

WE ARE FAMILY! DOING BUSINESS WITH SISTER AGENCIES (PBC & CHA)

DPS Workshop Series | Hosted by: Jackie Umbles



The Department of Procurement Services is committed to Communications and Outreach, which is key to keeping citizens informed of bid opportunities, new programs, and innovations.

Also, ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies. To download, go to: www.chicago.gov/dps.

We encourage you to follow us on our website **www.chicago.gov/dps** for the latest news, updates, and our calendar of events. Go online, www.chicago.gov/DPS and click on the letter icon and sign-up for our **Email Newsletter: DPS Alerts** full of news that you can use.

Follow us on social media to stay informed:

- Facebook: www.facebook.com/ChicagoDPS
- **Twitter:** www.twitter.com/ChicagoDPS
- LinkedIn: www.linkedin.com/company/chicagodps
- Youtube: www.YouTube.com/ChicagoDPS
- NOTE: Legal advertisements for the City of Chicago Department of Procurement Services (DPS) appear in the Chicago Tribune. Information about DPS contracting opportunities will be available at www.chicago.gov/bids.

Welcome



RESOURCE GUIDES

- DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.
- The Resource Guides were divided into key areas of the procurement process:
 - Contract Administration
 - Incentives and Programs
 - Certification
 - Compliance
- Download now at www.chicago.gov/dpsguides







Today's Workshop

- Everyone is muted upon entry for the presentation portion of the workshop
- We ask that you hold your questions to the end of the presentation. You can use the chat feature to type out your question and the speaker will answer the questions at the end of the presentation.
- To Send a Question: Use only the Q & A panel to ask your question. Do not use the chat panel
 - Use the Q & A panel on the right side of your screen.
 - In the Send to or To drop-down list, select the recipient of the message.
 - Enter your message in the chat text box, then press Enter on your keyboard.

Note: If you join a meeting, session, or event in progress, you can see only the Q & A that participants send after you join.



DEPARTMENT OVERVIEW

DPS is the contracting authority for the procurement of goods and services for the City of Chicago. We work together as a team and with our customers to guarantee an open, fair, and timely process by establishing, communicating and enforcing superior business practices.



We are Family! Doing Business with Sister Agencies is aimed to assist the vendor community in learning how to navigate processes related to government procurement. Our hope is that the business community can garner resources and insight into detailed requirements needed for upcoming contracting opportunities.

OUR GOALS AT A GLANCE

CHI DPS Department of Procurement Services

WE ARE FAMILY! DOING BUSINESS WITH SISTER AGENCIES (CHA & PBC)

Today's Workshop |Presented by: Chicago Housing Authority and the Public Building Commission CHI DPS Department of Procurement Sanitze

Chicago Housing Authority

Doing Business with CHA

Department of Procurement & Contracts





As the third largest public housing agency in the nation, the Chicago Housing Authority serves more than 63,000 families and individuals. Our goal is to provide safe and affordable housing to help create healthy, vibrant communities

CHA acknowledges that our residents are the fabric of these communities. By doing so, our mission is to best prepare CHA residents for their road toward selfsufficiency through housing and supportive services.

CHA's procurement authority is governed by:

- U.S. Department of Housing and Urban Development (HUD) 2 Code of Federal Regulations (CFR) 200.317-326-HUD Regulations
- HUD Procurement Handbook 7460.8 Rev-2
- CHA Procurement Policy & Procedure Manual

CHA's Procurement Authority



Becoming A CHA Vendor





To become a vendor, businesses must register in CHA's Supplier Portal

Registering in the Supplier Portal allows vendors easy access to:

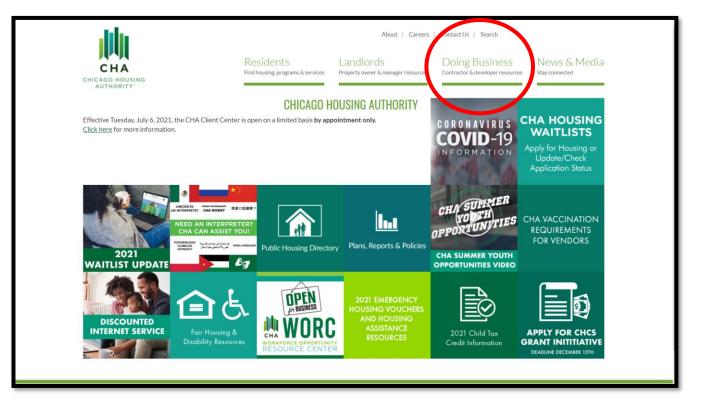
- Email notifications of new bid opportunities (RFPs, IFBs, RFQs)
- Direct access to contract opportunities
- Communicate with DPC staff during the solicitation process

CHA Supplier Portal



Accessing the Supplier Portal

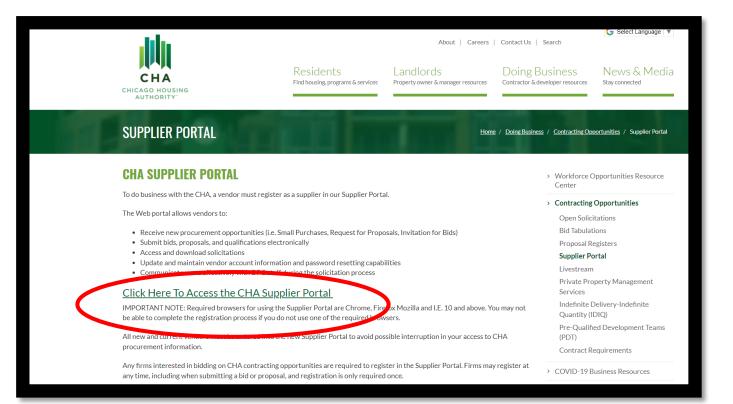
- Go to CHA's website at: www.thecha.org
- Click on "Doing Business"
- Click on "Supplier Portal"





Accessing the Supplier Portal

• Click on "Click here to access the CHA Supplier Portal"





CHA Supplier Portal

Login/Register Login Earget User Name? Register

Welcome to the Chicago Housing Authority's Supplier Portal

The CHA Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include:

- Self-service supplier registration and account maintenance
- Support for multiple commodity codes per supplier and contact
- · Improved communication via messages, including support of electronic attachments
- Document upload capability
- Enables data to be accessible in one location
- Purchase order, invoice, and payment inquiry *NEW
- View purchase orders with header and line details, along with related invoices and payments $^{\rm *NEW}$
- Download PDF version of purchase order, invoice, and payment *NEW

Chicago Housing Authority Homepage

NOW is the Time to Update Your Contact Information in our Supplier Portal! Click here.

Welcome Contact Us Help

IRS W-9 Form

Links

CHA Open Solicitations

Stay up to date on upcoming solicitations and Procurement news by following us on Facebook!

Stay up to date on upcoming solicitations and Procurement news by following us on Twitter!

Accessing the Supplier Portal

• Select "Register" (left side) and complete the entire registration process



How to Find CHA's Solicitations

| CHA Website thecha.org | View the Compete version of RFP, IFB or RFQ Notice of Addendum Contact Information |
|---|--|
| Legal Notice or Email | Local Newspaper Advertisement (i.e. Sun Times) Email Communications: Solicitations may be emailed to prospective firms |
| CHA SUPPLIER PORTAL supplier.thecha.org | MUST Register in CHA Supplier Portal DOWNLOAD the RFP, IFB or RFP ASK questions SUBMIT response electronically |



Responding to Solicitations



Responding to Solicitations



- Complete registration in Supplier Portal
- Read the entire solicitation document
 - Follow the response format and content instructions
 - Complete and submit all requested documents
 - Sign and notarize all documents as required
 - Provide proof of insurance for all services. Bid Bonds must be included for construction solicitations.
- Acknowledge addendum by signing and submitting with package
- Submit response on-time
 - Complete submission in Supplier Portal
- When in doubt, ask a question



Commonly Procured Items & Services



Commodities

Computer Supplies Office Supplies Promotional Items Apparel



Professional Services

Architectural and Engineering Services Construction

Legal

Environmental Services



Minority/Women /Disadvantaged Business Enterprises

(M/W/DBE) – CHA GOALS

| Type of Contract | Contract Amount | MBE/WBE/DBE Participation |
|--|-------------------------|------------------------------|
| Construction | \$25,000 - \$200,000 | 25% |
| | \$200,000 - \$500,000 | 30% |
| | \$500,000 - \$1,000,000 | 35% |
| | \$1,000,001 and above | 40% |
| Professional Services / Supply & Delivery | \$25,000 and above | 20% |

* If a contract is less than \$25,000, M/W/DBE goals do not apply

REQUIRED DOCUMENTS

- Schedule A M/W/DBE Utilization Plan
 - Schedule C Letter of Intent
 - Letter of Certification
 - Waiver Request M/W/DBE

Note: Monthly B2Gnow and LCP Tracker payment reporting required for all firms



Davis-Bacon & Related Acts

- Construction contracts OVER \$2,000.00
- Includes alteration, repair, painting, and decorating
- Applies to ALL laborers and mechanics
- Requires payment of prevailing wages and fringes
- Unannounced Site Visits will be conducted throughout the duration of construction work

Davis Bacon Act

A United States federal law that establishes the requirement for paying the local prevailing wages on public works projects for laborers and mechanics. It applies to "contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works".

Note: Weekly reporting of payrolls into the LCPTracker system is required



Section 3 Requirements

Section 3 Employees & Business Concerns

Section 3 Requirements:

Section 3 Workers

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 of the U.S. Housing and Urban Development Act is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low and very low-income persons, and to business concerns which provide economic opportunities to low-and very low-income persons.

- A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:
 - The worker's income for the previous or annualized calendar year is below the income limit established by HUD
 - The worker is employed by a Section 3 business concern: or
 - The worker is a YouthBuild participant.



Section 3 Requirements:

'Targeted' Section 3 Workers

A Section 3 targeted worker for Public Housing Financial Assistance projects is a Section 3 worker who:

- Employed by a Section 3 business concern; or
- Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - A resident of public housing or Section 8-assisted housing:
 - A resident of other public housing projects or Section 8assisted housing managed by the CHA : or
 - A YouthBuild participant,



Section 3 Requirements:

Section 3 Business Concerns A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

- 51% or more owned by low or very low-income persons; or
- Over 75% of labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- At least 51% owned and controlled by current public housing residents or participant who currently receive assistance through HCV (housing choice voucher).



DPC Contact Information

CHICAGO HOUSING AUTHORITY

DPC Leadership

- Sheila Johnson, Deputy Chief of Procurement, <u>shejohnson@thecha.org</u>
- Latasha Bouldin, Director of Procurement, <u>lbouldin@thecha.org</u>
- Chris Stinson, Director of Procurement, <u>cstinson@thecha.org</u>
- Debra King, Director Contract Compliance

deking@thecha.org

Central Office

- 60 E. Van Buren Street, Chicago, IL 60605
- (312)-742-8500

CHI DPS Department of Population

Public Building Commission

PUBLIC BUILDING COMMISSION OF CHICAGO

We Are Family Doing Business with Sister Agencies

Presented by Lori Ann Lypson |Chief of Staff Public Building Commission of Chicago

April 6, 2022

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Who is PBC?

public developer for municipal projects

- est.1956
- full service
- state- created
- Public development agency

PBC Mission

The Public Building Commission of Chicago is committed to client service and strong stewardship of public resources. The PBC plans, designs and builds facilities that reflect the highest standards of environmental and economic sustainability.

Agency Capacity

Assessment, Capital Planning, Financing

Acquisition, Remediation, Site prep

Planning, Design, Procurement, Construction

Operation, Maintenance



Our Client Agencies

How Does the PBC Procure Goods & Services

Procure quality goods and services at **competitive prices**

Ensure procurement is done in accordance with all applicable laws

Ensure procurement is conducted in an ethical, responsible manner



Procurement Governace

PBC procurement is governed by the following Illinois Compiled Statute

Public Building Commission Act (50 ILCS 20 et al)

- Centralizes purchasing activities
- Describes the conditions for how activities shall be carried forward
- Promotes open and fair competition
- Provides for efficiency of goods/services
- Demonstrates effective use of tax payers' dollars

Contracting Opportunities

| Professional Services | AOR Services EOR Services Design Architect Services | Site Preparation & Remediation: Traffic Study Surveyor Environmental Engineering Environmental Reno/Demo Insurance Brokerage Services Material Testing GeoTechnical Services |
|--------------------------|---|---|
| Construction | Invitation to Bid | |
| Financing | Audit Services | |
| Other Services | Land Acquisition Demolition Renovation | Signage Furnishings, Fixtures & Equipment (FFE) Office Supplies |

PUBLIC BUILDING COMMISSION OF CHICAGO

Procurement Methods

How does the PBC deliver projects? Multiple capital development delivery methods

Frequently used:

- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Request for Qualifications and Proposals (RFQ/P)
- Short Form (Under \$25K)
- Invitation for Bid (IFB)

Other methods:

- Emergency Procurement
- Piggybacks

PUBLIC BUILDING COMMISSION OF CHICAGO

Professional Services

Professional Services REQUEST FOR PROPOSALS (RFP)

An **RFP** is an invitation to firms to demonstrate applicable experience and submit a **FEE PROPOSAL** to perform work.

Reason for Use: To select the most competitive professionals for specific work and/or services.

- Respondents given a deadline to submit
- Qualifications required
- No bidding or award of contract at this point

Examples of Typical PBC RFPs: Construction Documentation Reprographic Services Design-Build: South Side High School

Professional Services REQUEST FOR QUALIFICATIONS (RFQ)

An **RFQ** is an invitation to contractors or consultants to submit **QUALIFICATIONS** to perform work. NO FEE is associated with this submission.

Reason for Use: To secure the most qualified professional and/or construction service provider.

- Respondents given a deadline to submit
- No bidding or award of contract at this point

Examples of Typical PBC RFQs: Prequalified pool of General Contractors Prequalified pool of Specialty Services (Traffic, Environmental Reno/Demo, Surveying)

Professional Services

Professional Services REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

An **RFQ/P** is an invitation to contractors or consultants to submit **QUALIFICATIONS AND FEE PROPOSAL** to perform work.

Reason for Use: To secure the most qualified professional at the most competitive rate.

- Respondents given a deadline to submit
- Evaluation process required
- Award is based on Highest Qualified based on Technical Factors, in addition to Fee Proposals

Example of Typical PBC RFQ/Ps: Insurance Brokerage Services

Professional Services LETTER OF INTEREST AND QUALIFICATIONS (LIQ) for Architect of Record & Engineering Services

An **LIQ** is an opportunity for architects and engineers to present their **QUALIFICATIONS** to the PBC.

Reason for Use: To generate a database of highly qualified professionals interested in performing services for the PBC.

Once a firm submits their qualifications, the information is:

- Transferred to an electronic database
- Queried when PBC is seeking potential services
- Updated as requested by the firm

PBC may then:

- Invite firms to interview who have demonstrated experience with the required services
- Request firms submit project-specific qualifications

Construction Services

Procurement Method: INVITATION FOR BID (IFB)

Construction Services

Procurement Method: INVITATION FOR BID (IFB)

An IFB is an invitation to contractors, vendors and/or suppliers to obtain construction services at a competitive price.

Reason for Use: To acquire construction services **over \$25,000.00**.

- Required method of solicitation for construction that follows the Design-Bid-Build model
- Sealed bid process
- Award based on Lowest
 Responsive and Responsible
 Bidder

DESIGNER DESIGNER DESIGNER SUB SUB CONSULTANTS SUB CONSULTANTS

Construction Services Procurement Method: INVITATION FOR BID (IFB)

IFB Composition

- Comprised of three books
- Contains pertinent details of the solicitation
- All three books collectively make up the resultant contract

| Book 1 | Book 2 | Book 3 |
|--|--|---|
| Introduction General Project Details IFB Instructions Submission Requirements | Standard Terms & Conditions for Construction Contracts | Technical Specifications Drawings (prepared by |
| Highlights: Bid Form MBE/WBE/EEO Goals Community Area Map | | AOR) |

Construction Services

DESIGN BUILD

Advantages

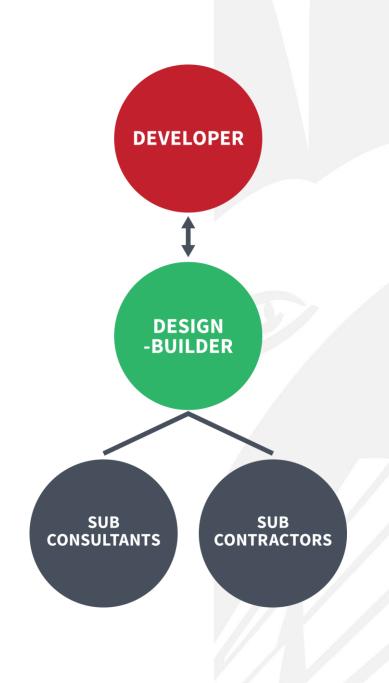
Collaborative budget development
Streamlined delivery
Increased MBE/WBE opportunities (construction & professional services)
Design liability remains with Design-Builder

Considerations

•Design based upon owner-provided program requirements

•Mandates accurate performance and scope criteria early in project

•Limited scope change flexibility



EC115

Largest firehouse ever built in Chicago is open for operations on the Far South Side

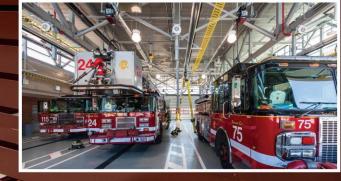
Located at 1024 West 119th Street, the new state-of-the-art firehouse designated as Engine Company 115 is open for immediate operations. This structure is the largest firehouse ever constructed in the city proper at 27,000 square feet. Engine Company 115 will house 2 Engines, 1 Tower Ladder, 2 Advanced Life Support Ambulances, an OEMC communications monopole, an EMS Field Chief and a Deputy District Chief. This project represents a \$30 million investment in the West Pullman community, and is a prime example of how municipal projects can accomplish a two-fold goal of providing much needed jobs and economic vitality to a community, while simultaneously improving its safety and security with the end results.

"This project, which leverages an investment of \$30 million, has been an incredible economic driver during its construction and will significantly enhance CFD's ability to protect our residents in West Pullman and the surrounding area," said Mayor Lightfoot. "In addition to increasing the safety and security of far South Side residents and our entire city, this state-of-the-art facility will also give our first responders the resources they need to respond rapidly to an emergency and recharge afterward."

The firehouse was designed by the Public Building Commission in consultation with the Chicago Fire Department and the Office of Emergency Management and Communications. The equity focused construction process placed a special emphasis on employing minorities and women throughout the development process, and altogether created 72 construction jobs, with 30% of the contractors who assisted in the project being from minority owned businesses.

The PBC's design and construction of Engine Company 115 was led by an African American design build team - UJAMAA/Trice Joint Venture and Brooks Architecture. The team demonstrated the requisite experience and allowed many subcontractors or consultants to serve as "Prime" trade contractors or consultants.





EC115

EC115

To date, 17 African American owned design and construction firms (which represent almost \$12M), 7 Latino owned construction firms (\$1.7M) and 5 women-owned businesses (\$560K) worked on bringing this project to completion.

In addition, **15** community residents, in a variety of trades, added their expertise to the project. This diverse assembly of professionals highlight the true role of public development in making our city great.



"This much needed firehouse will increase the safety and security our neighborhoods on the far Southside with its location, apparatus compliment, and ability to enhance public safety communications while providing members with a local training center to enhance their life saving skills and education," said recently retired Fire Commissioner Richard C Ford II

"Throughout its construction, this project served as an important economic booster to the 34th Ward and West Pullman community." said 34th Ward Alderman Carrie Austin. "Now that Engine Company 115 is completed, this firehouse will serve as an important resource for keeping our vibrant community safe."



The firehouse has many unique systems designed to enhance safety as well as improve operational efficiency including:

• Exhaust removal for each apparatus on the floor.

 Door position sensors to operate internal signals to let drivers know when safe to enter or exit to prevent door involved accidents and not allow a door to close while a vehicle is on the threshold.

 Strobe lights will actuate outside the firehose to warn traffic on 119th as apparatus leave the firehouse on emergency runs and thereby improve response times.

 Motion sensors to turn off lights in areas not occupied.

 Use of windows placement to allow natural lighting with issues of direct sunlight.

 Two retention ponds to control water runoff and control loading of the city sewer system.

 ADA Compliant Privacy Room acoustically isolated from the rest of the house.

A self-contained back-up power generation.



"As the public developer who was responsible for the planning, design and construction of this facility, the Public Building Commission of Chicago took great pride in constructing this modernly designed space that embodies the 'spirit of service' of each man and woman who serves as a firefighter or first responder,"

"Everything from the four-bay apparatus room with hose drying tower and OEMC communication monopole, to the four station watch tower and communication hub, we wanted to provide these modernday heroes with the necessary facility to fulfill their mission."

> Carina E. Sanchez, PBC's Executive Director

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Construction Services

Advantages

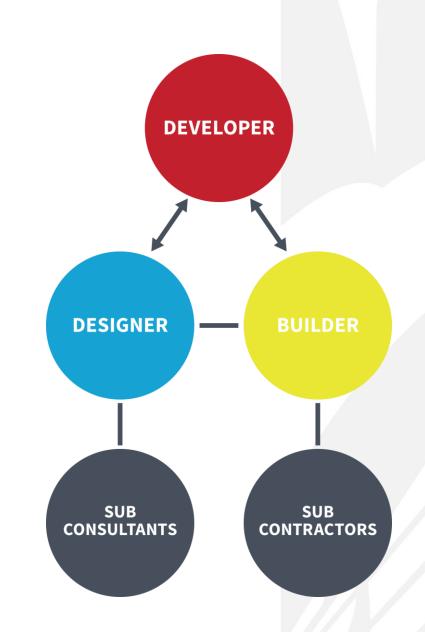
 Integrated, collaborative Design-Construction process

•Open-book costing promotes transparency

Scope change flexibility
Managed subcontractor QA/QC
Increased MBE/WBE opportunities

Considerations

Phased cost developmentMultiple bid packages



PBC's Ethics Policy

Procurement abides by PBC's Ethics Policy and ensures contractors, consultant and service providers comply.

PBC's Ethics policy sets standards for the conduct of its officials, employees, and contractors that will promote public confidence:

- Maintaining fiduciary responsibility
- Avoiding gifts and favors
- Avoiding conflicts of interest
- Avoiding solicitation or receipt of money for advice or assistance

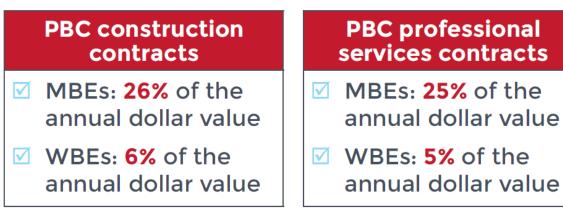
Download a copy of the policy at pbcchicago.com

Compliance

Compliance: MBE/WBE

All projects undertaken by the PBC are closely monitored to determine compliance with MBE/WBE goals.

Minimum MBE/WBE Goals:



Compliance: Certification

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

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





Compliance

City Residency & Compliance: Community Hiring

PBC encourages the creation of career opportunities for residents of a project's surrounding community areas, both in the construction trades as well as skilled and unskilled workers.

- Community hiring goal: at least
 7.5% of project labor performed by community residents
- City residency goal: at least 50% of project labor performed by residents of the city of Chicago

2021 Year In Review



PUBLIC BUILDING COMMISSION OF CHICAGO

Minority and Women Business Enterprises

The PBC values the role of women and minority business enterprises in construction. The PBC understands that women and minority business enterprises can provide high quality services, new ideas, new approaches and new accomplishments that benefit the industry as a whole. In 2020, the PBC maintained a very high level of women- and minority-owned business participation on our construction projects. As women- and minority-owned businesses become more common in construction, the PBC seeks to contribute towards their growth. Projects completed in 2020 total \$99,707,773 as paid to date. These projects have achieved 29.91% or \$79,177,521 MBE participation and 7.76% or \$20,530,251 WBE participation.

MBE & WBE BUSINESS ENTE

In addition to project-level professional services, the PBC also tracks compliance on programwide professional administrative services. These professional services are not project-specific and include, but not limited to, financial services, information technology, insurance broker services, legal services, office management, payroll, staffing and property management. At year's end, of the more than **\$12.6** million paid to date on professional administrative services contract, a combined total of **48.27%** MBE/ WBE participation was achieved in 2020. MBE participation was comprised of **37.71%** or **\$4.7** million and WBE participation was comprised of **10.56%** or **\$1.3** million.

RENOVATION WORK

The PBC completed renovation work for three South Side High Schools at Cotless, Renovod Academy and Mashington: While the scope of each project varied, each project stated to enhance the quarity of life of each student by providing safe; inviting facilities that prioritize the peeds of our future leaders.





KENWOOD ACADEMY HIGH SCHOOL RENOVATIONS 5015 : Blackatone Ave. | Ward 4

Architect of Record: Milhouse Engineering and Constructio Construction Manager at Risk: Gilbane Building Company

The project upgraded the mechanical, plumbing and ventilation systems which included boiler and absorption chillers. Additional work included targeted rolf patching, repair and pepagement. Interior work included new corridor ceiling and lighting as well as renovated locker rooms.

CORLISS HIGH SCHOOL RENOVATIONS

821 E. 103rd Street | Ward 9 Architect of Record: Harding Mode Joint Venture Construction Manager at Risk: F.H. Paschen, SN Nielsen

The project replaced selected roof sections and fargeted repairs to the remaining roots while replacing existing rootop mechanical equipment. Additional exterior work included targeted masonry tuckkpolinity and fagade repairs. Limited interior improvements were completed to repair water infiltration damage.

WASHINGTON HIGH SCHOOL RENOVATIONS

3535 E. 114th Street. | Ward 10 Architect of Record: Wallin Gomez Archit

Construction Manager at Risk: Ujamaa Construction, Inc. The PBC performed designated roof replacements and repair work; along with the replacement of enrined roothog equipment. Exterior ficade improvements were made as well as reducing the chinney stack. The gmi received new lighting, new wall padding and floor enfinishing while the auditorium received ADM improvements.

Public Notice

Procurement Utilizes the following methods to publicly announce the request to perform work or services

- PBC Alerts
- pbcchicago.com
- Chicago Sun-Times
- Social media



PBC Alerts

This free service emails you when contracts are offered for updates, community hiring, bid or qualifications that are sought

To subscribe:

- 1. Go to pbcchicago.com
- 2. Scroll down to the red PBC Alerts section
- Follow the instructions to add your email address to our mailing list

Sign Up For PBC Alerts @ pbcchicago.com





Historical Data

Information that can be obtained on our website
Bid Tabulation
Pre-submittal Conference Information
Awarded contracts
Payment Applications

Assist Agencies

PBC Contact Info:



CHI DPS Department of Procurement Services

 \vee Q & A

CX

All (0)

Select a question and then type your answer here. There's a 512-character limit.

QUESTIONS?

Do you have a question? Please use the WebEx Q&A feature as shown.



GODE CONTRACTOR @CHICAGODPS

Did you find this workshop helpful? Share it on social media using **#DPSWorkshops** and spread the word to help the City business community learn about the programs and initiatives available at the City of Chicago.

