



CHA

CHICAGO HOUSING
AUTHORITY™

**Pre-Proposal Conference
Request for Proposal (RFP)
Event 3230**

**CHA-WIDE General Contracting Pool
Property & Asset Management Department
Tuesday, May 9, 2023**

Pre-Proposal Participants & Agenda

1. **Jacqlyn Gordan , Project Manager II Development & Construction** : Project Background/Tier Structure/Property Overview/Statement of Work
2. **Teresa Lipsey, Sr. Procurement Specialist** : Proposal Requirements, Key Dates, and Submission Information
3. **Luetha Aytch, Contract Compliance Specialist:** Compliance Requirements
4. **James Matheny, Program Specialist/WORC Advisor:** Workforce Opportunity Resource Center (WORC)
5. **Questions and Answers**



1. If you signed in as a guest, please put the company name and your name in the chat box
2. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
Note: You must be registered to submit a response to the RFP in the Supplier Portal
3. A copy of this presentation will be posted on the [CHA Website](#) and the [CHA Supplier Portal](#)

Finding Procurement @ www.thecha.org

CHA HOUSING AUTHORITY

Residents: Find housing, programs & services

Landlords: Property owner & manager resources

Doing Business: Contractor & developer resources

News & Media: Stay connected

CHICAGO HOUSING AUTHORITY

The CHA Client Center and all HCV Regional Offices are open by appointment only. [Click here](#) to schedule an appointment.

CHA HOUSING WAITLISTS: Apply for Housing or Update/Check Application Status

STUDENT INTERNSHIP PROGRAM

CHICAGO FIRE LEASE PROPOSAL

UN[*]SPOKEN CITY OF CHICAGO MENTAL HEALTH PROGRAM

EMERGENCY HOUSING VOUCHERS AND HOUSING ASSISTANCE RESOURCES

SCHOLARSHIP PROGRAM

SUMMER FOOD EMPLOYMENT APPLICATION

DOING BUSINESS

CHA is pleased to do business with technically proficient and innovative companies. To ensure the integrity of the procurement process, each contract is analyzed by separate Procurement Teams. These individuals explore and implement best practice standard

Contracting Opportunities

- Open Solicitations
- Bid Tabulations
- Proposal Registers
- Supplier Portal
- Private Property Management Services
- Indefinite Delivery-Indefinite Quantity (IDIQ)
- Contract Requirements
- Contracts Library

Workforce Opportunities Resource Center

Compliance Requirements

Project Based Voucher

COVID-19 Business Resources

Development

Forms and Documents

Charles A Hayes Center (FIC)

www.thecha.org

Home Page
Doing Business with CHA

Project Background

The goal of the prequalified pool is to foster a partnering atmosphere by increasing Section 3 and/or M/W/DBE Business Concern participation and providing the opportunity to perform increasingly complex and higher valued projects.

The Prequalified Pool is an indefinite delivery, indefinite quantity contract pursuant to which the Contractor may perform an ongoing series of individual Projects at different locations under the jurisdiction of the CHA.

The purpose of this Request for Proposal ("RFP") is to solicit proposals from interested, qualified and self-certified Section 3 Business construction firms and/or certified M/W/DBE construction firms ("Respondents") as Contractors for modernization and capital maintenance activities for properties owned by the CHA or its affiliates or instrumentalities.

The CHA intends to award Contracts with a 3 Year Base Term and one, two year options to successful Respondents.

Respondents will be awarded contracts in Tiers as described in the following slides:

Tier Structure 1

Tier 1 - Task Orders valued up to \$49,999

- Contractors in Tier 1 must be self-certified as a Section 3 business under HUD's Section 3 rule for ownership and/or hiring and must be registered in the CHA's Workforce portal.
- Tier 1 respondents must indicate if they are resident owned business.
- Tier 1 contractors will not have a M/W/DBE compliance requirement and must self-perform a minimum of 65% of each Task Order.
- Tier 1 contractors may have a region or geographic assignment opportunity to align with the location of their business.
- Tier 1 contractors will not be required to have bonding capacity.

Tier Structure 2

Tier 2 - Task Orders valued up to \$500,000

- Contractors in Tier 2 must be self-certified as a Section 3 business under HUD's Section 3 rule and be registered in CHA's Workforce portal and/or must have M/W/DBE certification.
- Tier 2 contractors must meet the required CHA Diversity goals.
- Contractors in Tier 2 must designate one area of expertise, such as masonry, mechanical, plumbing, electrical, roofing, carpentry, landscaping, general contracting, windows/glazing, concrete flatwork, low voltage/life safety electrical, environmental site remediation, or fire protection.
- Tier 2 contractors must self-perform a minimum of 51% of each Task Order.
- Tier 2 contractors may be assigned Task Orders at any CHA property.
- Tier 2 contractors must have a minimum bonding capacity of \$250,000.

Tier Structure 3

Tier 3- Task Orders valued up to \$1,000,000

- Contractors in Tier 3 must be self-certified as a Section 3 business under HUD's Section 3 rule and be registered in CHA's Workforce portal and/or must have M/W/DBE certification.
- Tier 2 contractors must meet the required CHA Diversity goals.
- Contractors in Tier 3 must designate one area of expertise, such as: masonry, mechanical, plumbing, electrical, roofing, carpentry, landscaping, general contracting, windows/glazing, concrete flatwork or low voltage/life safety electrical. Contractors may also note if they are suitably licensed and able to perform specialized work such as environmental site remediation, or fire protection.
- Tier 3 contractors must self-perform a minimum of 25% of each Task Order.
- Tier 3 contractors may be assigned Task Orders at any CHA property.
- Tier 3 contractors must have a minimum bonding capacity of \$500,000.
- Tier 3 contractors must have the ability to bid on, secure bonding for, and complete projects valued up to \$1 million.

Property Overview

Senior Housing Buildings: Consists of approximately 9,279 dwelling type units located in approximately 56 High-rise and Mid-rise buildings in the CHA's properties known as Senior Housing, constructed between the years 1955 and 1975. The various buildings are generally stand-alone, are non-contiguous, and are spread over various sites throughout the Chicago city limits, but some buildings are in clusters. All units are either studio or one bedroom.

Family Housing: Consists of approximately 6,798 dwelling type units located in approximately thirteen (13) properties in the CHA's properties known as Family Housing, constructed between 1937 and 1980. The Mid-Rise and Low-Rise buildings include clusters as well as stand-alone and are located at various sites within the Chicago city limits. All units have either one (1), two (2), three (3), four (4), five (5) or six (6) bedroom configurations.

Single, Small, Medium and Large Family properties: Consists of approximately 2,775 dwelling type units located in four (4) Regions in the CHA's properties, constructed between 1937 and 2011. The Low-Rise, Town-house, Walk-up and Single buildings include clusters as well as stand-alone, are non-contiguous, and are spread over various sites through the Chicago city limits. All units have either one (1), two (2), three (3), four (4), five (5) or six (6) bedroom configurations.

Facilities Property: Consists of approximately forty-four (44) non-dwelling structures comprised of stand-alone buildings or facilities integrated into dwelling unit structures located at various sites in the Chicago city limits.

Statement of Work

The work of this Contract will be set forth in the Detailed Scopes of Work in each of the individual Task Orders issued by CHA. The Contractor is required to complete each Detailed Scope of Work for the approved Task Order Price within the Task Order Completion Time. The Contractor is required to utilize the CHA's construction project management information system. This Contract is for construction work and/or related services to be performed within sites and facilities under the jurisdiction of the CHA. The Selected Respondent(s) shall provide the Work and the Services in accordance with the Contract, and the individual Requests for Task Order Proposals. The Work will be managed by CHA staff and/or designated CHA representatives. The Services to be provided by the Contractor include scheduling activities, coordination activities, safety construction activities, reporting and communications activities and project close-out activities in accordance with the Contract. Those Services for each Task Order are described in more detail in the RFP.

Key Dates

- Question Due Date: **Thursday, May 11, 2023, by 10:00 AM (CST)**
- Letter of Intent Due Date: **Tuesday, May 23, 2023, by 11:00 AM (CST)**
- Proposals Due*: **Tuesday, June 6, 2023 by 12:00 PM (CST)**

***Late proposals will be rejected without being read**

Submittal Requirements (RFP Pages 17-26)

- All proposals must be in accordance with Article V – Submittal Requirements*

***Non-compliance with Article V submittal requirements may deem a proposal non-responsive**

- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
- **Manual or paper submissions will not be accepted**

Request for Proposal – RFP Key Sections



CHICAGO HOUSING AUTHORITY (“CHA”)
REQUEST FOR PROPOSAL (“RFP”) EVENT NO. XXXX (2023)
for
Project Title

Required for use by
[User Department Name]
ISSUED ON: Day, XXXX XX, 2023]
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:
Day, XXXXX XX, 2023 at 1:00 P.M., CT

Proposals may be submitted early, but must be received electronically no later than the date and time listed in the solicitation.

PROPOSALS WILL NOT BE ACCEPTED AFTER THE DUE DATE AND TIME

Respondent Name: _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

This selection process is unique to the Scope of Work described herein and notwithstanding any other proposal, qualification or bid requests provided by the Chicago Housing Authority. Proposers must comply with the requirements as defined in this RFP.

Tracey Scott
Chief Executive Officer

www.thecha.org

Sheila Johnson
Deputy Chief Procurement

Proposal Submission Page

Respondents must include this sheet with the Proposal Package.

Request for Proposal – RFP Key Sections

RFP Event XXXX (2023) Project Title

User Department Name

KEY INFORMATION

1. **RESPONDENT CONTACT WITH CHA:** The Procurement Specialist identified below is the *sole point of contact* regarding this RFP from the date of issuance until selection of the successful proposer(s).

XXXX XXXXXX, Procurement Specialist
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren Street, 8th Floor
Chicago, Illinois 60605
Phone: (312) XXX-XXXX
E-mail: Specialist email address

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than Day, XXXX, XX, 2023 by 10:00 AM, CST.

The Proposer shall be responsible for electronic submission by the due date and time. Late proposals will be not be accepted.

A pre-proposal conference is scheduled for Day, XXXX, XX, 2023, at 11:00 a.m. CST to discuss the scope of services and the CHA diversity and inclusion requirements. The pre-proposal conference will take place via Microsoft Teams. Firms anticipating submitting a proposal are encouraged to attend the teleconference. *CHA encourages all interested firms to attend the Pre-Proposal Conference. Real-time online viewing is available. To view the Pre-Proposal Conference online visit <https://livestream.com/accounts/1390707>*

The Letter of Intent to Submit a Proposal, Attachment B, is due Day, XXXX, XX, 2023, at 11:00 a.m. CST. The Letter of Intent to Submit a Proposal, Attachment B must be submitted via the Supplier Portal at <https://supplier.thecha.org>.

If you do not intend to submit a proposal in response to this RFP, please submit via the Supplier Portal at <https://supplier.thecha.org>, a brief explanation in order to continue to receive future bid/RFP notices.

Questions regarding clarification or verification of these specifications and CHA diversity and inclusion requirements must be submitted via the Supplier Portal at <https://supplier.thecha.org>, no later than Day, XXXX, XX, 2023 by 10:00 AM, CT.

Electronic Submission: CHA requires Respondents to submit an electronic proposal for the above described Event. Respondent shall upload all documents via the CHA Supplier Portal at: <https://supplier.thecha.org>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled and separated into a different file as described in "ARTICLE V Submittal Requirements."

Note: There is no maximum file capacity size when uploading attachments in the Supplier Portal. If you receive an error message that states the "Maximum size is: 50" while uploading an attachment in the Supplier Portal, that error message is referring to the file naming size. The name of your file cannot be more than 50 characters. For questions or assistance with the Supplier Portal, please contact Harriet Herron-King, Procurement Coordinator, at 312-913-7356, HHerron@thecha.org.

Respondent shall bear all costs of responding to this solicitation.

Key Information Page 3

- Buyer Contact: Teresa Lipsey
 - tlipsey01@thecha.org
- Contains solicitation schedule:
 - Proposals Due Date
 - Pre-proposal Date
 - Due date Letter of Intent to submit a Proposal
 - Questions Due Date

Request for Proposal Attachment A: Letter of Intent

Please be completed and uploaded in the CHA Supplier Portal by **May 23, 2023 by 11:00 AM (CST)** if your firm intends to submit a proposal.

Important:

Once uploaded **do not** hit submit, but keep this document in “draft”.

ATTACHMENT B (This page will be rewritable)

**LETTER OF INTENT TO SUBMIT A PROPOSAL
REQUEST FOR PROPOSALS (RFP) EVENT # XXXXXX
PROJECT TITLE
User department**

I, _____, the undersigned being a duly authorized official of _____ hereby acknowledges receipt of the above referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.

PLEASE EXECUTE AND SUBMIT THIS FORM THE SUPPLIER PORTAL AT
[HTTPS://SUPPLIER.THECHA.ORG](https://supplier.thecha.org). NO LATER THAN DAY, XXXX, XX, 2023 BY 10:00 AM, CST.

FIRM'S NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIPCODE: _____
TELEPHONE: _____ WEBSITE: _____
PRINCIPAL CONTACT: _____ TITLE: _____
SIGNATURE: _____ DATE: _____
DIRECT PHONE: _____ EMAIL: _____

Required Forms - Vendor Submission Checklist



VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

| | |
|--------------------|---|
| SOLICITATION NAME: | |
| RFP EVENT NO.: | |
| | |
| INITIAL | RFP SUBMISSION REQUIREMENTS |
| | Electronic Format |
| | Letter of Interest |
| | Qualifications & Experience |
| | Previous Participation Certificate" (Form HUD-2530) |
| | Approach/Work Plan |
| | Work History with CHA and other Local Public Agencies |
| | Past Performance (min of 3, max of 5) |
| | References (3 current) |
| | Organization Structure & Key Personnel |
| | Fee Proposal Form |
| | Insurance |
| | Joint Venture Agreement |
| | Liens, Suits, & Judgements |
| | Audit Findings & Other Compliance Reports/Evaluations |
| | Debarment Statement |
| | Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable)) |
| | M/W/DBE Compliance Plan |
| | Section 3 Compliance Efforts |
| | Statement of Bidder's Qualifications |
| | Subcontractor Information Submittal Form |
| | Contractor's Affidavit |
| | Economic Disclosure Statement & Affidavit |
| | Schedule A - M/W/DBE Utilization Plan |
| | Schedule B - Section 3 Utilization Plan |
| | Schedule C - M/W/DBE & Section 3 Subcontractors, Suppliers, Consultants |
| | Waiver Request - M/W/DBE Participation Commitments (if applicable) |
| | HUD: General Conditions for Construction Contracts - Public Housing Programs (Form HUD-5370); When applicable |
| | HUD Form 5369-C Certifications & Representations of Offerors - Non-Construction Contracts |
| | Equal Employment Opportunity Compliance Certificate |
| INITIAL | MISCELLANEOUS DOCUMENTS/CORRESPONDENCE |
| | |
| | |

VENDOR SIGNATURE: _____ DATE: _____

SIGNATURE OF RECEIPT: _____ DATE: _____

[For CHA Only]

rev_4.18.2022

All Forms not included with the RFP maybe downloaded on the CHA website

www.thecha.org

Home Page → Doing Business → Documents and Forms

Financial Information

- Accountant's Report (last 2 years)
- Balance Sheet (last 2 years)
- Income Statement (last 2 years)
- Cash Flow Statement (last 2 years)
- Financial Statement Footnotes (if applicable)

For proposals valued at less than \$500,000 Respondent must provide IRS Tax transcript

For proposals valued at less than \$1,000,000 Respondent must provide complied financial statements

For proposals valued at less than \$2,500,000 Respondent must provide reviewed financial statements

For proposals valued at more than \$2,500,000 Respondent must provide audited financial statements

Respondents are required to submit responses online at: CHA Supplier Portal

Manual submissions will not be accepted

Evaluation Criteria

| Evaluation Criteria - Tier 1 | Max. Points |
|---|-------------|
| Past Performance and Work History – Respondent has demonstrated the qualifications, experience, and past performance on comparable Construction projects for the Tier being proposed. | 45 |
| Qualifications – Completeness and quality of the Executive Summary, Organizational Structure and Key Personnel | 30 |
| Approach and Work Plan – Completeness and quality of the narratives describing the approach and project | 25 |
| TOTAL COMBINED POINTS | 100 |

| Evaluation Criteria - Tier 2 AND 3 | Max. Points |
|--|-------------|
| Past Performance – Respondent has demonstrated past performance on comparable Construction projects for the Tier being proposed including prior work performance with CHA. | 30 |
| Area of Expertise Designation – Respondent has demonstrated the expertise in the area identified in the submittal through the submitted past Construction projects | 20 |
| Qualifications and Experience – Demonstrated experience and qualifications for projects and trades identified. Defined Organizational Structure and Key Personnel | 15 |
| Approach and Work Plan – Defined plan describing the approach and project management approach. | 10 |
| Work History – Relevance and quality of history provided | 15 |
| Diversity Goals: Demonstrated understanding of CHA’s diversity goals, including MWD/BE, Section 3 goals, and quality of diversity requirements submittals | 10 |
| TOTAL COMBINED POINTS | 100 |



CHA

CHICAGO HOUSING
AUTHORITY™

Diversity & Inclusion Requirements

CHA is committed to:



Diversity, Equity, and Inclusion using our resources to further advance minority, women, disadvantaged businesses (including Section 3 Businesses) and residents.

- We achieve this by:
 - Contracting with and hiring MWD/BE and S3 Businesses
 - Upholding HUD's Section 3 rule
 - Facilitating business relationships between vendors and contractors

Contract Goals – Diversity Requirements



Chicago Housing Authority **Diversity requirements** are as follows:

M/W/DBE utilization requirement is:

| Type of Contract | Contract Amount | MBE/WBE/DBE Participation | Section 3 Business Subcontracting (>\$250,000) | Section 3 Labor Hours (25% of which 5% is through CHA resident hires)*** |
|-----------------------|-----------------|---------------------------|--|--|
| Construction | \$50,001+ | 30% | 10% | 25% |
| Supply & Delivery | \$50,001+ | 20% | 3%* | N/A |
| Professional Services | \$50,001+ | 20% | 3%** | 25% |

*Or indirect **excludes direct support service providers *** Required regardless of contract amount

Contract Requirements– Section 3

The CHA will require vendors to document all labor hours using the B2GNow or LCP Tracker platform.

HUD requires CHA's compliance under the new Section 3 rule:

- ✓ 25% or more of the total labor hours worked are completed by **Section 3 Workers**
- ✓ 5% or more of the total labor hours worked are completed by **Targeted Section 3 Workers** (this 5% is part of the overall 25% requirement)

*Further regulation details can be found at the provided link:
https://www.hud.gov/program_offices/field_policy_mgt/section3*



Required Documents

Documents needed to capture compliance with CHA's contract requirements are:

- Utilization Plan
- Letter of Intent
- Contract Compliance Certification
- Waiver Request-M/W/DBE (if applicable)



**Each requires a signature from the Authorized Principal of the firm.*

Required Document –Utilization Plan



In order to ensure the validity of the work, the Prime Contractor must complete the *Diversity Utilization Plan*, listing the M/W/DBE and Section 3 firms they will contract work with, along with other pertinent contract information.

The Prime Contractors are required to **subcontract 30% of the total contract value for construction contracts** and **20% of the total contract value for professional contracts** that total over \$50,001 to an M/W/DBE certified business.

| SECTION 3 UTILIZATION PLAN | | | | | | |
|-----------------------------------|----------------|------------------------------|------------------------------|------------|----------|----------------------|
| SECTION 3 BUSINESS SUBCONTRACTING | | | | | | |
| Section 3 Business Name | S3 Cert Status | Current S3B Aggregate Amount | Percentage of Total Contract | Start Date | End Date | Work to be Performed |
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| Totals: | | \$ | | | | |

INDIRECT PARTICIPATION: OTHER ECONOMIC OPPORTUNITIES

Outline the Other Economic Opportunities to meet Diversity Goals

OEO Dollar Value of Commitment:

Diversity Goals Utilization Plan

DEPARTMENT OF PROCUREMENT AND CONTRACTS

Diversity Goals Utilization Plan

| Vendor Name: | | <table border="1"> <thead> <tr> <th>Type of Contract</th> <th>Contract Amount</th> <th>M/W/DBE Participation</th> <th>CHA Section 3 Business Subcontracting (<math>\leq \\$250k</math>)</th> <th>Section 3 Labor Hours (25% of which 5% is through CHA resident hires)</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>\$50,001+</td> <td>30%</td> <td>10%</td> <td>25%</td> </tr> <tr> <td>Supply & Delivery</td> <td>\$50,001+</td> <td>20%</td> <td>3%*</td> <td>N/A</td> </tr> <tr> <td>Professional Services</td> <td>\$50,001+</td> <td>20%</td> <td>3%*</td> <td>25%</td> </tr> </tbody> </table> <p>*Or Other Economic Opportunities</p> | Type of Contract | Contract Amount | M/W/DBE Participation | CHA Section 3 Business Subcontracting ($\leq \\$250k$) | Section 3 Labor Hours (25% of which 5% is through CHA resident hires) | Construction | \$50,001+ | 30% | 10% | 25% | Supply & Delivery | \$50,001+ | 20% | 3%* | N/A | Professional Services | \$50,001+ | 20% | 3%* | 25% |
|------------------------------|-----------------|---|-----------------------|---|---|---|---|--------------|-----------|-----|-----|-----|-------------------|-----------|-----|-----|-----|-----------------------|-----------|-----|-----|-----|
| Type of Contract | Contract Amount | | M/W/DBE Participation | CHA Section 3 Business Subcontracting ($\leq \\$250k$) | Section 3 Labor Hours (25% of which 5% is through CHA resident hires) | | | | | | | | | | | | | | | | | |
| Construction | \$50,001+ | | 30% | 10% | 25% | | | | | | | | | | | | | | | | | |
| Supply & Delivery | \$50,001+ | | 20% | 3%* | N/A | | | | | | | | | | | | | | | | | |
| Professional Services | \$50,001+ | 20% | 3%* | 25% | | | | | | | | | | | | | | | | | | |
| Vendor Ethnicity: | | | | | | | | | | | | | | | | | | | | | | |
| Contract Type: | | | | | | | | | | | | | | | | | | | | | | |
| Spec. No. (RFP/IFB): | | | | | | | | | | | | | | | | | | | | | | |
| Aggregate Total: | | | | | | | | | | | | | | | | | | | | | | |
| Contract Description: | | | | | | | | | | | | | | | | | | | | | | |
| Contract Start and End Date: | | | | | | | | | | | | | | | | | | | | | | |
| Length of Contract Term: | | | | | | | | | | | | | | | | | | | | | | |

MBE/WBE/DBE UTILIZATION PLAN

| MBE/WBE/DBE Contractor Name | Participation Type | | M/W/DBE Aggregate Total | Contract Percentage | Start Date | End Date | Work to be Performed |
|-----------------------------|--------------------|--------|-------------------------|---------------------|------------|----------|----------------------|
| | * Ethnicity | Gender | | | | | |
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| Totals: | | | \$ | - | | | |

The Prime Contractors are required to **subcontract 10% of the total contract value for construction contracts** and **3% of the total contract value for professional contracts** that total over \$250,000 to Section 3 Business Concerns.

A Prime Contractor who has demonstrated its attempts, to the maximum extent feasible, to meet its CHA Section 3 contracting goals may satisfy Section 3 obligations by proposing Mentorship Program Participation, and/or Other Results-Oriented Economic Opportunities as alternative means to achieving Section 3 goals.

Required Document – Letter of Intent



The *Letter of Intent* is completed by the M/W/DBE and/or the Section 3 Business Concern.

The CHA does not certify M/W/DBE businesses but will accept certifications from the following agencies or reciprocal agencies: City of Chicago, Cook County, Pace, Metra, Chicago Transit Authority, State of Illinois Central Management Services, Small Business Administration, WBENC and the National Minority Supplier Development Council and affiliates.

Workforce Opportunity Resource Center (WORC) within Resident Services at CHA streamlines employment opportunities for residents and low-income individuals and builds capacity for resident-owned businesses to develop and grow.

The purpose is to serve Section 3-eligible residents and participants and Section 3 Businesses by providing the resources and tools needed for economic development and individual economic independence. The team also assists CHA vendors to comply with CHA's Section 3 goals.

| | |
|---|---|
| <p>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION</p> <p>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (TO BE COMPLETED BY SUBCONTRACTOR AND/OR SELF-PERFORMING PRIME CONTRACTOR)</p> <p>M/W/DBE <u>or</u> SECTION 3 BUSINESS CONCERN NAME: _____</p> <p>M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO</p> <p><i>NOTE:</i> Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</p> <p>At least 51 percent owned and controlled by low- or very low-income persons</p> <p>The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.</p> <p>Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.</p> <p>FEIN: _____ ETHNICITY: _____ GENDER: _____</p> <p>BUSINESS ADDRESS: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____</p> <p>PROJECT TITLE: _____ DATE FORM COMPLETED: _____</p> <p>PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)</p> <hr/> <p><i>NOTE:</i> M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</p> <p>1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No</p> <p>If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____</p> <p style="text-align: center;">Page 1 of 2</p> <p style="font-size: small;">Revised 12.2022</p> | <p>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION</p> <p>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (TO BE COMPLETED BY SUBCONTRACTOR AND/OR SELF-PERFORMING PRIME CONTRACTOR)</p> <p>NAME OF ABOVE-REFERENCED CONTRACT: _____</p> <p>PROJECTS RELATED TO THE PRIME? Yes NO</p> <p>PRIME CONTRACTOR THAT NEEDS TO REMOVE OR SUBSTITUTE A SUBCONTRACTOR ON ITS CONTRACT: _____</p> <p>AFFIDAVIT</p> <p>I, _____, with the Prime Contractor listed above within five (5) days after receiving this Letter of Intent from the Chicago Housing Authority, do hereby certify that the contents of the foregoing document are true and correct. I am a duly authorized representative of the contractor to make this affidavit.</p> <p>_____ (DATE)</p> <p>_____ ON THIS _____ DAY</p> <p>_____ ED (NAME) _____ I, _____, do hereby certify that the contents of the foregoing affidavit, and did state that he or she was duly authorized to execute the affidavit and did so as his or her agent.</p> <p>_____ (SEAL):</p> <p style="text-align: center;">Page 2 of 2</p> <p style="font-size: small;">Revised 12.2022</p> |
|---|---|

Required Document – Contract Compliance Certification



The *Contract Compliance Certification* is completed by the Prime Contractor. This form certifies that the Prime Contractor adheres to meeting the M/W/DBE and Section 3 Contract requirements under CHA’s policy as well as HUD’s Section 3 Rule 24.CFR.Part 75.

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| <p>CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division</p> <p>RFP/RFQ/Bidder/Proposers’ M/W/DBE & Section 3 Contract Compliance Certification</p> <p>RFP/IFB/CONTRACT/PURCHASE ORDER NO: _____ DATE FORM COMPLETED: _____</p> <p>PROJECT TITLE: _____</p> <p>DEVELOPER NAME: _____</p> <p>PRIME CONTRACTOR NAME(S): _____</p> <p>ADDRESS: _____ TELEPHONE: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____</p> <p>M/W/DBE? (Please specify): _____ Certifying Agency: _____</p> <p>Ethnicity: _____ Gender: _____</p> <p>FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.: _____</p> <p>CONTRACT AMOUNT: \$ _____</p> <hr/> <p>As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER _____ do hereby affirm that I understand and fully support the policy and regulations set forth in the Amendment to Special Conditions M/W/DBE Utilization Plan and the Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policies), as well as Davis-Bacon and Related Acts (when applicable).</p> <p>Given that contracts awarded for work under this IFB/RFP/CONTRACT are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my M/W/DBE Utilization (Schedules A and C) and the Section 3 Utilization Form. Plans will be required to be submitted on each award to reflect actual contract amounts to the listed contractors.</p> <p>Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:</p> <ul style="list-style-type: none"> • Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms • On a <u>monthly</u> basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into B2Gnow (CHA’s electronic payment monitoring and labor hour software for contractors and subcontractors) • Submit weekly payroll information and labor hours for construction contracts with the LCPTracker (CHA’s online payroll and labor hour software) <p>Revised 08.04.2021 1</p> | <p>CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division</p> <p>RFP/RFQ/Bidder/Proposers’ M/W/DBE & Section 3 Contract Compliance Certification</p> <p>M/W/DBE and Section 3 Utilization Plans require the approval of the Contract Compliance Division.</p> <p>The contractor must make sure that its subcontractor(s) is/are in compliance with the minimum participation goals and Section 3 requirements.</p> <p>I hereby certify that the contents of the forgoing certification are true and correct and that the contractor will make this certification.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Title</p> <p>Revised 08.04.2021 2</p> |
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Required Document - M/W/DBE Waiver Request



If a Prime Contractor cannot meet the required *M/W/DBE* participation requirements in whole or part, they may submit an *M/W/DBE* waiver request for consideration.

****The waiver submission option is only applicable to M/W/DBE utilization goal requirement and NOT for Section 3 contracting goals.***

CHICAGO HOUSING AUTHORITY (CHA)
Department of Procurement & Contracts Contract Compliance Division
WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS

IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: _____
BIDDER/PROPOSER: _____
ADDRESS _____ Street _____ City _____ State _____ Zip _____
CONTACT PERSON: _____ TITLE: _____
TELEPHONE #: () _____ FAX #: () _____
FEIN: _____ ETHNICITY: _____ GENDER: _____
CONTRACT AMOUNT: \$ _____

Please select whether this is a Full or Partial Waiver Request:
Full M/W/DBE Waiver Partial M/W/DBE Waiver

PLEASE STATE REASON FOR WAIVER REQUEST:
(Please note: This must be a detailed account of why you are unable to meet the requirements of the contract. Any incomplete or inconclusive requests will be returned to the vendor. If more room is needed than what is provided below, please attach a clearly printed document to this waiver request.)

WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? _____ %
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?

DOLLAR VALUE: \$ _____ CONTRACT TERM: _____

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Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

CHICAGO HOUSING AUTHORITY (CHA)
Department of Procurement & Contracts Contract Compliance Division
WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS

I, _____, do hereby certify under penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge and belief, and I am not aware of any information that would cause the foregoing to be false or misleading in any material respect. I understand that it is a crime to knowingly make a false statement under oath, and I understand that I am subject to the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge and belief, and I am not aware of any information that would cause the foregoing to be false or misleading in any material respect.

DATE: _____
COUNTY OF _____
_____, 20____
I, _____, do hereby execute the foregoing affidavit, and did state that he/she/it is the authorized representative of the Bidder/Proposer (Company) _____ for her free act and deed.

(SEAL)

CHICAGO HOUSING AUTHORITY USE ONLY

REVIEW:

Compliance Manager
DATE: _____

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Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

The Workforce Opportunity Resource Center (WORC)

SECTION 3

Assistance for Contractors



The Workforce Opportunity Resource Center (WORC) provides technical assistance to CHA contractors by:

- Assistance in posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting
- In addition, they will connect with the right team if proposing an OEO opportunity.

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/residents/worc

Timeline

- Question Due Date: Thursday, May 11, 2023, by 10:00 AM (CST)
- Letter of Intent Due: Tuesday, May 23, 2023, by 11:00 AM (CST)
- Proposals Due: Tuesday, June 6, 2023, by 12:00 PM (CST)

Late Proposals Will Not Be Accepted

Supplier Portal

- Log in to the Supplier Portal. <https://supplier.thecha.org>
- Submit all questions via the Supplier Portal before the posted deadline
- Limit file names to 50 characters
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e.: bidder financials should be a stand-alone file and the file name should include “Financials”).
- In addition, you are required to upload one complete proposal packet.
- There is **no** maximum file capacity size when uploading attachments in the Supplier Portal
- Edit Bids as often as necessary but Responses must be submitted before the posted deadline
- **For issues with the Portal, contact Harrette Herron-King at hherron@thecha.org**

All solicitation communication such as project questions, submitting your bid, uploading documents, etc. must be completed via supplier portal.

Question & Answers – Open to Attendees

How to:

- All guests with questions shall enter the question in the chat box.
- CHA will reply to the group or may elect to request the question is formally processed via CHA website and supplier portal