%	%

City of Chicago and Community Hiring Workforce			
City of Chicago Goal	City of Chicago Actual	Community Hiring Goal	Community Hiring Actual
%	%	%	%

FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION

PROJECT TWO

Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

MBE Goal	WBE Goal	Actual MBE	Actual WBE
%	%	%	%

EEO, CRO, and CH PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements. Please fill in the boxes below.

Minority Workforce					
Minority Journeyworker Goal	Minority Journeyworker Actual	Minority Apprentice Goal	Minority Apprentice Actual	Minority Laborer Goal	Minority Laborer Actual
%	%	%	%	%	%

Female Workforce					
Female Journeyworker Goal	Female Journeyworker Actual	Female Apprentice Goal	Female Apprentice Actual	Female Laborer Goal	Female Laborer Actual
%	%	%	%	%	%

City of Chicago and Community Hiring Workforce			
City of Chicago Goal	City of Chicago Actual	Community Hiring Goal	Community Hiring Actual
%	%	%	%

FORM A – MBE/WBE, EEO, CRO, AND CH PARTICIPATION

PROJECT THREE

Client Name:	
Client Contact:	
Client Contact Telephone:	
Project Name:	
Project Total:	
Year Completed:	

MBE/WBE PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women owned business enterprises. Please fill in the boxes below.

MBE Goal	WBE Goal	Actual MBE	Actual WBE
%	%	%	%

EEO, CRO, and CH PARTICIPATION

Respondent must provide evidence of past experience achieving commitments to utilize minority and women journeyworkers, apprentices, and laborers. Additionally, Respondent must provide history of meeting city of Chicago (CRO) requirements and community hiring (CH) requirements. Please fill in the boxes below.

Minority Workforce					
Minority Journeyworker Goal	Minority Journeyworker Actual	Minority Apprentice Goal	Minority Apprentice Actual	Minority Laborer Goal	Minority Laborer Actual
%	%	%	%	%	%

Female Workforce					
Female Journeyworker Goal	Female Journeyworker Actual	Female Apprentice Goal	Female Apprentice Actual	Female Laborer Goal	Female Laborer Actual
%	%	%	%	%	%

City of Chicago and Community Hiring Workforce			
City of Chicago Goal	City of Chicago Actual	Community Hiring Goal	Community Hiring Actual
%	%	%	%

FORM B – JOINT VENTURE AFFIDAVIT

Joint Venture Affidavit (1 of 3)

This form is not required if all joint venturers are MBE/Non-MBE or WBE/Non-WBE firms. In such case, however, a written joint venture agreement among the MBE/Non-MBE or WBE/Non-WBE firms should be submitted. Each MBE/WBE joint venturer must also attach a copy of their current certification letter.

A. Name of joint venture _____

B. Address of joint venture _____

C. Phone number of joint venture _____

D. Identify the firms that comprise the joint venture

1. Describe the role(s) of the MBE/WBE firm(s) in the joint venture. (Note that a “clearly defined portion of work” must here be shown as under the responsibility of the MBE/WBE firm.)

2. Describe very briefly the experience and business qualifications of each non-MBE/WBE joint venturer.

E. Nature of joint venture's business

F. Provide a copy of the joint venture agreement.

G. Ownership: What percentage of the joint venture is claimed to be owned by MBE/WBE? _____%

H. Specify as to:

1. Profit and loss sharing _____%

2. Capital contributions, including equipment _____%

3. Other applicable ownership interests, including ownership options or other agreements which restrict ownership or control.

FORM B – JOINT VENTURE AFFIDAVIT

SCHEDULE B - Joint Venture Affidavit (2 of 3)

4. Describe any loan agreements between joint venturers, and identify the terms thereof.

I. Control of and participation in this Contract: Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

1. Financial decisions

2. Management decisions such as:

a. Estimating

b. Marketing and Sales

c. Hiring and firing of management personnel

d. Other

3. Purchasing of major items or supplies

4. Supervision of field operations

5. Supervision of office personnel

6. Describe the financial controls of the joint venture, e.g., will a separate cost center be established; which venturer will be responsible for keeping the books; how will the expense therefor be reimbursed; the authority of each joint venturer to commit or obligate the other. Describe the estimated contract cash flow for each joint venturer.

7. State approximate number of operational personnel, their craft and positions, and whether they will be employees of the majority firm or the joint venture.

J. Please state any material facts of additional information pertinent to the control and structure of this joint venture.

FORM B – JOINT VENTURE AFFIDAVIT

SCHEDULE B - Joint Venture Affidavit (3 of 3)

THE UNDERSIGNED SWEAR THAT THE FOREGOING STATEMENTS ARE CORRECT AND INCLUDE ALL MATERIAL INFORMATION NECESSARY TO IDENTIFY AND EXPLAIN THE TERMS AND OPERATIONS OF OUR JOINT VENTURE AND THE INTENDED PARTICIPATION BY EACH JOINT VENTURER IN THE UNDERTAKING. FURTHER, THE UNDERSIGNED COVENANT AND AGREE TO PROVIDE TO THE PUBLIC BUILDING COMMISSION OF CHICAGO CURRENT, COMPLETE AND ACCURATE INFORMATION REGARDING ACTUAL JOINT VENTURE WORK AND THE PAYMENT THEREFOR AND ANY PROPOSED CHANGES IN ANY OF THE JOINT VENTURE AGREEMENTS AND TO PERMIT THE AUDIT AND EXAMINATION OF THE BOOKS, RECORDS, AND FILES OF THE JOINT VENTURE, OR THOSE OF EACH JOINT VENTURER RELEVANT TO THE JOINT VENTURE, BY AUTHORIZED REPRESENTATIVES OF THE COMMISSION. ANY MATERIAL MISREPRESENTATION WILL BE GROUNDS FOR TERMINATING ANY CONTRACT WHICH MAY BE AWARDED AND FOR INITIATING ACTION UNDER FEDERAL OR STATE LAWS CONCERNING FALSE STATEMENTS.

Note: If, after filing this Schedule B and before the completion of the joint venture's work on this Contract, there is any significant change in the information submitted, the joint venture must inform the Public Building Commission of Chicago, either directly or through the General contractor if the joint venture is a subcontractor.

Name of Joint Venturer

Name of Joint Venturer

Signature

Signature

Name

Name

Title

Title

Date

Date

State of _____ County of _____

State of _____ County of _____

On this ____ day of _____, 20____
before me appeared (Name)

On this ____ day of _____, 20____
before me appeared (Name)

to me personally known, who, being duly sworn,
did execute the foregoing affidavit, and did state
that he or she was properly authorized by
(Name of Joint Venture)

to me personally known, who, being duly sworn,
did execute the foregoing affidavit, and did state
that he or she was properly authorized by
(Name of Joint Venture)

to execute the affidavit and did so as his or her
free act and deed.

to execute the affidavit and did so as his or her
free act and deed.

Notary Public

Notary Public

Commission expires:
(SEAL)

Commission expires:
(SEAL)

FORM C – DISCLOSURE AFFIDAVIT

I. HISTORY AND OWNERSHIP OF RESPONDENT FIRM

Any firm proposing to conduct any business transactions with the Public Building Commission of Chicago must complete this Disclosure Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a completed Disclosure Affidavit.

The undersigned _____, as _____
Name Title

and on behalf of _____
 (“Bidder/Proposer/Respondent or Contractor”) having been duly sworn under oath certifies the following:

RESPONDENT			
Name of Firm:			
Address:			
City/State/Zip:			
Telephone:		Facsimile:	
FEIN:		SSN:	
Email:			
Nature of Transaction:			
<div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> Sale or purchase of land</div> <div><input type="checkbox"/> Construction Contract</div> <div><input type="checkbox"/> Professional Services Agreement</div> <div><input type="checkbox"/> Other _____</div> </div>			

II. DISCLOSURE OF OWNERSHIP INTERESTS

Pursuant to Resolution No. 5371 of the Board of Commissioners of the Public Building Commission of Chicago, all Bidders/Proposers shall provide the following information with their Bid/Proposal. If the question is not applicable, answer “NA”. If the answer is none, please answer “none”.	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Not-for-profit Corporation <input type="checkbox"/> Other: _____

FORM C – DISCLOSURE AFFIDAVIT

A. CORPORATIONS AND LLC'S

State of Incorporation or Organization:		
If outside of Illinois, is your firm authorized to conduct business in the State Of Illinois:		<input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/ZIP:		
Telephone:		
Identify the names of all officers and directors of the business entity. <i>(Please attach list if necessary.)</i>		
Name	Title	
Identify all shareholders whose ownership percentage exceeds 7.5% of the business entity. <i>(Please attach list if necessary.)</i>		
Name	Address	Ownership Interest Percentage
		%
		%
		%
LLC's only, indicate Management Type and Name:		
<input type="checkbox"/> Member-managed	<input type="checkbox"/> Manager-managed	Name: <input style="width: 100%;" type="text"/>
Is the corporation or LLC owned partially or completely by one or more other corporations or legal entities?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please provide the above information, as applicable, for each such corporation or entity such that any person with a beneficial ownership interest of 7.5% or more in the corporation contracting in the PBC is disclosed. For example, if Corporation B owns 15% of Corporation A, and Corporation A is contracting with the PBC, then Corporation B must complete a Disclosure Affidavit. If Corporation B is owned by Corporations C and D, each of which owns 50% of Corporation B, then both Corporations C and D must complete Disclosure Affidavits.</i></p>		

FORM C – DISCLOSURE AFFIDAVIT

B. PARTNERSHIPS

If the bidder/proposer or contractor is a partnership, indicate the name of each partner and the percentage of interest of each therein. Also indicate, if applicable, whether General Partner (GP) or Limited Partner (LP).		
Name	Type	Ownership Interest Percentage
		%
		%
		%
		%
		%

C. SOLE PROPRIETORSHIP

The bidder/proposer or contractor is a sole proprietorship and is not acting in any representative capacity on behalf of any beneficiary:	
<i>If the answer is no, please complete the following two sections.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the sole proprietorship is held by an agent(s) or a nominee(s), indicate the principal(s) for whom the agent or nominee holds such interest.	
Name of Principal(s)	
If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised.	
Name	Address

FORM C – DISCLOSURE AFFIDAVIT

III. CONTRACTOR CERTIFICATION

A. CONTRACTORS

1. The Contractor, or any affiliated entities of the Contractor, or any responsible official thereof, or any other official, agent or employee of the Contractor, any such affiliated entity, acting pursuant to the direction or authorization of a responsible official thereof has not, during a period of three years prior to the date of execution of this certification:
 - a. Bribe or attempted to bribe, or been convicted of bribery or attempting to bribe a public officer or employee of the City of Chicago, the State of Illinois, any agency of the federal government or any state or local government in the United States (if an officer or employee, in that officer's or employee's official capacity); or
 - b. Agreed or colluded, or been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
 - c. Made an admission of such conduct described in 1(a) or (b) above which is a matter of record but has not been prosecuted for such conduct.
2. The Contractor or agent, partner, employee or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rigging² in violation of Section 3 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-3), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rigging during a period of five years prior to the date of Submission of this bid, proposal or response.
3. The Contractor or any agent, partner, employee, or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rotating⁴ in violation of Section 4 of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-4), or any similar offense of any state or the United States which contains the same elements as the offense of bid-rotating.
4. The Contractor understands and will abide by all provisions of Chapter 2-56 of the Municipal Code entitled "Office of the Inspector General" and all provisions of the Public Building Commission Code of Ethics Resolution No.5339, as amended by Resolution No. 5371.
5. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state or local department or agency.
 - b. Have not within a three-year period preceding this bid or proposal been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (5)(b) above; and
 - d. Have not within a three-year period preceding this bid or proposal had one or more public transactions (federal, state or local) terminated for cause or default.

FORM C – DISCLOSURE AFFIDAVIT

B. SUBCONTRACTORS

1. The Contractor has obtained from all subcontractors being used in the performance of this contract or agreement, known by the Contractor at this time, disclosures substantially in the form of Section 1, and certifications substantially in the form of Section 2, of this Disclosure Affidavit. Based on such disclosures and certification(s), and any other information known or obtained by the Contractor, is not aware of any such subcontractor or subcontractor's affiliated entity or any agent, partner, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct described as prohibited in this document; (b) bid-rigging, bid-rotating, or any similar offense of any state or the United States which contains the same elements as bid-rigging or bid-rotating, or having made an admission of guilt of the conduct described in Section 2 which is matter of record but has/have not been prosecuted for such conduct.
2. The Contractor will, prior to using them as subcontractors, obtain from all subcontractors to be used in the performance of this contract or agreement, but not yet known by the Contractor at this time, certifications substantially in the form of this certification. The Contractor shall not, without the prior written permission of the Commission, use any of such subcontractors in the performance of this contract if the Contractor, based on such certifications or any other information known or obtained by Contractor, became aware of such subcontractor, subcontractor's affiliated entity or any agent, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of (a) any of the conduct described as prohibited in this document of or (b) bid-rigging, bid-rotating or any similar offenses of any state or the United States which contains the same elements as bid-rigging or bid-rotating or having made an admission of guilt of the conduct described as prohibited in this document which is a matter of record but has/have not been prosecuted for such conduct. The Contractor shall cause such subcontractors to certify as to all necessary items. In the event any subcontractor is unable to certify to a particular item, such subcontractor shall attach an explanation to the certification.
3. For all subcontractors to be used in the performance of this contract or agreement, the Contractor shall maintain for the duration of the contract all subcontractors' certifications required by this document and Contractor shall make such certifications promptly available to the Public Building Commission of Chicago upon request.
4. The Contractor will not, without the prior written consent of the Public Building Commission of Chicago, use as subcontractors any individual, firm, partnership, corporation, joint venture or other entity from whom the Contractor is unable to obtain a certification substantially in the form of this certification.
5. The Contractor hereby agrees, if the Public Building Commission of Chicago so demands, to terminate its subcontractor with any subcontract if such subcontractor was ineligible at the time that the subcontract was entered into for award of such subcontract. The Contractor shall insert adequate provisions in all subcontracts to allow it to terminate such subcontract as required by this certification.

C. STATE TAX DELINQUENCIES

1. The Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or, if delinquent, the Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or amount of the tax.
2. Alternatively, the Contractor has entered into an agreement with the Illinois Department of Revenue for the payment of all such taxes that are due and is in compliance with such agreement.
3. If the Contractor is unable to certify to any of the above statements, the Contractor shall explain below. Attach additional pages if necessary.

FORM C – DISCLOSURE AFFIDAVIT

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

4. If any subcontractors are to be used in the performance of this contract or agreement, the Contractor shall cause such subcontractors to certify as to paragraph (C)(1) or (C)(2) of this certification. In the event that any subcontractor is unable to certify to any of the statements in this certification, such subcontractor shall attach an explanation to this certification.

D. OTHER TAXES/FEEES

1. The Contractor is not delinquent in paying any fine, fee, tax or other charge owed to the City of Chicago.
2. If Contractor is unable to certify to the above statement, Contractor shall explain below and (attach additional pages if necessary).

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

E. PUNISHMENT

1. A Contractor who makes a false statement material to Section II(A)(2) of this certification commits a Class 3 felony. 720 ILCS 5/33E-11(b).

F. JUDICIAL OR ADMINISTRATIVE PROCEEDINGS

1. The Contractor is not a party to any pending lawsuits against the City of Chicago or the Public Building Commission of Chicago nor has Contractor been sued by the City of Chicago or the Public Building Commission of Chicago in any judicial or administrative proceeding.
2. If the Contractor cannot certify to the above, provide the (1) case name; (2) docket number; (3) court in which the action is or was pending; and (4) a brief description of each such judicial or administrative proceeding. Attach additional sheets if necessary.

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

G. CERTIFICATION OF ENVIRONMENTAL COMPLIANCE

- A. Neither the Contractor nor any affiliated entity of the Contractor has, during a period of five years prior to the date of execution of this Affidavit: (1) violated or engaged in any conduct which violated federal, state or local environmental restriction, (2) received notice of any claim, demand or action, including but not limited to citations and warrants, from any federal, state or local agency exercising executive, legislative, judicial, regulatory or administrative functions relating to a violation or alleged violation of any federal, state or local statute, regulation or other environmental restriction; or (3) been subject to any fine or penalty of any nature for failure to comply with any federal, state or local statute, regulation or other environmental restriction.

If the Contractor cannot make the certification contained in the above paragraph, identify any exceptions (attach additional pages if necessary):

If the letters “NA”, the word “None” or no response appears on the lines above, it will be conclusively presumed that the Undersigned certified to the above statements.

FORM C – DISCLOSURE AFFIDAVIT

- B. Without the prior written consent of the Public Building Commission of Chicago, Contractor will not employ any subcontractor in connection with the contract or proposal to which this Affidavit pertains without obtaining from such subcontractor a certification similar in form and substance to the certification contained in Paragraph A of this Section III prior to such subcontractor's performance of any work or services or furnishing any goods, supplies or materials of any kind under the proposal or the contract to which this Affidavit pertains.
- C. Until completion of the Contract's performance under the proposal or contract to which this Affidavit pertains, the Contractor will not violate any federal, state or local statute, regulation or other Environmental Restriction, whether in the performance of such contract or otherwise.

H. INCORPORATION INTO CONTRACT AND COMPLIANCE

The above certification shall become part of any contract awarded to the Contractor set forth on page 1 of this Disclosure Affidavit and are a material inducement to the Public Building Commission of Chicago's execution of the contract, contract modification or contract amendment with respect to which this Disclosure Affidavit is being executed and delivered on behalf of the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

I. VERIFICATION

Under penalty of perjury, I certify that I am authorized to execute this Disclosure Affidavit on behalf of the Contractor set forth on page 1, that I have personal knowledge of all the certifications made herein and that the same are true.

The Contractor must report any change in any of the facts stated in this Affidavit to the Public Building Commission of Chicago within 14 days of the effective date of such change by completing and submitting a new Disclosure Affidavit. Failure to comply with this requirement is grounds for your firm to be deemed non-qualified to do business with the PBCC. Deliver any such new Disclosure Affidavit to: Public Building Commission of Chicago, Director of Compliance, 50 W. Washington, Room 200, Chicago, IL 60602.

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

Telephone Number

State of _____

County of _____

Signed and sworn to before me on this _____ day of _____, 20____ by

_____ (Name) as _____ (Title) of

_____ (Bidder/Proposer/Respondent or Contractor)

Notary Public Signature and Seal

FORM D – DISCLOSURE OF RETAINED PARTIES

Disclosure of Retained Parties

Pursuant to Resolution No. 5339, as amended by Resolution No. 5371, of the Board of the Public Building Commission of Chicago, the apparent low Bidder is required to submit a fully executed Disclosure of Retained Parties within five (5) days of receipt of notice that it is the apparent low bidder.

A. Definitions and Disclosure Requirements

1. As used herein, "Contractor" means a person or entity that has any contract or lease with the Public Building Commission of Chicago ("Commission").
2. Commission contracts and/or qualification submittals must be accompanied by a disclosure statement providing certain information about any 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 undertakes 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: _____
 a. Description of goods or services to be provided under Contract

2. Name of Contractor: _____

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.

Check here if no such persons have been retained or are anticipated to be retained: _____

Retained Parties:

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

FORM D – DISCLOSURE OF RETAINED PARTIES

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 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.

The Contractor also certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

Signature

Date

Name (Type or Print)

Title

Subscribed and sworn to before me
this _____ day of _____, 20____ (SEAL)

Notary Public

Commission expires:

FORM E – AFFIDAVIT OF NON-COLLUSION

Affidavit Of Non-collusion

STATE OF ILLINOIS }
 } SS
COUNTY OF COOK }

_____, being first duly sworn, deposes and says that:

(1) He/She is

(Owner, Partner, Officer, Representative or Agent) of

_____,
the Bidder that has submitted the attached Bid;

(2) That Bidder is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham bid;

(4) Neither Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, conspired, or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or in that of any other Bidder, or to fix any overhead, profit, or cost element of the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Public Building Commission of Chicago or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(6) The Bidder is not barred from bidding as a result of having violated Illinois Criminal Code, 720 ILCS 5/33E-3 (Bid-rigging), 720 ILCS 5/33E-4 (Bid rotating) or the Prevailing Wage Act, 30 ILCS 570/0.01 through 570/7.

(Signed)

(Title)

Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Stamp below:

(Title)

My Commission expires:

FORM F – SAFETY INFORMATION

SAFETY: Respondents should be able to demonstrate the quality of their overall safety program as evidenced by their history of citations, OSHA incident rate and Experience Modification Rate (EMR).

SAFETY INFORMATION	
Does your organization have a safety program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Month and year first implemented or last updated:	
Program compliance and implementation strategy:	
Please indicate whether onsite safety meetings are held and how frequently.	
PLEASE PROVIDE A COPY OF THE TABLE OF CONTENTS FROM YOUR FIRM'S SAFETY/LOSS CONTROL MANUAL	
Have any citations been issued to your organization during the period of the last three years for workplace safety law violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide detailed information for each occurrence regarding:</i>	
1. The nature of the violation for which your organization was cited.	
2. Summary of your position on the matter	
3. Official resolution of violation	
Please provide your organization's OSHA reportable incident rate in the box:	
<i>(If this is greater than 3.0, please attach your OSHA Form 300A Summaries for the last three years and a written explanation to the qualification questionnaire. Please explain below or attach Narrative Statement, if necessary.)</i>	
Please provide a copy of your organization's National Council on Compensation Insurance ("NCCI") current Experience Modification Rate ("EMR"). If EMR rate this is greater than 3.0, please attach your OSHA Form 300A Summaries for the last three years and a written explanation to the qualification questionnaire. Please explain below or attach Narrative Statement, if necessary.)	

FORM F – SAFETY INFORMATION

PLEASE PROVIDE NCCI RATING FOR THE PAST FOUR YEARS

Year	NCCI Rating	Year	NCCI Rating

PLEASE PROVIDE COVID-19 PROTOCOLS

Large empty rectangular box for providing COVID-19 protocols.

FORM G – LEGAL ACTIONS

LEGAL ACTIONS: If the answer to any of the questions below is **YES**, you must provide a type-written, brief description, and/or explanation on a separate sheet following this page. Each question must be answered. Incomplete supplemental information may deem your response non-responsive.

QUESTIONS	Yes	No
Has the firm or venture been issued a notice of default on any contract awarded to it in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does the firm or venture have any legally filed judgments, claims (liquidated damages, or other), arbitration proceedings or suits pending or outstanding against the firm or venture or its officers?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to the preceding question is "Yes", provide the requisite explanation on a separate sheet and include the date(s) of filing with the corresponding dollar amount of claims (or judgments and the contract value of the contract).		
Within the past 3 years has the firm or venture been a party to any lawsuits or arbitration proceedings with regard to any contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last 3 years, has any officer or principal of the firm or venture ever been an officer or principal of another organization that failed to complete any contract as a result of termination, litigation, arbitration or similar matter?	<input type="checkbox"/>	<input type="checkbox"/>
Has any key person with the firm or venture or its predecessor ever been convicted of or charged with any state or federal crime (excluding traffic violations), including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm or venture ever been temporarily or permanently debarred from contract award by any federal, state, or local agency?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last 3 years, has the firm or venture been investigated or assessed penalties for any statutory or administrative violations (including but not limited to MBE, WBE, EEOC violations)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm or venture ever failed to complete any work awarded to it?	<input type="checkbox"/>	<input type="checkbox"/>

FORM H – REFERENCES

Instructions: Firms must provide at least three (3) references for the projects presented as a part of the firm’s demonstrated experience and capacity. Please indicate the name of the company for which each reference is tendered in the *Reference Firm Name* box. Firms may submit more than the minimum number of required references or submit Reference Letters in lieu of completing this form. However, if submitting Reference Letters, the minimum information requested below must be provided in the letter. Please mark with “X” in the ‘*See Attached Reference Letter*’ in the space provided. Current Employees of the Public Building Commission of Chicago and the City Colleges of Chicago are prohibited from being included as valid references.

SUBMITTING FIRM NAME:	
------------------------------	--

REFERENCES

PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm’s Role on Project:		See Attached Reference Letter:	

PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm’s Role on Project:		See Attached Reference Letter:	

PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Email Address:	
Reference Role on Project:		Mailing Address:	
Submitting Firm’s Role on Project:		See Attached Reference Letter:	

FORM I – PROPOSAL ACKNOWLEDGEMENT

A. ACKNOWLEDGEMENT

The Contractor hereby acknowledges receipt of Request for Proposal for Design-Build Services for CCC School of Nursing Expansion at Kennedy-King College – Contract No. PS3092 including, but not limited to the following:

1. **Proposal, Forms, and Exhibits** – Please acknowledge by adding your initials to the proposal, forms, and exhibit lines.

a. Proposal

Request for Proposal for Design-Build Services for the CCC School of Nursing Expansion at Kennedy-King College – PS3092 _____

b. Forms

Form A. MBE/WBE, EEO, CRO, and CH Participation _____

Form B. Joint Venture Affidavit _____

Form C. Disclosure Affidavit _____

Form D. Disclosure of Retained Parties _____

Form E. Affidavit of Non-Collusion _____

Form F. Safety Information _____

Form G. Legal Actions _____

Form H. References _____

Form I. Proposal Acknowledgement _____

Form J. Proposal Execution Page _____

c. Exhibits

Exhibit A. Sample Form of Design-Build Agreement _____

Exhibit B. Insurance Requirements _____

Exhibit C. Project Community Area Map _____

Exhibit D. [Legacy Files](#) (confirm download and review) _____

FORM I – PROPOSAL ACKNOWLEDGEMENT

2. **Addenda (if any)** – Please acknowledge your receipt of addendums by providing the Date of Addendum in corresponding Addendum No. column.

Addendum No.	Date of Addendum	Addendum No.	Date of Addendum
1		6	
2		7	
3		8	
4		9	
5		10	

FORM J – PROPOSAL EXECUTION PAGE

A. PROPOSAL EXECUTION PAGE

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in the day and year first above written.

DESIGN BUILDER:

Authorized Signature

Printed President or Authorized Designee

President or Authorized Designee (if JV Partner)

Date

Date

FORM K – SAMPLE GMP FORM

SAMPLE GMP FORM

SUBMITTED BY:

The Commission has published the anticipated project budget associated with Line 7 of this chart as a Not-to-Exceed **\$8,000,000.00** in the Request for Proposals. Proposers must complete this form by inserting figures in all empty lines below:

Description	Cost
1. General Conditions	\$ _____
2. Payment and Performance Bond & Insurance	
Payment and Performance Bond	\$ _____
Insurance	\$ _____
3. Utilities Allowance (design, engineering, coordination, permitting, and construction of utilities)	\$ _____
4. Design Phase Services¹ (including but not limited to services and deliverables associated with the following areas: architecture; engineering; LEED; commissioning utilities; way-finding; traffic; associated permitting as required; and coordination of the entitlement (Planned Development) process.)	\$ _____
5. Cost of the Work¹ (Cost of Building Construction + Site Development + Design-Builder's Contingency + Commission's Contingency)	
Cost of Building Construction ¹	\$ _____
Construction Allowances: Environmental	\$ _____
Construction Allowances: CCTV	\$ _____
Construction Allowances: Site Work	\$ _____
Design-Builder's Contingency ¹	\$ _____
Commission's Contingency (owner directed changes and unforeseen conditions) ¹	\$ _____
6. Design-Builder's Fee (percentage of the total value of Line 4 + Line 5) _____%	\$ _____
7. The Guaranteed Maximum Project Cost Proposal for the design and construction of Nursing Expansion at Kennedy-King College will be the added values of Lines 1 + 2 + 3 + 4 + 5 + 6.	\$ _____

Firm Name: _____

Contact Name: _____ Contact Email: _____

Signature: _____ Date: _____

¹Indicates values to be included in the MBE/WBE calculation

²Unused portions of all contingencies and allowances will be returned to the Project's budget and ultimately, the User Agency (CCC)

