

PUBLIC BUILDING COMMISSION OF CHICAGO

**Request for Proposals
Design-Build Services
for DFSS Bronzeville
Regional Senior Center
PS3102**

ISSUED: October 2, 2025

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:	

This Cover Sheet page MUST be submitted with your Submission

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FORMS

- Form A. MBE/WBE, EEO, CRO, CH and Illinois Works Apprenticeship 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
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EXHIBITS

- [Exhibit A. Sample Form of Design-Build Agreement](#)
- [Exhibit B. Insurance Requirements](#)
- [Exhibit C. Project Community Area Map](#)
- [Exhibit D. ComEd Energy Efficiency Construction Project Screening](#)
- [Exhibit E. 100% Schematic Design Documents](#)
- [Exhibit F. 100% Schematic Design Report](#)
- [Exhibit G. DRAFT Geophysical Evaluation Report](#)
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- [Exhibit I. INTERIM DRAFT Phase I Environmental Site Assessment Report](#)
- [Exhibit J. Current ALTA/NSPS Land Title Survey](#)

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’s Partners include the City of Chicago, Cook County, Department of Fleet & Facility Management (“2FM”), Department of Family Support Services, Office of Budget and Management, Chicago Public Library, Chicago Public Schools, Chicago Park District, City Colleges of Chicago 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. TWO-PHASE DESIGN-BUILD REQUEST FOR PROPOSAL (RFP) PROCESS

1. **Request for Proposals – Phase I & Phase II:** This procurement is being solicited using the two-phase RFP for Design-Build Process provided by the Public Building Commission Act (50 ILCS 20/3 – 50 ILCS 20/20). As part of the Phase I Qualifications submission, Design-Build proposers shall submit their past performance history and qualifications as prescribed in this RFP for consideration by the PBC. The PBC shall review the Phase I Qualifications submissions and create a short list of the most highly qualified design build entities (not less than 2 or more than 6) and notify those entities they have been selected to submit Phase II Technical and Cost proposals for the PBC’s consideration. The PBC shall provide the short-listed proposers with the final Project Scope and Performance Criteria (SPC) that will define the PBC’s project requirements, project objectives, programmatic needs and goals, design criteria, performance criteria, budget parameters and schedule and delivery requirements. The PBC will evaluate the Phase II Technical & Cost using the criteria and relative weights established in the Phase II RFP. SPC will include the building’s final program and space requirements; performance requirements and specifications for the building’s systems; and design guidelines. Phase II Proposers will be expected to provide a design, with enhanced engineering and design documents.
2. **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. Both are referred to as the Design-Build Proposer (or Proposer).
3. **Notice:** All proposers will be notified of the results of the PBC’s evaluation of Phase I submissions. The names of those Proposers from whom Phase II proposals will be requested will be published on the PBC’s website at www.pbcchicago.com. For all those Proposers who submit for Phase I and Phase II, the proposal shall be defined as all information that was submitted in response to the requirements of both phases. 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.
4. **Prohibitions:** Pursuant to the Illinois Public Building Commission Act (§50 ILCS 20/20.4d), “the design professional that prepares the scope and performance criteria is prohibited in any design-build entity proposal for the project.” This means any firm providing work product that may help develop the scope and performance criteria for the design-build procurement will be precluded from inclusion on a submitting design-build team. The following firms are precluded from responding to this solicitation as a part of a design-build team:
 - RADA Architects Ltd. (MBE/WBE)
 - Milhouse Engineering and Construction, Inc. (MBE)
 - TGDA Landscape Architecture, PLLC (WBE)
 - S20 Consultants
 - Weaver Consultants Group
 - Terracon Consultants Inc.
 - Thomas Engineering Group
 - The Concord Group

SECTION I – INTRODUCTION

C. REQUIREMENTS

Phase I and Phase II requirements have been developed based on specific criteria in accordance with PBC's Act.

Please note the following:

- i. All design must be performed under the direct supervision of appropriately licensed professionals registered in the appropriate jurisdiction.
- ii. 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.
- iii. The proposal shall be defined as all information that was submitted in response to the requirements of the RFP.
- iv. 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.
- v. Data and information furnished or referred to in this RFP is for Proposers' information only.
- vi. The PBC shall not be responsible for any interpretation or conclusion drawn from said data or information by the Proposer.
- vii. This Project is grant funded. Proposers must agree to comply with all Grant Funding Requirements.

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 – 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 Phase II 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.

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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 of RFP (Phase I), including advertisement Tuesday, October 2, 2025
- Pre-Submission Conference Tuesday, October 14, 2025 at 10:30AM CT
- Site Visit..... Tuesday, October 14, 2025 following Pre-Submission Conference
- Questions Deadline Monday, October 20, 2025 at 4:00PM CT
- Submission Due Date/Time (Phase I) Tuesday, November 4, 2025 at 11:00AM CT
- PBC RFP Submission Review and Shortlist..... November 6, 2025 through November 18, 2025
- Issuance of RFP- (Phase II)..... Thursday, November 20, 2025
- Shortlist RFP Submission Due Date (Phase II) (*tentative*) Monday, December 22, 2025
- Shortlist RFP Submission Review December 23, 2025 through December 30, 2025
- Interview Short-listed Firms (*tentative*) January 6, 2025 through January 8, 2025
- Recommendation to PBC Board January 2026

3. **Pre-Submission Conference:** The PBC will host a Non-Mandatory Pre-Submission Conference to provide an overview of the PBC's Design-Build Process and of the RFP submission requirements.

Event Date: Tuesday, October 14, 2025
Registration Time: 10:00AM
Pre-Submission Conference: 10:30AM
Event Location: Charles A. Hayes Family Investment Center
4859 South Wabash Avenue
Chicago, IL 60615

4. **Site Visit:** The PBC will host a Non-Mandatory Site Visit immediately following the Pre-Submission Conference.
5. **Submission Instructions:** Submission instructions, including number of required copies can be found in Section V. Submission Requirements of this RFP. Failure to submit in the manner prescribed in this RFP may deem your submission non-responsive.
6. **Accessibility to and Incorporation of Documents:** A copy of this RFP, including any attachments, exhibits and addenda is available for download here: Current Opportunities for RFP for DB Services DFSS Bronzeville Regional Senior Center. Any attachments and exhibits referenced herein are fully incorporated as part of this RFP.
7. **Questions:** Please direct all questions (and requests for American Disabilities Act accommodations), in writing to the attention of Patricia Montenegro, Contract Officer via email to: 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.
8. **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 www.pbcchicago.com. The Commission is not responsible for a Respondent's failure to obtain or download any addenda issued for a RFP.

SECTION II – KEY INFORMATION

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

- 9. 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 FORM J – Proposal Execution Page.

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.

- 10. 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."
- 11. False Statements:** Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.
- 12. Debarment:** Any firm debarred by City of Chicago, Sister Agencies, local, state or federal agencies shall have any award issued under this request, revoked. Any firm debarred by City of Chicago, Sister Agencies, local, state or federal agencies will not be awarded a contract for this sollicitation.
- 13. 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.
- 14. 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 sign the Agreement, 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.
- 15. 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 Respondent's 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.

- 16. Compliance with Laws:** The Selected Respondent 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.
- 17. Grant Funding Requirements:** This Project is being funded in part by the Department of Commerce and Economic Opportunity (DCEO) Grants Management Initiative. The Selected Respondent must comply with all funding requirements, including but not limited to: ensuring compliance with all applicable provisions of the Grant Agreement(s).

SECTION II – KEY INFORMATION

- 18. 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.

- 19. 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 Respondents 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 Goals:** 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. The minimum MBE/WBE participation goal for this Project is 30% MBE and 6% WBE.
- b. The PBC will utilize B2GNow for compliance reporting

For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, CH and ILLINOIS WORKS APPRENTICESHIP INITIATIVE PARTICIPATION. Provide a copy of firm's 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.

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.

SECTION II – KEY INFORMATION

For purposes of this RFP, all Respondents shall provide with their submission, FORM B – Joint Venture Affidavit, FORM C – Disclosure 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 (CRO), Community Hiring (CH), 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 and Workforce 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:	40% or more of total Journeyworker hours
Minority Apprentice Project employment goal:	50% or more of total Apprentice hours
Minority Laborer Project employment goal:	60% or more of total Laborer hours
Female Journeyworker Project employment goal:	2% or more of total Journeyworker hours
Female Apprentice Project employment goal:	1% or more of total Apprentice hours
Female Laborer Project employment goal:	2% or more of total Laborer 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.

Liquidated Damages - Design-Builder shall utilize required Exhibits (Refer to Article 15 of Sample Form of Agreement) and the prescribed formula to inform the amount of participation the Design-Builder achieves; this formula will also inform the amount of damages the Design-Builder will be assessed at the end of the Project, for failing to meet these EEO and Workforce requirements. The Public Building Commission of Chicago reserves the right to check all calculations for accuracy. The fulfillment of these requirements does not abrogate the responsibilities of the Contractor to comply with federal and state requirements under the Equal Employment Act and the Illinois Human Rights Act.

For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, CH and ILLINOIS WORKS APPRENTICESHIP PARTICIPATION.

SECTION II – KEY INFORMATION

4. **Student Hiring Requirements:** The Design Builder shall provide employment and career development opportunities to individuals currently enrolled in, or recently graduated from, the City Colleges of Chicago Dawson Technical Institute, Chicago Public Schools' Chicago Builds Program and/or comparable workforce development and educational programs, as approved by the Commission. Such opportunities may include, but shall not be limited to:
- a. Sponsorship into Local Union(s) and apprenticeship programs;
 - b. Participation in Pre-Construction, Project Management, Scheduling, Estimating, Procurement, Risk Management, and Compliance services;
 - c. Engagement in design, architecture, engineering, environmental, and sustainability-related initiatives;
 - d. Exposure to technology-driven roles, including Building Information Modeling (BIM), data analytics, and project controls;
 - e. Involvement in administrative, financial, and legal aspects of project delivery, including contract administration and reporting.

The Design Builder shall promote professional growth, empower participants, and provide training, mentorship, and employment support, as required, throughout the duration of the Project.

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. **Illinois Works Jobs Program Act.** The Design-Builder understands that it will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules (see 14 Ill. Admin. Code Part 680). The Design-Builder must assist the Commission and others to submit a Budget Supplement Form (available on the DCEO website) to the Grantor within ninety (90) days of the execution of a Grant Award (Agreement) for the Project.

The Design-Builder understands the goal of the Illinois Works Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Of this goal, at least half of those apprenticeship hours shall be performed by graduates of the Illinois Works Pre-apprenticeship Program, the Illinois Climate Works Pre-apprenticeship Program, or the Highway. The Design-Builder will be permitted to seek a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The

SECTION II – KEY INFORMATION

Design-Builder must ensure compliance for the entire project, and will be required to report on and certify its compliance.

- 7. 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.
- 8. Project Labor Agreement Requirements:** {Intentionally Omitted}
- 9. Payment and Performance Bond:** A payment and performance bond will be required for this Project.

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.
- 10. Insurance:** Contractors, including the Design-Build entity, must provide and maintain at Contractor's own expense, the minimum insurance coverages and they 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)
- 11. Mandatory Project Specific Contractor Staffing Requirements:** The Design-Builder shall assign a Project Manager and a Superintendent full time to the Project.
- 12. Safety Program Manual:** 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).

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.
- 13. Quality Assurance and Quality Control Plan (QA/QC):** Respondents should 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.
- 14. 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.
- 15. 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.

SECTION III – PROJECT DESCRIPTION

PROJECT NAME:	DFSS Bronzeville Regional Senior Center
USER AGENCY:	City of Chicago Department of Family and Support Services (DFSS) and City of Chicago Department of Fleet and Facility Management (2FM) in partnership with the City of Chicago Department of Planning and Development (DPD)
PROJECT ADDRESS:	4711 - 4755 S. Calumet Avenue Chicago, IL 60605
PROJECT NUMBER:	10030
PROJECT WARD/ALD:	Ward-03 – Alderman Pat Dowell
DESIGN ARCHITECT:	RADA Architects (MBE/WBE) w/Support by Milhouse Engineering (MBE)
ARCHITECT OF RECORD:	Per Project Development [Design-Build Team]
PROCUREMENT:	Per Project Development [Design-Build Team]
CXA COMMISSIONING:	Per Project Development [Design-Build Team]

PROJECT DESCRIPTION:

The Public Building Commission of Chicago (PBC) along with its partners at the City of Chicago Department of Family and Support Services (DFSS), the City of Chicago Department of Fleet and Facility Management (2FM), and the Aldermanic Offices of the 3rd Ward, are embarking on the development of a new Regional Senior Center located in the heart of Bronzeville neighborhood. The project scope is anticipated to include but is not limited to a new, approximately +/- 25,000 sq. ft., two-story facility where a variety of social, educational & recreational activities are experienced by Chicago's senior community. This center will have state of the art comforts that allow seniors to feel at home while enjoying luxuries, building friendships, and strengthening themselves in mind and body. The Senior Center will serve Chicago seniors 60 years of age and older. Programming will consist of Fitness Exercise room, Wellness Program (dietician, Social Worker, Nurse, and Pharmacist), Golden Diner Program, and a computer class. There will be additional classes offered based on the preferences of seniors attending this center. Additionally, there will be special events (older American month celebration, Thanksgiving, Christmas, etc.).

The program area includes but not limited to; Entry/Reception/Lobby with security, Front Offices, Activity Rooms, Technology Center, Game Room, Movie Room, Dining Room with Commercial Warming Kitchen, Multi-purpose Rooms, men's and women's restrooms with Janitor's Closet, all-gender restroom, Two Passenger Elevators, Conference Room, Community Lounge, Admin Office Suite, storage, Fitness Room, Massage Room, outdoor terrace, utility rooms along with building support spaces.

The project will maximize efficiency with the use of natural light, and a mechanical system and building designed to reduce energy consumption while providing a comfortable environment for building activities. Potable water use will be reduced through plumbing fixture selection and native and adaptive plantings in the landscaping immediately surrounding the project. It will be designed to align with current code and ordinance, including the Chicago Sustainable Development Policy (SDP) (enacted in 2024) and the Energy Transformation Code (ETC) and Stormwater Ordinance, as well as the minimum LEED v4/v4.1 Silver Certification, as defined by the U.S. Green Building Council (USGBC). The Sustainable Development Policy (SDP) Matrix strategies are to include Bird Protection and Exceed Energy Transformation Code by 10%.

The north parcel will serve as the subject property which will undergo a Tax Split for the development of the DFSS Senior Center Project. The future development to the south parcel is currently owned by the City of Chicago and not part of the project. The project will also include site improvements for an underground stormwater management infrastructure and for conformance to the landscaping ordinance, utilizing site BMP's [Best Management Practice]. The new parking lot will accommodate 38 spaces, including 2 ADA, EV-Ready (8) Stations and a loading berth. Enclosures have been provided for the Trash area and pad mounted transformer on the site.

The Project may be enrolled in the IEPA's Site Remediation Program, including the installation of environmental barriers by the Design-Builder for issuance of a comprehensive NFR letter by IEPA. The Design-Builder shall be responsible for properly designing any required environmental barriers, in accordance with environmental reporting prepared by others (Project Environmental Consultant). The Design-Builder is not responsible for preparing the environmental reports. In addition, the Design-Builder will be responsible for any/all dewatering activities, including design, engineering, permitting, implementation, and operations.

SECTION III – PROJECT DESCRIPTION

The proposed Full-Time Equivalent (FTE) has been preliminary defined at 6-8 personnel per the intended programming and the site minimum parking on the zoning ratio of 1:3. Additional site development will include 4 minimum new bicycle racks.

The estimated Full Time Equivalent [FTE] jobs created are [100, including [76] construction and [24] non-construction [professional services] jobs.

CITY OF CHICAGO – REGIONAL CENTER INFORMATION:

Chicago ranks as unique for its neighborhood communities which reflect the cultural diversity of the City. These communities are represented by five regions: Northeast, Northwest, Central West, Southeast, and Southwest. The Chicago Department of Family & Support Services has built a senior center in each of the five regions of Chicago.

The regional senior centers are conveniently located, accessible, available by public transportation and have free parking. Most programs are available free or at a nominal charge. Door to door transportation may be accessed through PACE's Special Services or Taxi Access Programs.

Listed below are the six (6) [Regional DFSS Senior Centers](#):

- Central West Regional Center
- Northeast "Levy" Regional Center
- Northwest "Copernicus" Regional Center
- Renaissance Court
- Southeast "Atlas" Regional Center
- Southwest Regional Center

STAKEHOLDER PARAMETERS & CRITERIA:

Design Excellence and Principles:

1. 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.
2. Design Excellence has applicable traits to downtown and in our neighborhoods – to streetscapes and open spaces – to residential, commercial, industrial and other uses.
3. 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.
4. 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.
5. 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.

SECTION III – PROJECT DESCRIPTION

PROJECT CONSIDERATIONS:

- All Regulatory and Entitlement Compliance
- Logistics expertise
- Permitting: Standard Plan Review (SPR) Process
- Project Basic and Building Commissioning Process
- Project Phasing will be required
- Environmental: IEPA Site Remediation Program (SRP) Enrollment and NFR Ltr Issuance
- Environmental Site Remediation Scope
- Site Stormwater Management Infrastructure per Chicago Stormwater Management Ordinance
- ComEd Energy Efficiency Program
- Utility Coordination with CoC Agencies (ComEd, DWM, CDOT, etc.)
- Certifications: LEED v4/v4.1 per USGBC,
- Compliance: CoC DPD Sustainable Development Policy (SDP)
- Occupants: None applicable, Full site available for the construction of the building and site development

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.

1. Pre-Planning Due Diligence (DA)	May – August 2025	In-Progress
2. Design-Build (DB) Procurement:	Sept '25 – Jan '26	Q3 2025 – Q1 2026
3. PBC Board Approval of DB	Jan '26	Q1 2026
4. Stakeholder Engagement:	June '25 – Feb '26	Q3 2025 – Ongoing
5. Design + Engineering + Permitting:	Feb '26 – Aug '26	Q1 2026 – Q3 2026 (7-mo Duration)
6. Construction (Phased):	Mar '26 – Oct '27	Q1 2026 – Q4 2027 (19-mo Duration)
7. Opening:	Dec '27	Q4 2027

ANTICIPATED DESIGN BUILDER (DB) BUDGET:

1. Anticipated Budget Range: \$23,500,000 - \$24,000,000

The budget includes, but is not limited to: Stakeholder Engagements, Design and Engineering, LEED v4/v4.1 and Commissioning (CxA), Permitting, Wayfinding, Regulatory and Entitlements, Certifications, General Conditions, General Requirements, Bond and Insurance, Pre-Construction, Design Builder's Fee, Allowances, Contingencies, Site Remediation, and Cost of Construction.

DESIGN-BUILDER: SCOPE AND PERFORMANCE CRITERIA:

1. **Proposed Project Schedule:** Upon receiving the Notice to Proceed (“NTP”), 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 and entitlement process with the Department of Planning and Development and Department of Buildings for reviews and approvals required for the Project. Commencement of Work will be approved via an executed NTP, after PBC Board approval and receipt of Payment and Performance Bond and compliant Certificate of Insurance.
2. **Substantial Completion:** Substantial Completion of all work, including but not limited to all applicable Site Improvements included in this proposal, including all applicable site improvements, is anticipated in **Quarter-4 2027**. A final project schedule will be developed as part of the Guaranteed Maximum Project Cost Proposal negotiations.
3. **Project Program:** The regional senior center serves as a focal point to Chicago residents, who are 60+ and their spouses, and caregivers where a variety of social, educational & recreational activities are available. The center is tailored to the needs and interests of the communities but will provide a core of programs and services including:
 - Information & Assessment - staff who will assist walk-in clients or on the telephone
 - Caregiver Resource Corners
 - Life Enrichment Activities which include classes and workshops, day trips and tours, and special events and parties
 - Senior Net Computer Learning Centers - classes for adults, age 50+, taught by volunteers

SECTION III – PROJECT DESCRIPTION

- Fitness Centers - cardiovascular, strength, and flexibility training offered by personal trainers with state-of-the-art fitness equipment to help seniors stay active and keep in shape
- Wellness Program - nurse, dietitian, and pharmacist on site & available by appointment
- Volunteer opportunities
- Golden Diners - hot lunches (breakfast at certain locations) for a donation
- Monthly caucus meetings on current topics of interest to seniors
- Gift shops and much, much more!
- Refer to the Schematic Design Basis of Design for the reconciled programming.

4. Other Project Requirements:

- Regulatory 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);
 - City of Chicago Department of Planning and Development;
 - Chicago Sustainable Development Policy
 - Chicago Department of Transportation (Right of Way Permit, Driveway Permit, House Number);
 - Office of Underground Coordination;
 - Chicago Fire Department (Sprinkler, Fire Alarms);
 - Department of Water Management (Sewer Permit, Water Taps);
 - Metropolitan Water Reclamation District;
 - Utility Coordination (ComEd, People's Gas, DWM, etc.);
 - Illinois Environmental Protection Agency;
 - Chicago Energy Conservation Code;
 - Americans with Disabilities Act Accessibility Guidelines;
 - Guide to the Chicago Landscape Ordinance;
 - U.S. Green Building Council;
 - ComEd Energy Efficiency Program;
 - Certifications (as identified for Project).
- Sustainable Design Requirements:
 - Sustainable building design and construction are key prerequisites 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.
 - Required coordination for current applicable codes and ordinances, including the Chicago Sustainable Development Policy (SDP) (Enacted in 2024), the Energy Transformation Code (ETC) and the CoC Stormwater Ordinance. The SDP Matrix strategies are to include Bird Protection and Exceed Energy Transformation Code by 10%, as well as the minimum LEED v4/v4.1 Silver Certification, as defined by the U.S. Green Building Council (USGBC).
- Energy Efficiency: The project is enrolled in the ComEd Energy Efficiency Program for New Construction incentives to manage the project's energy consumption and reduce costs. Additionally, the DB's AOR can benefit from the High Performance Design Incentives for using of ComEd's (Slipstream) Energy Modeling Software "Sketchbox" to evaluate and provide parallel information to the DB's own Energy Model (i.e. IES-VE, eQuest, Open Studio) as a requirement of the process.

Coordination will be throughout the project design phases by the DB/AOR, with updates to the energy model and ComEd's analysis of the projected incentives. Construction verification of submittals and final installed components will help finalize the incentives with ComEd at substantial completion.
- Environmental Requirements:
 - The Design Builder shall provide all environmental work, including but not limited to design, required for site remediation in accordance with the IEPA Site Remediation Program, as required.
 - Proposer's strategy and approach to address the environmental design and remediation, including its soil management plan and environmental barrier installation for the Project, as needed, in accordance with the IEPA's Site Remediation Program (SRP) requirements. Determination regarding enrollment into the IEPA's SRP is anticipated in November 2025. The proposer shall submit its schedule for the work,

SECTION III – PROJECT DESCRIPTION

including any coordination items related to environmental reporting by others: Comprehensive Site Investigation (CSIR), Remedial Objectives Report (ROR), and Remedial Action Plan (RAP). Submission of the CSIR, ROR, and RAP by others to the IEPA is anticipated in December 2025, if required. Upon submittal of the CSIR, ROR, and RAP reports, the IEPA requires 90 calendar days for review and approval; the IEPA's approval is anticipated in February 2026. If required, environmental barrier installation by the Design-Builder is required no later than May 2027, prior to Project Completion and turn-over.

- Capital grants will be reviewed to determine environmental review requirements. Based on the scope of the project, the grantee may be required to complete additional environmental approvals before disbursement of grant funds can be initiated. Upon Contract Award, a Project Kickoff meeting will be conducted to review all project requirements.
- Commissioning Requirements:
 - The Design Builder shall employ a third-party Commissioning Agent (CxA) for the project as part of coordinating the commissioning for the work.
 - Building Commissioning will be part of the requirements for this project as identified in the LEED scorecard and workplan.
- Due Diligence:
 - Alta/NSPS Survey: Included in the 100% Schematic Design documents
 - Environmental Phase-I ESA Report
 - Environmental Phase-II ESA Report (to be issued by addendum when/if available)
 - Geotechnical Report
 - Traffic Study Report (to be issued by addendum when/if available)
 - Legal: The DB will be responsible for all zoning and legal aspects including but not limited to, coordination and support for the zoning requirements.
 - Zoning: The PBC will provide support for the zoning compliance requirements and anticipates a Plan Development process in partnership with the Department of Planning (DPD).

DESIGN-BUILDER (DB) PROCUREMENT: VALUE ADD

- Stakeholder and Community Engagement, Community Hiring, Collaboration, Design Assist, Constructability Reviews, Market Conditions Analysis, Cost Estimating, Innovation + Design Excellence, MBE/WBE Trade Contractor Opportunities, Student Hiring, Partnerships + Joint Ventures, MEP Coordination, Controls + Budgeting + Cash Flow Projections, Project Closeout

DESIGN BUILDER (DB) CONSTRUCTION CONSIDERATIONS:

- Pre-Construction Services: Estimating, Budget & Schedule Development, and Permitting
- Execution Strategy: Design, Engineering and Permitting, Trade Contractor Procedures, Phasing and Logistics, Safety, QA/QC, Construction management, and Closeout.

END OF PROJECT DETAILS

SECTION IV – PHASE I QUALIFICATIONS EVALUATION CRITERIA

A. PHASE I QUALIFICATIONS EVALUATION PROCESS

An Evaluation Committee (EC) will review the Respondent's qualifications in accordance with submission requirements and evaluation criteria set forth in this document. The EC will render a recommendation for final determination and approval from PBC Board of Commissioners.

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 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 below. 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.

1. Project Examples – (Evaluation Criteria 1** – 2**)

- a. Respondents shall provide descriptions and information on a minimum of three (3) projects. The projects submitted must meet the following requirements: two (2) projects must have completed construction costs of \$15M or more (per project), the completed construction value of all other projects submitted must be at least \$10M (per project), and all projects submitted must have been completed or substantially complete within the last ten (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. (Evaluation Criteria 1**) Experience with projects of similar or greater size.
 - ii. (Evaluation Criteria 2**) Experience with projects of similar type.
- b. Respondents 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:
 - 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.)
 - iii. A description of schedule and budget requirements;
 - a) Performance of Timeliness and Completion, original forecast/guaranteed completion date and actual completion date and reason(s) for any variances
 - b) Project budget/guaranteed maximum cost and actual cost of project at completion and reason(s) for any variances

SECTION IV – PHASE I QUALIFICATIONS EVALUATION CRITERIA

- c) 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.

2. Consultant and Construction Subcontractor Firms – (Evaluation Criterion 3**)

- 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 construction 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.

3. Past Performance in Design-Build project delivery – (Evaluation Criteria 4**)

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

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

4. Performance with timeliness and completion of projects – (Evaluation Criteria 5**)

- a. Respondent shall provide documentation in the form of a narrative or matrix describing the Proposer's and design consultant firm's performance with the timeliness and completion of projects with similar complexities and constraints.

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

5. Project Approach and Methodology – (Evaluation Criterion 6**)

- a. Respondents shall include a description of Proposer's planned approach and execution plan for the successful delivery of the Project, which include but are not limited to: the tools, processes, and strategies Proposer will employ as relates to the Planning, Design, Cost Management, Schedule, Construction, LEED, Commissioning, and Closeout of this Project.

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

6. MBE, WBE, EEO, CR, CHO Participation Goals and the Illinois Works Job Program Act, Illinois Works Apprenticeship Initiative Participation – (Evaluation Criteria 7**)

- a. Respondents shall provide the following:
- i. 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).
 - ii. 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.

SECTION IV – PHASE I QUALIFICATIONS EVALUATION CRITERIA

- iii. Proposer's unequivocal commitment to meet or exceed the MBE, WBE, EEO, City Residency, Community Hiring Participation Goals for the Project.

For purposes of this RFP, all Respondents shall complete FORM A – MBE/WBE, EEO, CRO, CH and ILLINOIS WORKS APPRENTICESHIP INITIATIVE PARTICIPATION, a copy of firm's MBE/WBE Certification Letter from the City of Chicago and/or Cook County, and a narrative demonstrating commitment to the requirements.

7. Qualifications and Relevant Experience of Key Staff – (Evaluation Criteria 8** and 9**)

- a. **Resumes:** Respondents shall provide the resumes and experience of the following Key Staff (Evaluation Criteria 8**), and their respective commitments (Evaluation Criteria 9**), 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. MEP/FP Coordinator
 - vii. Utility Coordinator
 - viii. Quality Control Manager
 - ix. Safety Manager
 - x. Construction Superintendent
 - xi. Commissioning Agent

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.

- b. **Organizational Chart:** Respondents shall provide proposed Lines of Authority and Organizational 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. (Evaluation Criteria #9**)
- c. **Licenses and Certifications:** Respondents 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.

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

8. Financial Capacity – (Evaluation Criteria 10**)

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.

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

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

SECTION IV – PHASE I QUALIFICATIONS EVALUATION CRITERIA

9. Client References – (Evaluation Criteria 11**)

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.

10. Responsiveness to the Solicitation – (Evaluation Criteria 12**)

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.

C. OTHER CRITERIA

1. **General Information:** The following items are prerequisites the Commission requires of Contractors in the performance of any work requested by the Commission. They are not weighted in the Evaluation Criterion; however, submission of these documents is required and will be considered when determining award.

a. Licenses and Certifications

Contractors should possess the licenses and certifications listed below and meet all license requirements in order to perform the type of work solicited by the PBC.

- a. State business license(s)
- b. City of Chicago business license
- c. Contractor license, specific to your capacity
- d. Applicable Certifications

Should a firm's license change during the Procurement or performance of the Services, it is the responsibility of the Respondent to submit proof of change to the Commission.

For purposes of the RFP, all Respondents shall provide copies of all current, applicable licenses and certifications.

b. Affidavits

Contractors should include the following forms with their submission.

- i. Disclosure Affidavit (Form C)
- ii. Disclosure of Retained Parties (Form D)
- iii. Affidavit of Non-Collusion (Form E)
- iv. Legal Action (Form G)

For purposes of this RFP, all Respondents shall complete FORM C – Disclosure Affidavit, FORM D – Disclosure of Retained Parties, FORM E – Affidavit of Non-Collusion and FORM G – Legal Actions.

SECTION IV – PHASE I QUALIFICATIONS EVALUATION CRITERIA

D. PHASE I QUALIFICATIONS EVALUATION CRITERIA SCORES:

1. **Evaluation Scoring Chart:** The Commission shall review and evaluate the qualifications of each Proposer in accordance with the following criteria. The relative importance of each evaluation criteria is indicated on the attached Design-Build Weighted Scoring Criteria – Phase I.

PHASE 1 Qualifications – Evaluation Criteria		Possible Points
1	**Successful experience with projects of similar size	10
2	**Successful experience with projects of similar type	10
3	**Quality of Proposer’s Consultants	8
4	Past performance in Design-Build Project delivery	8
5	**Past performance with timeliness and completion of projects	12
6	Quality of Proposer’s Project Approach and Methodology	10
7	**Demonstrated past performance and/or capacity to meet MBE, WBE, EEO, City Residency, and Community Hiring participation goals and the Illinois Works Job Program Act (30 ILCS 559/20-1 et seq.), Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25)	15
8	**Quality of experience of Proposer’s Key Staff Members	15
9	**Proposer’s commitment to assign Key Staff Members for the duration of the project	2
10	**Proposer’s Financial Capability	5
11	**Quality and Content of references provided on representative projects.	3
12	Completeness and comprehensiveness of Proposer’s response to Phase I of the RFP	2
Total Qualification Points		100
**Evaluation Criteria Required by Act Public Building Commission Act (50 ILCS 20/et. seq.)		

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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

- a. Submit one (1) electronic copy of all required documents as described below.
- b. Submit one (1) electronic copy of Financial Statements as described below.

2. Submission Format

a. Electronic Submission

- i. Submit a single, searchable PDF file of your submission to the attention of Patricia Montenegro, Contract Officer at: patricia.montenegro@cityofchicago.org.
 - 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 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.
 - There is a file size limitation of 25MB. Should your submission exceed 25 MB, please provide a link and access to your firm's submission via Dropbox or other secure program/link within the email.
 - Submissions (electronic PDF files) shall be clearly labeled as follows:
'SU_YourFirmInitials_ResponsetoRFPforDBSvcsDFSSBronzevilleRegSnrCtr_PS3102_YYYYMMDD'
- ii. Submit copies of Financial Statements
 - Submit Financial Statements as a separate file within the same email. Include the RFP Cover Page and include a cover sheet indicating 'Financial Statements Submission Only'.
- iii. Attachments
 - 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

SECTION V – SUBMISSION REQUIREMENTS

- i. Delivery Method
 - Submissions must be emailed to: Patricia Montenegro, Contract Officer, at: patricia.montenegro@cityofchicago.org and psc-procurement@cityofchicago.org.
 - In the Subject Line of the email, please include 'Response to RFP for Design-Build Services for DFSS Bronzeville Regional Senior Center– PS3102'
- c. **Hardcopy Submission**
 - a. Respondents who are unable to submit electronically may request instructions for submitting a “hard copy” of their submission in writing to Patricia Montenegro, Contract Officer at patricia.montenegro@cityofchicago.org one (1) day prior to the scheduled Submission Deadline.

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SECTION VI – SUBMISSION CHECKLIST

A. SUBMISSION CHECKLIST

1) RFP Cover Page (Contact Information), Cover Letter and Table of Contents (TAB 1):

- a. **RFP Cover Page (Contact Information):** Completed RFP Cover Page (Contact Information).
- b. **Cover Letter:** The Cover Letter must include a brief description of your firm's company history, experience, and number of years in business. The letter must include the Respondent's mailing address, e-mail address, and telephone number.

An individual authorized to legally bind the Respondent must sign the cover letter. The person who signs the cover letter will be considered the contact person for all matters pertaining to the Submission unless the Respondent designates another person in writing.

- c. **Table of Contents:** The Respondent must include a Table of Contents in its Submission. Submissions must be page-numbered sequentially from front to back and page numbers referenced on the Table of Contents.

2) Evaluation Criteria 1 and 2**:** Project Examples (TAB 2)

Provide information as requested in Section IV.B.1 of this RFP.

3) Evaluation Criteria 3:** Consultant and Construction Subcontractor Firms (TAB 3)

Provide information as requested in Section IV.B.2 of this RFP.

4) Evaluation Criteria 4: Past Performance in Design-Build Project Delivery (TAB 4)

Provide information as requested in Section IV.B.3 of this RFP.

5) Evaluation Criteria 5:** Performance with timeliness and completion of projects (TAB 5)

Provide information as requested in Section IV.B.4 of this RFP.

6) Evaluation Criteria 6: Project Approach and Methodology (TAB 6)

Provide information as requested in Section IV.B.5 of this RFP.

7) Evaluation Criteria 7:** MBE, WBE, EEO, City Residency, Community Hiring Participation Goals and Illinois Works Apprenticeship Initiative Participation (TAB 7)

Complete FORM A – MBE/WBE, EEO, CRO, CH and ILLINOIS WORKS APPRENTICESHIP INITIATIVE PARTICIPATION and provide information as requested in Section IV.B.6 of this RFP.

8) Evaluation Criteria 8 and 9**:** Qualifications and Relevant Experience of Key Staff (TAB 8)

Provide information as requested in Section IV.B.7 of this RFP.

9) Evaluation Criteria 10:** Financial Capacity (Separate File within same email)

Provide all financial capacity support documentation as requested in Section IV.B.8 and V.A.2.a.ii of this RFP.

10) Evaluation Criteria 11: Client References (TAB 9)

Provide information as requested in Section IV.B.9 of this RFP.

11) Other Criteria: Licenses and Certifications (TAB 10)

Provide information as requested in Section IV.C.1.a of this RFP.

12) Other Criteria: Affidavits (TAB 10)

Provide information as requested in Section IV.C.1.b of this RFP.

SECTION VI – SUBMISSION CHECKLIST

13) Other Criteria: Legal Actions (TAB 10)

Complete FORM G – Legal Actions and provide information as requested in Section IV.C.1.c of this RFP.

14) Performance and Payment Bond (Surety Letter) (TAB 11)

Provide a copy of Respondent's Surety Letter as requested in Section II.B.9 of this RFP.

15) Insurance Certificate (TAB 11)

Provide a copy of Respondent's existing Certificate of Insurance as requested in Section II.B.10 of this RFP.

16) Safety Questionnaire (TAB 12)

Complete FORM F – Safety Questionnaire and submit a copy of the Table of Content of your firm's Safety Manual as requested in Section II.B.12 of this RFP.

17) Quality Assurance/Quality Control Plan (TAB 12)

Submit a copy of your firm's QA/QC Plan as requested in Section II.B.13 of this RFP.

18) Project Scheduling (TAB 12)

Provide a sample of your firm's project schedule as requested in Section II.B.14 of this RFP.

19) Joint Venture Participation (TAB 13) – Applicable if submitting as Joint Venturers

Complete FORM B – Joint Venture Affidavit and submit a copy of the entity's joint venture agreement. If Joint Venture is a MBE or WBE, please include City of Chicago or Cook County certification letter.

NOTE: As described in Section II. Key Information, B. Anticipated Contractual Obligations, 2) Joint Venture Partnerships, each Joint Venture Partner will also be required to submit all applicable forms requested in this solicitation.

20) Proposal Acceptance (TAB 14)

Complete FORM I – Proposal Acknowledgement

Complete FORM J – Proposal Execution Page

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SECTION VI – SUBMISSION CHECKLIST

B. SUBMISSION CHECKLIST REFERENCE TABLE

The table below has been created to help facilitate the submission process. Submissions are to be organized and labeled in the following order:

TAB 1

RFP Cover Page (Contact Information)
Cover Letter
Table of Contents

TAB 2

Evaluation Criteria 1** and 2**: Project Examples

TAB 3

Evaluation Criteria 3**: Consultant and Construction Subcontractor Firms

TAB 4

Evaluation Criteria 4: Past Performance in Design-Build Project Delivery

TAB 5

Evaluation Criteria 5**: Performance with timeliness and completion of projects

TAB 6

Evaluation Criteria 6: Project Approach and Methodology

TAB 7

Evaluation Criteria 7**: MBE, WBE, EEO, CRO, CH Participation Goals and the Illinois Works Job Program Act, Illinois Works Apprenticeship Initiative (Form A)

TAB 8

Evaluation Criteria 8** and 9**: Qualifications and Relevant Experience of Key Staff

TAB 9

Evaluation Criteria 11**: Client References (Form H)

TAB 10

Other Criteria: Licenses and Certifications
Other Criteria: Affidavits (Forms C, D, and E)
Other Criteria: Legal Actions (Form G)

TAB 11

Performance and Payment Bond (Surety Letter)
Insurance Certificate

TAB 12

Safety Questionnaire
Quality Assurance/Quality Control
Project Scheduling

TAB 13

Joint Venture Participation (Form B)
Joint Venture Agreement

TAB 14

Proposal Acknowledgement (Form I)
Proposal Execution Page (Form J)

NOTES

1. Evaluation Criteria 10** – Financial Capacity - To be submitted as a separate file within email (No Tab)
2. Evaluation Criteria 12 – Responsiveness To The Solicitation (No Tab)

FORM A – MBE/WBE, EEO, CRO, CH and ILLINOIS WORKS APPRENTICESHIP 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.

Illinois Works Jobs Program Act

Respondent must demonstrate commitment by affirming and acknowledging its commitment to comply with the Illinois Work Job Program Act, Illinois Works Apprenticeship Initiative.

DEMONSTRATE COMMITMENT

FORM A – MBE/WBE, EEO, CRO, CH and ILLINOIS WORKS APPRENTICESHIP PARTICIPATION

PROJECT ONE	
Client Contact Name:	
Client e-Mail address:	
Client Telephone No.:	
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 Residency and Preference Ordinance (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, CH and ILLINOIS WORKS APPRENTICESHIP PARTICIPATION

PROJECT TWO

Client Contact Name:	
Client e-Mail address:	
Client Telephone No.:	
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 Residency and Preference Ordinance (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, CH and ILLINOIS WORKS APPRENTICESHIP PARTICIPATION

PROJECT THREE

Client Contact Name:	
Client e-Mail address:	
Client Telephone No.:	
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 Residency and Preference Ordinance (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:			
<input type="checkbox"/> Sale or purchase of land <input type="checkbox"/> Construction Contract <input type="checkbox"/> Professional Services Agreement <input type="checkbox"/> Other _____			

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
<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>		

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/FEES

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 <small>(Lobbyists, etc.)</small>	Fees <small>(indicate whether paid or estimated)</small>

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 }
 }
COUNTY OF COOK } SS
 }

_____, 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:			
Method of review of program.			
Please indicate whether regular work site safety meetings are held and how frequently.			
Have any citations been issued to your organization during the period of the last three (3) 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 of the matter			
3. Official resolution of violation			
Please provide your organization's OSHA reportable incident rate:			
<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 attach Narrative Statement, if necessary.)</i>			
Please provide a copy of your organization's NCCI current experience modification rate factors ("EMRF") rating worksheet.			
<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 attach Narrative Statement, if necessary.)</i>			
PLEASE PROVIDE NCCI RATING FOR THE PAST FOUR YEARS			
Year	NCCI Rating	Year	NCCI Rating

FORM G – LEGAL ACTIONS

I. LEGAL ACTIONS

Submitting Firm Name: _____

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.

Question	Question	Yes	No
1	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"/>
2	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"/>
3	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).		
4	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"/>
5	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"/>
6	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"/>
7	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"/>
8	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"/>
9	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 are prohibited from being included as valid references.

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

REFERENCES

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

PROJECT NAME:			
Reference Firm Name:		Phone:	
Reference Name:		Role on Project:	
Email Address:		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 DFSS Bronzeville Regional Senior Center – Contract No. PS3102 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 DFSS Bronzeville Regional Senior Center – PS3102 _____

b. Forms

Form A. MBE/WBE, EEO, CRO, CH and Illinois Works Apprenticeship Initiative 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. ComEd Energy Efficiency Construction Project Screening _____

Exhibit E. 100% Schematic Design Documents _____

Exhibit F. 100% Schematic Design Report _____

Exhibit G. DRAFT Geophysical Evaluation Report _____

Exhibit H. DRAFT Geotechnical Engineering Report _____

Exhibit I. INTERIM DRAFT Phase I Environmental Site Assessment Report _____

Exhibit J. Current ALTA/NSPS Land Title Survey _____

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

