



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

TO: Steven Berlin
Executive Director
Board of Ethics

FROM:



Jamie L. Rhee
Chief Procurement Officer
Department of Procurement Services

Re: Potential conflict of interest regarding AECOM

Date: January 20, 2015

This memorandum is intended to address what could be conceived as a potential conflict of interest between me and a current City of Chicago vendor, AECOM. My husband, Michael Carlson, who currently holds a position as a project manager with Leopardo Companies, Inc., recently received an offer to interview for a position with AECOM and, on January 16, 2015, did participate in a job interview with AECOM. AECOM has numerous contracts with the City as well as other pending matters over which I exercise management and control.

Therefore, I will take the following steps in regards to any management or control decisions regarding AECOM:

1. I will set up a wall between me and any contract decisions regarding AECOM as follows:
 - a. Approval of requests from City departments regarding any of AECOM's current contracts will be reviewed and approved or declined by DPS's First Deputy, Richard Butler, without any input from me.
 - b. For any other contracting decisions regarding AECOM, DPS General Counsel, James McIsaac is authorized to make all determinations without input from me. James McIsaac has been designated as my proxy since December 22, 2009.
 - c. For any future City of Chicago bid specifications that AECOM submits a bid or proposal on, or determinations of whether or not AECOM may be considered the responsive and responsible bidder

or proposer on any contract will be made by Mr. Mclsaac without input from me. Any contracts awarded to AECOM will be signed by Mr. Mclsaac.

2. These measures shall take effect immediately and will remain in place for the duration of my tenure as Chief Procurement Officer regardless of whether or not Mr. Carlson is offered or accepts employment with AECOM.

Please contact me should there be any questions, or should you require further information regarding this matter.

Cc: Richard Butler
James Mclsaac