



PUBLIC BUILDING COMMISSION of Chicago



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PUBLIC BUILDING
COMMISSION of Chicago

Request for Proposals for Project Development Services

Pre-Submission Conference
September 11, 2025, at 10:00am

Mayor Brandon Johnson, Chairman
Ray Giderof, Executive Director

 PUBLIC BUILDING
COMMISSION of Chicago

AGENDA

Welcome and Introductions

General PBC Program Overview

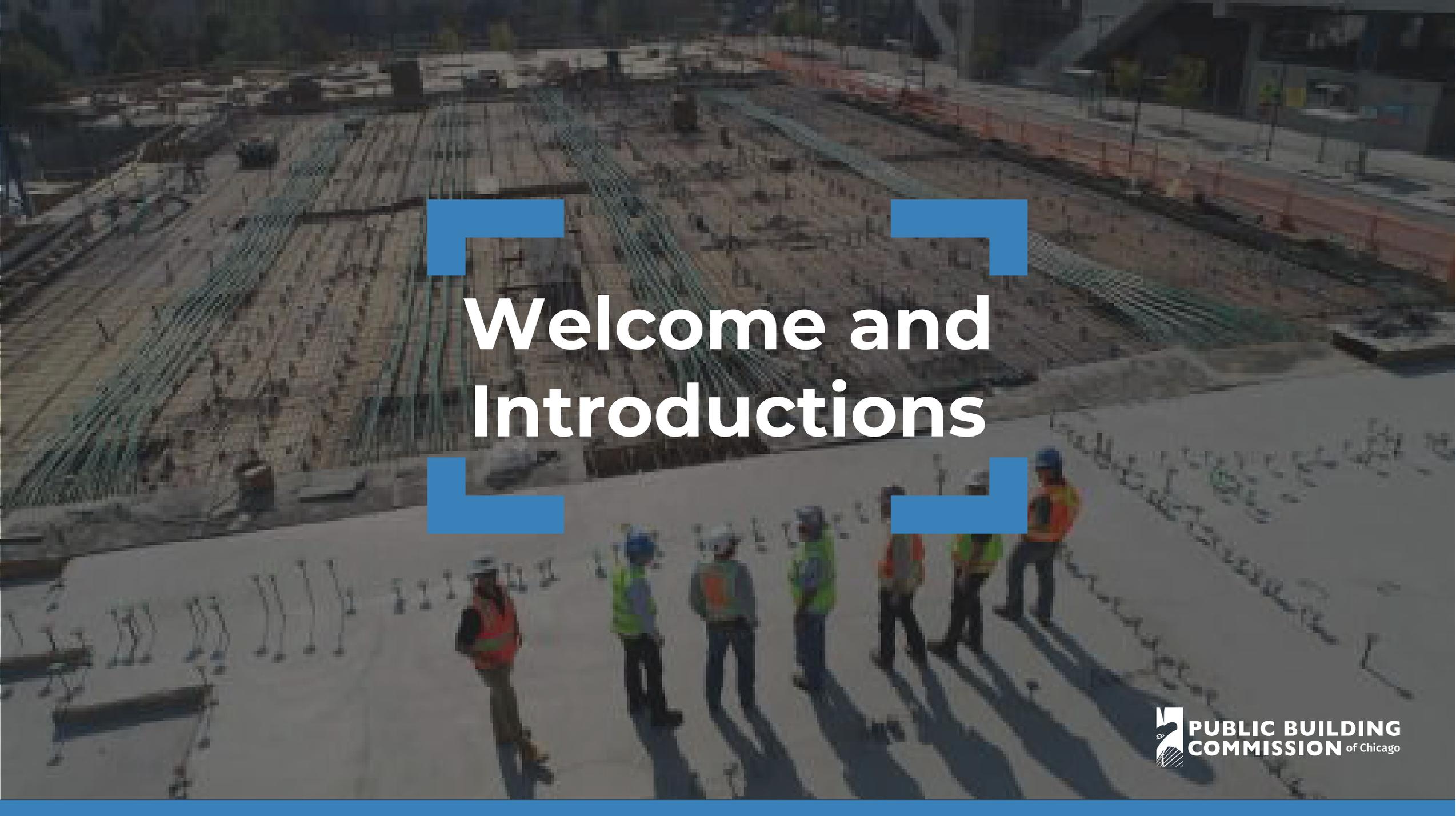
Project Development Services Overview

Procurement Details

Evaluation and Submission Criteria

Compliance

Q&A

An aerial view of a construction site. The ground is covered with a grid of steel rebar, prepared for a concrete pour. In the foreground, a group of about ten construction workers wearing hard hats and safety vests are standing on a concrete slab. The background shows more of the construction site with various materials and structures under development.

Welcome and Introductions

An aerial photograph of a large-scale construction site. The ground is covered with a grid of steel rebar, prepared for a concrete pour. In the foreground, a group of about ten construction workers wearing hard hats and safety vests are standing on a concrete slab. The background shows more of the construction site with various materials and structures under development. The image is overlaid with a semi-transparent dark blue filter and four blue L-shaped corner brackets.

General PBC Program Overview

General PBC Program Overview

The PBC was created by Illinois state legislation in 1956. The PBC's first major project was construction of the Richard J. Daley Center. The PBC plans, designs and builds facilities and infrastructure that reflect the highest standard of environmental and economic sustainability on behalf of its client partners. The PBC is committed to delivering critical investments throughout our communities.

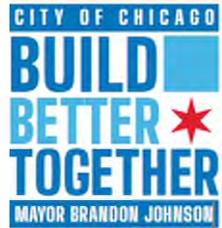
Functioning as a single point of responsibility, PBC's professional staff may manage all aspects of project delivery from land acquisition, regulatory and entitlement reviews, planning, site preparation and remediation, design, procurement and compliance, construction management, contract administration, financial management, through closeout and turnover.

PBC employs a variety of construction delivery options to meet program objectives, including: Design-Bid-Build, Design-Build, Construction Manager at Risk, and Job Order Contracting.

Collaboration and partnership is critical to the ongoing successful delivery of our Program.

Municipal + County + Federal Partnerships

City of Chicago



2FM



CDOT



DFSS



MOPD



DPD



DSS



DOB



DWM



OPSA



OEMC



Sister Agencies



CITY COLLEGES
of CHICAGO

CHICAGO
PUBLIC
LIBRARY



Cook County



Federal Partners



US Army Corps
of Engineers®



Illinois Environmental
Protection Agency

Collaboration + Partnership



Accountability

- Discipline, honesty, and integrity
- Meet expectations
- Collaborate with City Agency partners
- Commit to design excellence, fiscal responsibility, community investment and empowerment, and environmental justice and sustainability.

Diversity, Equity & Capacity Building

- Drive economic development and capacity building within the professional services and construction industries.
- Establish and incorporate specific goals and requirements that promote diverse workforces and MBE/WBE participation
- Student Hiring Initiative

Flexible and Innovative Planning, Design and Construction Services

- Dedication to identifying and implementing innovative solutions
- Effective Project and Program delivery options
- In-depth knowledge of master planning, planning and design, budgeting, and alternate Project and Program deliveries, resources and support for all types of work, including new construction, renovation, landscape/site development, infrastructure improvement, and energy savings.
- Implementation of lessons learned and best practices
- Project risk assessment (market conditions and cost index factors)

Program Forecast (Contracts Awarded / In-Progress)

- Emergency Medical Services (EMS) Addition (GC-DBB)
 - *Path Construction Company, Inc.*
- CIP Police Motor Maintenance Garage 4 Renovations (JOC)
 - *K.R. Miller Contractors, Inc.*
- North Park Village Renovations (CM)
 - *All Construction Group*
- Pershing Road Building Upgrades (CM)
 - *All Construction Group*
- Kenwood Academy Link and Mechanical Project (GC-DBB)
 - *F.H. Paschen, S.N. Nielsen & Assoc.*
- FPDCC Beaubien Woods Boat Launch Restrooms and Utilities (GC-DBB)
 - *Meru Corporation*
- FPDCC Metal Buildings – McGinnis Field Station (GC-DBB)
 - *Accel Construction Service Group, LLC*
- FPDCCC Restroom Rehabilitation (Busse Woods & Dan Ryan Woods) (GC-DBB)
 - *Alfa Chicago, Inc.*
- City Colleges of Chicago. School of Nursing (DB)
 - *Burling Builders, Inc.*
- CCC Malcolm X College (MXC) West Campus Addition and Renovation (CM)
 - *GMA Construction Group*
- Kells (George) Park Fieldhouse (DB)
 - *BOWA Construction*
- Sachs Clinic Renovations (JOC)
 - *CCC Holdings, Inc. dba CCC Design Build*
- Chicago Public Safety Headquarters Renovations (JOC)
 - *UJAMAA Construction, Inc.*
- Hall Library Renovations (JOC)
 - *F.H. Paschen, S.N. Nielsen & Associates, LLC.*
- CDOT Capital Improvement Program
 - Lincoln Square Brown Line Area Improvements (GC-DBB)
 - *F.H. Paschen, S.N. Nielsen & Associates, LLC*
 - Works Progress Administration “WPA” Street Reconstruction
 - E. 109th Street, S. Hoyne Avenue, S. Harding Avenue, and E. 102nd Street (GC-DBB)
 - *Sumit Construction Company, Inc.*
 - West 112th Street and S. Loomis Street (GC-DBB)
 - *MQ Sewer & Water Contractors dba MQ Construction Company*
 - S. Oakley Ave/Garfield Blvd, East 94th Street, and S. Oakley Ave / 58th Street (GC-DBB)
 - *Sumit Construction Company, Inc.*
 - W. Barry Avenue (GC-DBB)
 - *Benchmark Construction Company*
 - N. Mason Ave., W. 56th Pl., and S. Hoyne Ave. (GC-DBB)
 - *Pan-Oceanic Engineering Co., Inc.*
 - W. 58th Street, S. Washtenaw Avenue, and W. 57th Street (GC-DBB)
 - *MQ Sewer & Water Contractors dba MQ Construction Company*
 - W. 89th Street, S. Central Park Avenue, S. Holland Road (GC-DBB)
 - *The Bowa Group, Inc.*
 - W. 92nd Street, W. 107th Street, W. 107th Street, W. 114th Street (GC-DBB)
 - *MQ Sewer & Water Contractors dba MQ Construction Company*
 - W. Bryn Mawr Ave. / N. Knox Ave. and W. Bryn Mawr Ave. / N. Lawler Ave (GC-DBB)
 - *MYS Incorporated*
 - CDOT Alley Reconstruction – Various Locations
 - Package 3 (6 Locations) (GC-DBB)
 - *Sumit Construction Company, Inc.*
 - Package 4 (5 Locations) (GC-DBB)
 - *MQ Sewer & Water Contractors dba MQ Construction Company*
 - Package 5 (7 Locations) (GC-DBB)
 - *Sumit Construction Company, Inc.*
 - Package 6 (6 Locations) (GC-DBB)
 - *Capitol Cement Company, Inc.*

Projected Multi-Year Investment - \$265M

FOR INFORMATIONAL PURPOSES ONLY; SUBJECT TO CHANGE

Program Forecast (Current & Upcoming Opportunities)

PROCUREMENT

- Construction-related Services
 - Project-Specific GC Pre-Qualification
 - Morgan Shoal Revetment Reconstruction (Q3-2025)
- Program-wide Services
 - Construction Document Printing and Online Hosting Services (Q3-2025)
 - Project Development Services (Q4 -2025)
 - Construction Signage Services (Q4-2025)

DESIGN

- FPDCC LED Lighting Replacement Districtwide (35 Locations)
- FPDCC Metal Buildings – Tinley Park
- Title II Transition Plan (234 Locations; 27 Priority - JOC)
- CDOT Capital Improvement Program
 - Logan Square Plaza
 - Works Progress Administration “WPA” Street Reconstruction – Various Locations
 - CDOT Alley Reconstruction – Various Locations

PLANNING

- Mayfair Branch Library
- Sherman Park Library Renovations
- CCC Malcolm X College (MXC) Washington Park Campus
- DFSS Bronzeville Regional Senior Center
- New DWM Operations Facility (Lawrence Ave)
- DWM Lead Service Line Replacement Program
- CDOT Shoreline Restoration (67th St.- 75th St.) Feasibility Study
- CDOT Capital Improvement Program
 - Sidewalk Replacement Program (Various Locations)

An aerial photograph of a large-scale construction project. The ground is covered with a dense grid of steel rebar, prepared for a concrete pour. In the lower foreground, a group of about ten construction workers wearing hard hats and safety vests are standing on a concrete slab, looking towards the camera. The background shows more of the construction site with various materials and structures under development. The image has a dark, semi-transparent overlay, and four blue L-shaped corner brackets are positioned around the central text.

Project Development Services Overview

Project Development Services Overview

General PBC Program Overview – How do our PDS Partners Help?

Scope of Services

- ❖ The Public Building Commission of Chicago (“PBC”) has established a general management structure for developing and implementing capital projects on behalf of its clients. This structure provides for a division of responsibilities among internal PBC resources and firms specializing in Project Development Services (“PDS”). Firms providing PDS are a direct extension of the PBC, and shall exhibit the same level of professionalism and attention to detail as the PBC, in addition to possessing the requisite abilities to provide any/all requested resources in a timely manner.
- ❖ PDS personnel shall have the ability to provide other key project functions as necessary or requested by the PBC, including, but not limited to:

- Planning
- Design
- Project Management
- Change Management
- Cost Control
- LEED Sustainability
- Quality and Safety
- Compliance
- Environmental Management & Oversight
- Cost Estimating
- Commissioning Expert(s)
- MEP Coordinator(s)
- Scheduling
- Document Controls
- Utility Coordination
- Contract Administration

An aerial photograph of a construction site. The ground is covered with a grid of steel rebar, prepared for a concrete pour. In the foreground, a group of about eight construction workers wearing hard hats and safety vests are standing on a concrete slab, looking towards the camera. The background shows more of the construction site with various materials and structures. The image is overlaid with a semi-transparent blue filter and four blue L-shaped graphic elements.

Procurement Details

Procurement Details

REQUEST FOR PROPOSALS (RFP) OVERVIEW

Procurement Timeline

Issue RFP	August 21, 2025
Pre-Submission Conference (Daley Center)	September 11, 2025, at 10:00am
Questions Deadline	September 26, 2025, by 12:00pm Central
Submission Deadline	October 7, 2025, by 11:00am Central
Successful Respondent Appointed (Tentative)	November PBC Board Meeting

Availability of Documents– PBC Current Opportunities Page

Request for Proposals (RFP) – Project Development Services – PS3103

PROJECT DESCRIPTION

The Public Building Commission of Chicago (PBC) is issuing a Request for Proposals from firms (including firms proposing to have a controlling interest in Joint Ventures) interested in providing Project Development Services.

RFP DOCUMENT(S):

- [RFP for Project Development Services](#)

PRE-SUBMISSION ACTIVITIES

On **Thursday, September 11, 2025** PBC will host a **Non-Mandatory Pre-Submission Conference at 10:00 am**, at the following location:

Richard J. Daley Center
50 West Washington, Room CL115
Chicago, IL 60602

Firms interested in submitting a response are ***strongly*** encouraged to attend the Pre-Submission Conference.

PRE-SUBMISSION MATERIALS

- (Non-Mandatory) Pre-Submission Conference Presentation is available [here](#). (*when available*)
- (Non-Mandatory) Sign-in Sheet is available [here](#). (*when available*)

Procurement Details

DUE DATE

Due Date/Time

Tuesday, October 7, 2025 at 11:00 a.m.

(Subject to Change via Addendum)

Procurement Details

REQUEST FOR INFORMATION (RFI'S)

Sole Point of Contact

James Borkman, Contract Officer

James.Borkman@cityofchicago.org

Deadline

Current: Friday, September 26, 2025 by 12:00 p.m. CST

Addenda – none to date

(If required)

An aerial photograph of a large-scale construction site. The foreground shows a concrete slab with several workers in safety vests and hard hats. The middle ground is dominated by a dense grid of steel rebar for a concrete structure. The background shows more of the construction site with various materials and structures under development.

Submission and Evaluation Criteria

Submission Checklist

Submission Checklist

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – *signed by Authorized Representative*
- ✓ Experience and Qualifications of Firm & Licenses
- ✓ Approach and Methodology
- ✓ Experience & Qualifications of Key Personnel
- ✓ References (Exhibit E)
- ✓ Pricing (Schedule A – Rate Sheet)
- ✓ Value Add
- ✓ MBE/WBE Past Participation (Attachment H)
- ✓ Exhibit & Other Required Information

TAB 1 *Introductory Information*

	Cover Letter – Signed by Authorized Representative
	Table of Contents

TAB 2 *Experience and Qualifications of Firm*

	Experience and Qualifications of Firm
	Licenses

TAB 3 *Approach and Methodology*

	Approach and Methodology
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TAB 4 *Experience and Qualifications of Key Personnel*

	Experience and Qualifications of Key Personnel
	References (Exhibit E)

TAB 5 *Pricing*

	Schedule A – Rate Sheet
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TAB 6 *Value Add*

	Value Add
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TAB 7 *MBE&WBE*

	MBE/WBE Past Participation (Exhibit H)
	Proposed Scheduled D (Exhibit D)

TAB 8 *Exhibits/Other Criteria*

	Other Criteria – Insurance Statement
	Other Criteria – Understanding and Agreement Contract Terms and Conditions
	Exhibit A – Legal Actions
	Exhibit B – Disclosure Affidavit
	Exhibit C – Disclosure of Retained Parties

TAB 9 *Joint Venture Participation*

	Joint Venture Participation – Applicable to Firms submitting as a Joint Venture Partnership (Schedule B)
	<i>Financial Statements are to be submitted as a separate file</i>
	Financial Statements – submitted as a separate file in the same email

Submission and Evaluation Criteria

Evaluation Criteria

- ❖ **Experience and Qualifications of the Firm (Tab 2) – Weight 25% – LIMITED TO 15 PAGES**
- ❖ **Approach and Methodology (Tab 3) – Weight 25%**
- ❖ **Experience and Qualifications of Key Personnel (Tab 4) – Weight 10% – LIMITED TO 5 PAGES**
- ❖ **References (Tab 4) – Weight 3% – COMPLETE EXHIBIT E**
- ❖ **Value Add (Tab 6) – Weight 5% - LIMITED TO 5 PAGES**
- ❖ **Rate Sheet (Tab 5) – Weight 10% – COMPLETE SCHEDULE A**
- ❖ **Minority and Women Owned Business Participation (Tab 7) – Weight 15% – COMPLETE EXHIBIT H , EXHIBIT D, AND PROVIDE STATEMENT**
- ❖ **Financial Capacity (Separately Submitted) – Weight 5%**
- ❖ **Responsiveness – Weight 2%**

Submission and Evaluation Criteria

Experience and Qualifications of the Firm (25%)*

Past Performance

Respondents shall identify a minimum of three programs where they provided Project Development Services within the last five (5) years. Unless otherwise directed by PBC, specific professional licenses may not be required (other than a business license). PBC may direct a PDS to engage a specialty consultant that may require a specific professional license within the State of Illinois.

Demonstrated experience should, at minimum, include the following:

- 1) Past performance with other government agencies and/or private owners as it relates to Respondent's ability to successfully administer, manage, and coordinate programs and projects in order to meet and exceed the client's expectations while complying with any/all contract requirements
- 2) Include a description that fully showcases the breadth and depth of experience of different-sized programs/projects with varying levels of complexity
- 3) Provide history of Project Development experience in both new construction and renovation of the following project types. Include Project description, budget, schedule, and respondent's role for each project type:
 - i. Schools
 - ii. Libraries
 - iii. Parks
 - iv. Other Municipal Buildings
 - v. Guaranteed Energy Performance Contracting
 - vi. Site Development
 - vii. Infrastructure
- 4) Provide history of Project Development experience in various capital project delivery methods, including:
 - i. Design-Bid-Build
 - ii. Design-Build
 - iii. Construction Manager at Risk
 - iv. Job Order Contracting

****15 Page limit! (Licenses and Certifications do not count toward the limit)***

Submission and Evaluation Criteria

Experience and Qualifications of the Firm, cntd... (25%)*

Technical Competence

Respondents shall demonstrate capacity and ability of their firm to adequately meet the needs of the Commission and the Commission's clients; provide all Project Development support as applicable; and comply with all industry, federal, and State agency standards and procedures.

Respondents should possess all required licenses and certifications to perform the type of work solicited by the PBC. Provide a copy of all applicable business licenses and certifications.

Demonstrated experience should, at minimum, include the following:

- 1) The administration, organization, and staffing, including multiple offices, which would service the PBC;
- 2) Its capabilities and resources in the Chicago Metropolitan area, at both the corporate and individual levels;
- 3) Respondent shall provide current public sector assignments and/or committed work schedules, and must include, at a minimum, the Contract Value, Contract Duration, and Number of Personnel committed;
- 4) Provide technology, equipment and professional development/training to meet the needs of the PBC;
- 5) Include evidence of a thorough working knowledge, understanding, and experience of all aspects of project management from inception through close-out; and
- 6) Provide narrative statement regarding any history of failure to complete deliverables, meet expectations, complete projects on schedule; quality of work, responsiveness to client needs and the demonstrated measures taken to cure deficiencies.

Respondents should possess all required licenses and certifications to perform the type of work solicited by the PBC. Provide a copy of all applicable business licenses and certifications.

**15 Page limit! (Licenses and Certifications do not count toward the limit)*

Submission and Evaluation Criteria

Approach & Methodology (25%)

Respondent shall demonstrate it has adequate capacity and appropriate experience to manage single, and/or multiple projects, and multiple disciplines for various projects and at different phases of each project.

Demonstrated Approach and Methodology should include:

- 1) A clear understanding of the Scope of Services, tasks and sequences involved in Project Development Services for a public entity.
- 2) A description of the methods, standards, and tools that will be used in the performance of the Services.
- 3) A description and explanation for any additional tasks which may not be listed in the Scope of Services that are anticipated to be performed on a project which may be deemed necessary by the Respondent.

Submission and Evaluation Criteria

Experience & Qualifications of Key Personnel (10%)*

Respondents should demonstrate their capacity to provide adequately qualified and experienced Key Personnel, as needed, to provide Project Development services. In addition, Respondent must provide:

Organization Chart

Respondents must provide an organization chart illustrating the structure of the Respondent's proposed Key Decision Makers and available personnel for PBC projects. This would include, but not be limited to, Project Executives, Accountant(s), Information Technology Manager(s), Human Resource Officer(s), Senior Project Managers, Project Managers, Assistant Project Managers, Cost Managers, Contract Administrators, Document Controls personnel, and other professionals that are employed by the firm who are being proposed as part of the team. Include the role and responsibilities of each, planned level of effort, anticipated duration of involvement and on-site availability.

If joint venture or if MBE/WBE firms are included as a sub-consultant/sub-contractor, the organizational chart should clearly identify how the management and personnel would be integrated into the team and utilized.

**Five Page Limit! (Organization Chart itself does not count toward the limit)*

Submission and Evaluation Criteria

References (3%)

Please provide a minimum of three (3) references by completing the attached form (Exhibit E). Duplicate form, as necessary. References cannot be current PBC employees.

EXHIBIT E
REFERENCES FORM


 Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbc@chicago.com

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 'See Attached Reference Letter' in the space provided. Current Employees of the Public Building Commission of Chicago are prohibited from being included as valid references.

SUBMITTING FIRM NAME:			
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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:	<input type="checkbox"/>
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:	<input type="checkbox"/>
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:	<input type="checkbox"/>

Submission and Evaluation Criteria

Pricing (10%)

The PBC will review the competitiveness and reasonableness of the Respondent's proposed hourly rates. Please complete Schedule A – Rate Sheet indicating the range of hourly rates (low and high) for the personnel indicated on the Schedule. If there are additional staff you deem necessary to complete the required services, please provide the title(s) and an explanation demonstrating the reason for the additional staff in a Narrative Statement to be included following the Schedule. Rates shall include all costs to complete the required services.

PROJECT DEVELOPMENT SERVICES – PS3103 SCHEDULE A – PROPOSED RATE SHEET

A. HOURLY RATES

PERSONNEL		HOURLY RATE RANGE*	
1	Senior Project Manager	\$	\$
2	Project Manager	\$	\$
3	Assistant Project Manager	\$	\$
4	Change Management	\$	\$
5	Cost Control	\$	\$
6	LEED/Sustainability	\$	\$
7	Quality and Safety	\$	\$
8	Commissioning	\$	\$
9	MEP Coordination	\$	\$
10	Scheduling	\$	\$
11	Document Controls	\$	\$
12	Utility Coordination	\$	\$
13	Other:	\$	\$
14	Other:	\$	\$
15	Other:	\$	\$
16	Other:	\$	\$
17	Other:	\$	\$
18	Other:	\$	\$
19	Other:	\$	\$
20	Other:	\$	\$

*Notes:
Respondents shall provide a range (low and high) for their hourly rate, which includes overhead and profit.
For additional Personnel, provide the title(s) and an explanation demonstrating the reason for additional staff in an attached Narrative Statement.

The Commission reserves the right to negotiate rates and/or titles of any/all Personnel.

Submission and Evaluation Criteria

Value Add (5%)*

Respondents should use the section to demonstrate what sets them apart. Be specific about the abilities, experiences, and/or special skills your firm will provide the Commission. Respondents should focus on how they can provide superior Services.

**Five Page Limit for Value Add!*

Responsiveness (2%)

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

Submission and Evaluation Criteria

MBE/WBE Participation (15%)

Respondent must identify and report compliance history for at least three (3) projects from the previous three (3) years. (Exhibit H). Duplicate form as necessary.

Respondent shall complete a proposed Schedule D, which can be found in Exhibit D as part of their submission.

Respondent must also describe its commitment to achieve meaningful MBE and WBE participation. The contract specific goal for MBE/WBE participation is a minimum of 50% MBE/WBE. This goal may be met by participation of a MBE firm, WBE firm, or a combination of both.

If Respondent is seeking favorable consideration for including MBE/WBE participation through a joint venture or equity participant, submittal must include a completed Schedule B, and the corresponding draft Joint Venture Agreement.

 **EXHIBIT H**
MBE/WBE Past Participation

Public Building Commission of Chicago | Richard J. Daley Center | 30 West Washington Street, Room 205 | Chicago, Illinois 60602 | (312) 744-3000 | pbcc@pbcc.com

Instructions:
Please identify and report compliance history for least 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.)

SUBMITTING FIRM NAME:

DEMONSTRATE COMMITMENT
Respondent must demonstrate how they intend on meeting the MBE and WBE commitments to utilize minority- and women-owned business enterprises as a Professional Service Provider.
(If using your own document, please follow label Exhibit 4 – MBE/WBE Past Participation).

MBE/WBE PARTICIPATION

PROJECT ONE	
Client Name:	<input type="text"/>
Client Contact:	<input type="text"/>
Client Contact Telephone:	<input type="text"/>
Project Name:	<input type="text"/>
Project Total:	<input type="text"/>
Year Completed:	<input type="text"/>

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.

PROJECT ONE			
MBE Goal	WBE Goal	Actual MBE	Attained WBE Goal
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

Submission and Evaluation Criteria

RFP SUBMISSION REQUIREMENTS

Electronic Submission

- **One** complete copy of RFP document, tabbed, page numbered, and labeled.
- Include all information requested (including Financial Information **sent separately in the same email**) in PDF format.

NOTE: Must be a single, searchable PDF document with the exception of documents that are only available as a copy. (e.g. copies of licenses, certificates, and/or permits)

- Submission Emailed to:

pub-procurement@cityofchicago.org **AND** james.borkman@cityofchicago.org

NOTE: There is a file size limitation of 25MB. Should your submission exceed 25 MB, please provide access to your firm's submission via Dropbox or another secure program/link.

Submission Checklist

Submission Checklist

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – *signed by Authorized Representative*
- ✓ Experience and Qualifications of Firm & Licenses
- ✓ Approach and Methodology
- ✓ Experience & Qualifications of Key Personnel
- ✓ References (Exhibit E)
- ✓ Pricing (Schedule A – Rate Sheet)
- ✓ Value Add
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- ✓ ***Exhibits & Other Required Information***

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	References (Exhibit E)

TAB 5 *Pricing*

	Schedule A – Rate Sheet
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TAB 6 *Value Add*

	Value Add
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TAB 7 *MBE&WBE*

	MBE/WBE Past Participation (Exhibit H)
	Proposed Scheduled D (Exhibit D)

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Compliance

Compliance Highlights

MBE/WBE PARTICIPATION

MBE/WBE Goals

- MBE/WBE participation is a minimum of 50% MBE/WBE.

MBE/WBE Certifications

- City of Chicago
- Cook County

Compliance: Certification

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

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



Compliance Highlights

Respondents and Joint Venture Opportunities

- Schedule B – Joint Venture Affidavit
 - ❖ JV Agreement
 - ❖ Certification Letter

SCHEDULE B - 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.

MBE/WBE COMPLIANCE

Documentation and Monitoring

- Schedule D
- Schedule C

Compliance Highlights

MBE/WBE COMPLIANCE

Schedule D

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (1 of 2)

Name of Project: _____

STATE OF ILLINOIS)
)SS
COUNTY OF COOK)

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

_____ Title and duly authorized representative of

_____ Name of General Contractor whose address is

_____ in the City of _____, State of _____ and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		%	%

The General Contractor may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (2 of 2)

The Undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Contractor of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned 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.

BY:

_____ Name of Contractor (Print)

_____ Signature

_____ Date

_____ Name (Print)

_____ Phone

IF APPLICABLE:

BY:

_____ Joint Venture Partner (Print)

_____ Signature

_____ Date

_____ Name (Print)

_____ Phone/FAX

MBE _____ WBE _____ Non-MBE/WBE _____



Compliance Highlights

MBE/WBE COMPLIANCE

Schedule C

PUBLIC BUILDING COMMISSION OF CHICAGO

**SCHEDULE C - Letter of Intent from MBE/WBE (1 of 2)
To Perform As
Subcontractor, Subconsultant, and/or Material Supplier**

Name of Project: _____

Project Number: _____

FROM:

_____ MBE _____ WBE _____
(Name of MBE or WBE)

TO:

_____ and Public Building Commission of Chicago
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

_____ a Sole Proprietor _____ a Corporation
_____ a Partnership _____ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated _____. In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

PUBLIC BUILDING COMMISSION OF CHICAGO

**SCHEDULE C - Letter of Intent from MBE/WBE (2 of 2)
To Perform As
Subcontractor, Subconsultant, and/or Material Supplier**

PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

SUB-SUBCONTRACTING LEVELS*

_____% of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

_____% of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

***If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.**

The Undersigned (Contractor) will enter into a formal agreement for the above work with the Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned 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.

BY:

Name of MBE/WBE Firm (Print)

Date

Phone

IF APPLICABLE:

BY:

Joint Venture Partner (Print)

Date

Phone

Signature

Name (Print)

Signature

Name (Print)

MBE _____ WBE _____ Non-MBE/WBE _____



PUBLIC BUILDING COMMISSION of Chicago

PBC CONTACT

James Borkman
james.borkman@cityofchicago.org

An aerial photograph of a construction site, showing a grid of rebar laid out on a concrete slab. Several construction workers wearing hard hats and safety vests are visible in the lower portion of the frame. The image is overlaid with a semi-transparent dark blue filter.

Q & A

Networking