



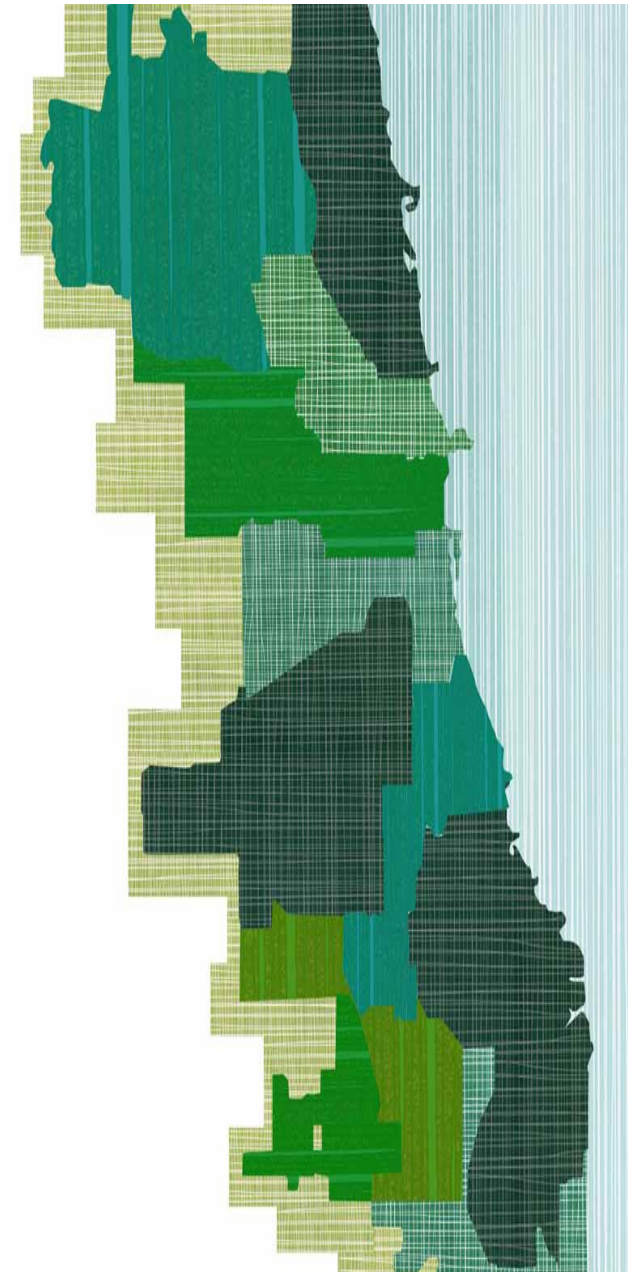
Department of Procurement and Contracts (DPC) Pre-Proposal Conference

Request for Proposal (RFP) Professional Property Management Services (Event No. 3270)

Property and Asset Management

MONDAY, FEBRUARY 24, 2025

Event 3270 – Professional Property Management Services
Pre-Proposal Conference



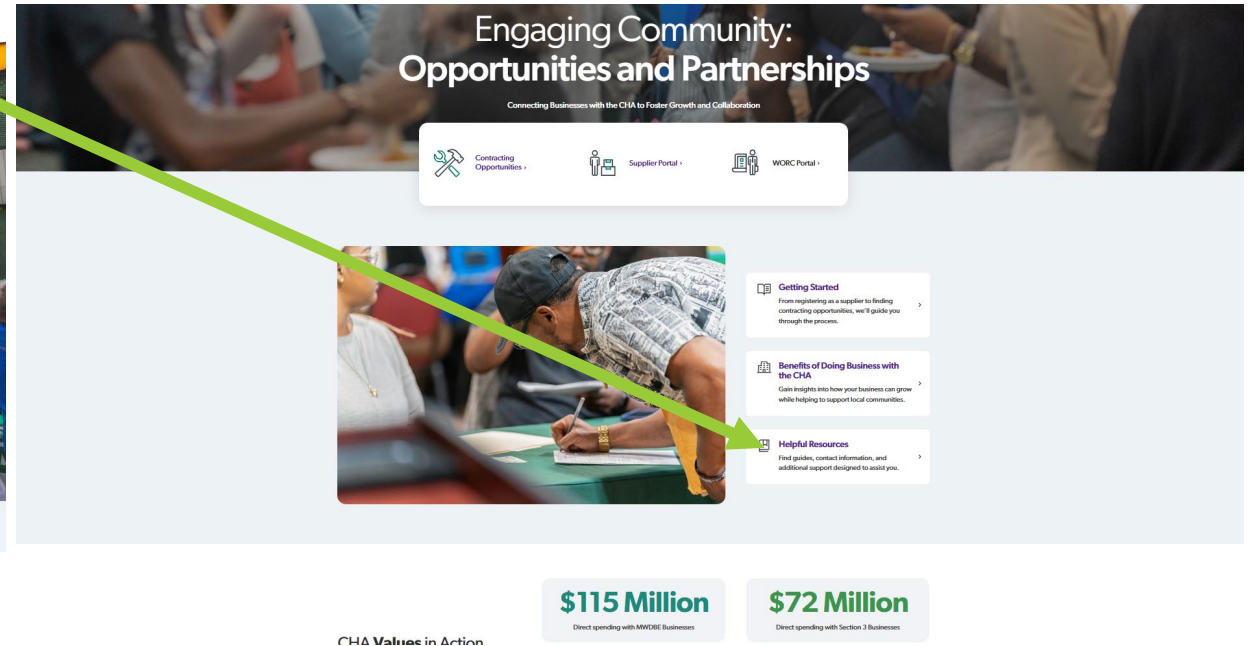
PANEL OF PRESENTERS AND AGENDA

1. **Tamika Carson, Director of Procurement:** Key Dates, Proposal Requirements, and Submission Information.
2. **Leonard Langston, Interim Chief of Property and Asset Management:** Project Overview, Scope of Services, Fee Form.
3. **Bridgette Steels, Senior Compliance Specialist:** Compliance Requirements.
4. **Kaeva Powell, Program Specialist, WORC Advisor:** Workforce Opportunity Resource Center (WORC).
5. **Questions and Answers.**
 1. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
 - Must be registered to download the RFP
 2. A copy of this presentation will be posted on the [CHA Supplier Portal](#)
 3. All communication pertaining to the bidding process for Event #3270 must be issued via the [CHA Supplier Portal](#)

Finding Procurement @ www.thecha.org

To access the [CHA Supplier Portal](http://www.thecha.org) and learn more about contracting opportunities, download forms and documents not included with the RFP, please visit the CHA Homepage at www.thecha.org and click on

[Business Partners](#) ➡ [How To Do Business With CHA](#) ➡ [Helpful Resources For Business Partners](#) ➡ [Forms and Documents](#)



For forms not included with the RFP, please download them from the CHA Website www.thecha.org:





About CHA

CHA is the primary municipal agency responsible for providing housing assistance to low-income families and individuals in Chicago.

As a HUD-designated Moving to Work agency, CHA has regulatory and funding flexibility to design locally-driven programs that help residents thrive, expand housing options and increase our operational efficiency.

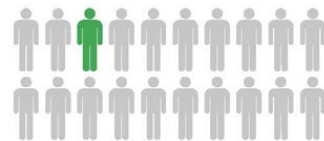
LARGEST 
OWNER OF RENTAL HOUSING IN CHICAGO

3RD LARGEST
HOUSING AUTHORITY IN THE NATION



\$1.2 BILLION OPERATING BUDGET

572 FULL TIME EMPLOYEES



1 IN EVERY 20 CHICAGOANS RECEIVES CHA SUPPORT

Property and Asset Management Overview

Property and Asset Management Division



Overview

Asset Management and Operations

- 32,952 Residents
- 21,641 Residential Units
- 19 Non-Residential and Vacant Buildings
- Portfolio Management

Building Operations

- Responsible for planning, management, and administration of the Capital Improvement and Maintenance Program.
- Manages Central Contracts (Laundry, Utilities, and Fire Alarm Systems)

Housing Policy and Occupancy

- Waitlist Management
- Public Housing Policy

Safety and Security

- Corporate Team
- Emergency Services Operations Center(ESOC)
- Contract Security

Event 3270 – Professional Property Management Services
Pre-Proposal Conference

Scope of Services

Objectives

- Leasing
- Rent Collection
- Unit Turns
- Building Systems Preventive Maintenance
- Safety and Emergency Response
- Customer Service Satisfaction



Fee Proposal Form



CONTRACT

- Three-year base term
- Two (1) one-year option term
- Anticipated September 2025 start date

FEE PROPOSAL FORM

- A signed and completed Fee Proposal Form is required per package.
- Your Per Occupied Unit Fee should be entered in Column C for each package you are proposing.
- The form requires your unit fee for the 3-year base term and each 1-year option
- The fee form should be submitted **both** as a Microsoft Excel spreadsheet and as a signed PDF document

RFP EVENT NO. 3270 for Private Property Management ("PPM") Services (2025)
FEE FORM - PROPOSAL PACKAGE 1

A	B	C	D	E	F
3-Year Base Term					
Package 1	Total Number of Units	Proposed Management Fee (per occupied unit fee)	Estimated Monthly Management Fee	Estimated Annual Management Fee	Estimated Compensation for Three Year Base Term
Bridgeport	128	\$0.00	\$0	\$0	\$0
Lake Parc Place	290	\$0.00	\$0	\$0	\$0
Lawndale Garden	12	\$0.00	\$0	\$0	\$0
Ventworth Gardens	34	\$0.00	\$0	\$0	\$0
Total	883		\$0	\$0	\$0

Respondent shall enter their fee with no symbols in **Column C** only. **Column F** will be Respondent's estimated compensation for Three Year Base Term.

A	B	C	D	E	F
Option Year 1					
Package 1	Total Number of Units	Proposed Management Fee (per occupied unit fee)	Estimated Monthly Management Fee	Estimated Annual Management Fee	Estimated Compensation for Option Year 1
Bridgeport	128	\$0.00	\$0	\$0	\$0
Lake Parc Place	290	\$0.00	\$0	\$0	\$0
Lawndale Garden	12	\$0.00	\$0	\$0	\$0
Ventworth Gardens	34	\$0.00	\$0	\$0	\$0
Total	883		\$0	\$0	\$0

Column F will be Respondent's estimated compensation for Option Year One Term.

A	B	C	D	E	F
Option Year 2					
Package 1	Total Number of Units	Proposed Management Fee (per occupied unit fee)	Estimated Monthly Management Fee	Estimated Annual Management Fee	Estimated Compensation for Option Year 2
Bridgeport	128	\$0.00	\$0	\$0	\$0
Lake Parc Place	290	\$0.00	\$0	\$0	\$0
Lawndale Garden	12	\$0.00	\$0	\$0	\$0
Ventworth Gardens	34	\$0.00	\$0	\$0	\$0
Total	883		\$0	\$0	\$0

Column F will be Respondent's estimated compensation for Option Year Two Term.

Aggregate Total for Column F (3-Year Base + Option Year One + Option Year Two)

	\$0
--	------------

Printed Name of Authorized Company Representative _____ Date _____

Signed Name of Authorized Company Representative _____ Title _____

Key Dates

- Questions Due Date: **Thursday, February 27th, 2025 at 10:00 AM CST**
 - Letter of Intent to Submit a Proposal (See-Attachment B): **Wednesday, March 5th, 2025, at 10:00 AM**
 - Proposals Due*: **Wednesday, March 26th, 2025 at 10:00 AM CST**
- **Late proposals will be rejected without being read. To avoid any possible issues we encourage you to submit your proposals 2-3 days prior to the Proposal due date.**
- Oral Presentation: **TBD/2025-TBD**

Submittal Requirements (RFP Pages 25-32)

- All proposals must be in accordance with Article V – Submittal Requirements*
- *Non-compliance with Article V requirements may deem a proposal non-responsive.**
- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
 - **Manual submissions will not be accepted**

Event 3270 – Professional Property Management Services
Pre-Proposal Conference

PROPOSAL SUBMISSION PAGE



CHICAGO HOUSING AUTHORITY ("CHA")
REQUEST FOR PROPOSAL ("RFP") EVENT NO. 3270 (2025)
for
Professional Property Management Services

Required for use by
[Property and Asset Management]

ISSUED ON: Thursday, February 13, 2025
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSAL DEADLINE:
Wednesday, March 26, 2025 at 10:00 A.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.

Angela Hurlock
Interim Chief Executive Officer

Sheila Johnson
Deputy Chief Procurement

www.thecha.org

Proposal Submission Page

Respondents must include this sheet with the Proposal Package.

Event 3270 – Professional Property Management Services
Pre-Proposal Conference

Key Information

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).

Tamika Carson, Procurement Director
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren Street, 8th Floor
Chicago, Illinois 60605
Phone: (312) 863-3401
E-mail: Tcarson@thecha.org

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than **Wednesday, March 26, 2025 by 10:00 AM, CST.**

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

An **in-person** pre-proposal conference is scheduled for **Monday, February 24, 2025**, at 12:00 PM, CST to discuss the scope of services and the CHA diversity and inclusion requirements. The meeting address is Charles A Hayes Family Investment Center, 4859 S Wabash Ave, Chicago, IL 60615 in the Multi-Purpose Room. In order to participate onsite, you will need to **RSVP by Friday, February 21, 2025 at 12:00 PM, CST** with Tamika Carson via email at Tcarson@thecha.org. Please submit your Company Name, Your Name and email address confirming reservation.

The Letter of Intent to Submit a Proposal, Attachment B, is due **Wednesday, March 5, 2025**, at 10:00 AM, 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 **Thursday, February 27, 2025 by 10:00 AM, CST.**

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.**

Please see Key Information on Page 3 of the RFP

- Buyer Contact: Tamika Carson
 - Tcarson@thecha.org
- This page contains the solicitation key dates:
 - **Questions are due:** Thursday, February 27, 2025 at 10:00 AM CST
 - **Letter of Intent to Submit a Proposal is due:** Wednesday, March 5, 2025 at 10:00 AM CST
 - **Proposals are due:** Wednesday, March 26, 2025 at 10:00 AM CST

LETTER OF INTENT



Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by **Wednesday, March 5, 2025 at 10:00 AM CST** if your firm intends to submit a proposal.

Important:

Once uploaded you **do not** have to hit submit. You may keep your submission in “draft” until you are ready to submit your complete and final proposal.

Event 3270 – Professional Property Management Services
Pre-Proposal Conference

RFP Event 3270 (2025) Professional Property Management Services Property and Asset Management

ATTACHMENT B
LETTER OF INTENT TO SUBMIT A PROPOSAL
REQUEST FOR PROPOSALS (RFP) EVENT # 3270
Professional Property Management Services
Property and Asset Management

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 Wednesday, March, 5, 2025, at 10:00 A.M. CST.

.....

FIRM'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

TELEPHONE: _____ WEBSITE: _____

PRINCIPAL CONTACT: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

DIRECT PHONE: _____ EMAIL: _____

47 Chicago Housing Authority

REQUIRED FORMS – VENDOR SUBMISSION CHECKLIST

- Notice the Vendor Submission Checklist to the right of this slide: Please be sure you include all items in your proposal – if applicable.
- For forms not included with the RFP, please download them from the CHA Website. www.thecha.org :
<https://www.thecha.org/contracting-opportunities/forms-and-documents>
- Proposals not containing all the submittal requirements may be deemed non-responsive. **Each form must be individually uploaded & identified.**

The **Financial Information** required for this RFP are:

- Accountant’s Report
 - Balance Sheet (last 2 years)
 - Income Statement (last 2 years)
 - Cash Flow Statement (last 2 years)
 - Financial Statement Footnotes (if applicable)
- For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the **IRS Tax transcript**.
 - For proposals or contracts awards valued at less than \$1,000,000, the Respondent must provide **compiled** financial statements.
 - For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide **reviewed** financial statements.
 - For proposals or contracts awards valued in excess of \$2,500,000, the Respondent must provide **audited** financial statements.



VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

SOLICITATION NAME: Computer Provision and Modernization	
RFP EVENT NO.: 3268	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal
	Qualifications & Experience
	Approach /Work Plan
	Work History with CHA and other Local Public Agencies
	Past Performance (min of 3, max of 5)
	References (3 current) (Attachment E)
	Organization Structure & Key Personnel
	Fee Proposal Form (Attachment A)
	Insurance Requirements
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Economic Disclosure Statement & Affidavit
	Financial Information (Accountant’s Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable))
	Diversity Goals
	Vendor Submission Checklist
	Contractor’s Affidavit
	Contract Compliance Certification
	Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent -M/W/DBE and Section 3 Subs
	Waiver Request – M/W/DBE Participation Commitments (if applicable)
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370); When applicable
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

VENDOR SIGNATURE: _____ DATE: _____

SIGNATURE OF RECEIPT: _____ DATE: _____

[For CHA Only]

EVALUATION CRITERIA



EVALUATION CRITERIA	Max. Points
QUALIFICATIONS AND EXPERIENCE AND PAST PERFORMANCE (TECHNICAL):	40
APPROACH AND WORK PLAN (TECHNICAL):	30
ORGANIZATION STRUCTURE AND KEY PERSONNEL (TECHNICAL):	10
COMPLIANCE GOALS Demonstrates understanding of CHA's diversity goals, including MWD/BE, Section 3 goals, and quality of diversity requirements submittals	10
PROPOSED FEES	10
TOTAL COMBINED POINTS	100

ORAL PRESENTATION (TBD)	Max. Points
Vendors with an evaluation score that falls within the competitive range will be invited for oral presentations.	
TOTAL ORAL PRESENTATION POINTS	30

Event 3270 – Professional Property Management Services
Pre-Proposal Conference



Diversity & Inclusion Requirements

Event 3270 – Professional Property Management Services
Pre-Proposal Conference

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

Event 3270 – Professional Property Management Services
Pre-Proposal Conference

Contract Goals – Diversity Requirements



In accordance with the Chicago Housing Authority **Diversity policy**, the following are required:

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

Section 3 Supplemental Business subcontractor participation requirement is:

- 10% of Construction and 3% of professional services >\$250k and 3% of supply and delivery >\$2M are required to contract with a section 3 business.
- Contractor’s providing services directly to CHA residents (i.e., services for the benefit of CHA youth, employment opportunities, and self-sufficiency programs) are exempt from CHA’s Supplemental Section 3 Business Participation Requirements.

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*



Diversity Goals



CHA values diversity, equity, and inclusion (DEI) and seeks vendors with similar shared values, as outlined in Article VIII of CHA’s Contract Requirements. To assess alignment with these principles, Respondents should answer the following questions and submit with their proposal.

*Limit responses to no more than 2 pages

01
 What is your organization’s strategy for Diversity Equity & Inclusion?

02
 What is the racial/ethnic breakdown of your Board and staff? What percentage resides in Chicago?

03
 Describe any opportunities for CHA residents including any internships, job shadowing, employment, or mentorships.

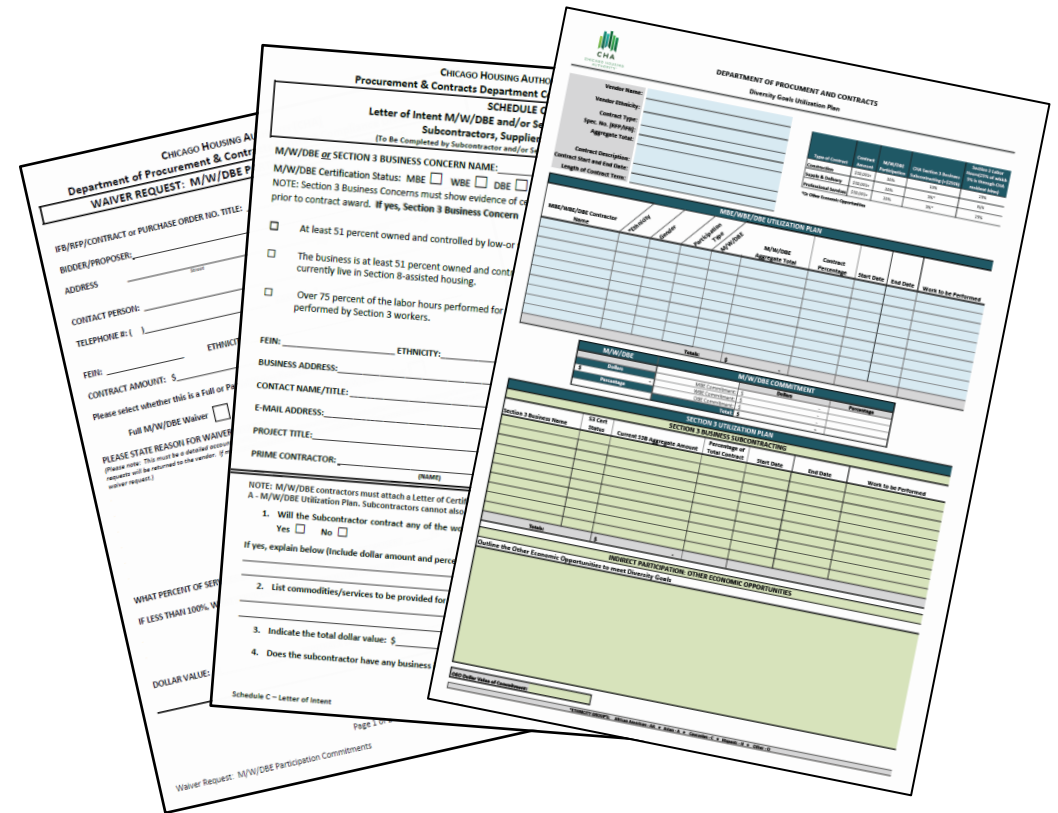
JOB CLASSIFICATION	WHITE		BLACK		HISPANIC		OTHER	
	Male	Female	Male	Female	Male	Female	Male	Female
OFFICIALS								
CRAFT (SKILLED)								
LABORERS (UNSKILLED)								
CLERICAL								

Event 3270 – Professional Property Management Services Pre-Proposal Conference

Required Documents

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

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



The image shows three overlapping forms from the Chicago Housing Authority. The top form is a 'Waiver Request: M/W/DBE' form, which includes fields for contract information, business address, and a section for 'M/W/DBE or SECTION 3 BUSINESS CONCERN NAME'. The middle form is a 'Letter of Intent M/W/DBE and/or Section 3 Business Concern' form, which includes a section for 'M/W/DBE Certification Status' and a list of business concerns. The bottom form is a 'Diversity Goals Utilization Plan' form, which includes a table for 'M/W/DBE UTILIZATION PLAN' and a section for 'SECTION 3 UTILIZATION PLAN'.

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

Required Document – Contract Compliance Certification Form



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.

<p style="text-align: center;">CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division</p> <div style="text-align: center; border: 1px solid black; padding: 2px;"> RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3 Contract Compliance Certification </div> <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><small>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).</small></p> <p><small>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.</small></p> <p><small>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:</small></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 style="text-align: right;">1</p> <p><small>Revised 08.04.2021</small></p>	<p style="text-align: center;">CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division</p> <div style="text-align: center; border: 1px solid black; padding: 2px;"> RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3 Contract Compliance Certification </div> <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><small>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).</small></p> <p><small>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.</small></p> <p><small>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:</small></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 style="text-align: right;">2</p> <p><small>Revised 08.04.2021</small></p>
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Required Document – Diversity Goals 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
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

Prime Contractor Name: _____ Vendor Ethnicity: _____ Contract Type: _____ Document Date: _____ Proposal Date: _____ Spec. No. (RFP/IFB): _____ Aggregate Total: _____ Contract Description: _____ Contract Start and End Date: _____ Length of Contract Term: _____	<table border="1" style="width: 100%; font-size: x-small;"> <thead> <tr> <th>Type of Contract</th> <th>Contract Amount</th> <th>M/W/DBE Participation</th> <th>CHA Section 3 Business Subcontracting</th> <th>Section 3 Labor Hours (25% of which 5% is to go to S3)**</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 Service</td> <td>\$50,001+</td> <td>20%</td> <td>3%**</td> <td>25%</td> </tr> </tbody> </table> <p>*Or indirect **excludes direct support service providers ***Required regardless of contract amount</p>	Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting	Section 3 Labor Hours (25% of which 5% is to go to S3)**	Construction	\$50,001+	30%	10%	25%	Supply & Delivery	\$50,001+	20%	3%*	N/A	Professional Service	\$50,001+	20%	3%**	25%
Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting	Section 3 Labor Hours (25% of which 5% is to go to S3)**																	
Construction	\$50,001+	30%	10%	25%																	
Supply & Delivery	\$50,001+	20%	3%*	N/A																	
Professional Service	\$50,001+	20%	3%**	25%																	

Compliance Contact Name: _____
 Contact Phone Number: _____
 Contact E-mail: _____

MBE/WBE/DBE UTILIZATION PLAN									
MBE/WBE/DBE Contractor Name	Ethnicity	Gender	Participation Type	M/W/DBE	M/W/DBE Aggregate Total	Contract Percentage	Start Date	End Date	Work to be Performed
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), a department within the Resident Services division, 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.

CHICAGO HOUSING AUTHORITY (CHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

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)

M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____

M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO

NOTE: 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:

At least 51 percent owned and controlled by low- or very low-income persons

The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.

FEIN: _____ ETHNICITY: _____ GENDER: _____

BUSINESS ADDRESS: _____

CONTACT NAME/TITLE: _____

E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____

PROJECT TITLE: _____ DATE FORM COMPLETED: _____

PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)

NOTE: 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.

1. Will the Subcontractor contract any of the work to be performed on this contract to another firm?
Yes No

If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms):

Page 1 of 2

Revised 12.2022

CHICAGO HOUSING AUTHORITY (CHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

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)

M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____

M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO

NOTE: 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:

At least 51 percent owned and controlled by low- or very low-income persons

The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.

FEIN: _____ ETHNICITY: _____ GENDER: _____

BUSINESS ADDRESS: _____

CONTACT NAME/TITLE: _____

E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____

PROJECT TITLE: _____ DATE FORM COMPLETED: _____

PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)

NOTE: 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.

1. Will the Subcontractor contract any of the work to be performed on this contract to another firm?
Yes No

If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms):

Page 2 of 2

Revised 12.2022

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Required Document – M/W/DBE Waiver Request



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.

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: _____

Page 1 of 2
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 a duly authorized representative of the Bidder/Proposer to make this affidavit.
DATE: _____

COUNTY OF _____
_____, 20____
I, _____, do hereby execute the foregoing affidavit, and did state that he/she is a duly authorized representative of the Bidder/Proposer to execute the foregoing affidavit, and did state that he/she is executing the foregoing affidavit for her free act and deed.
(SEAL)

CHICAGO HOUSING AUTHORITY USE ONLY
REVIEW:
Compliance Manager _____
DATE: _____
Page 2 of 2
Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

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The Workforce Opportunity Resource Center (WORC)

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Assistance for Contractors



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

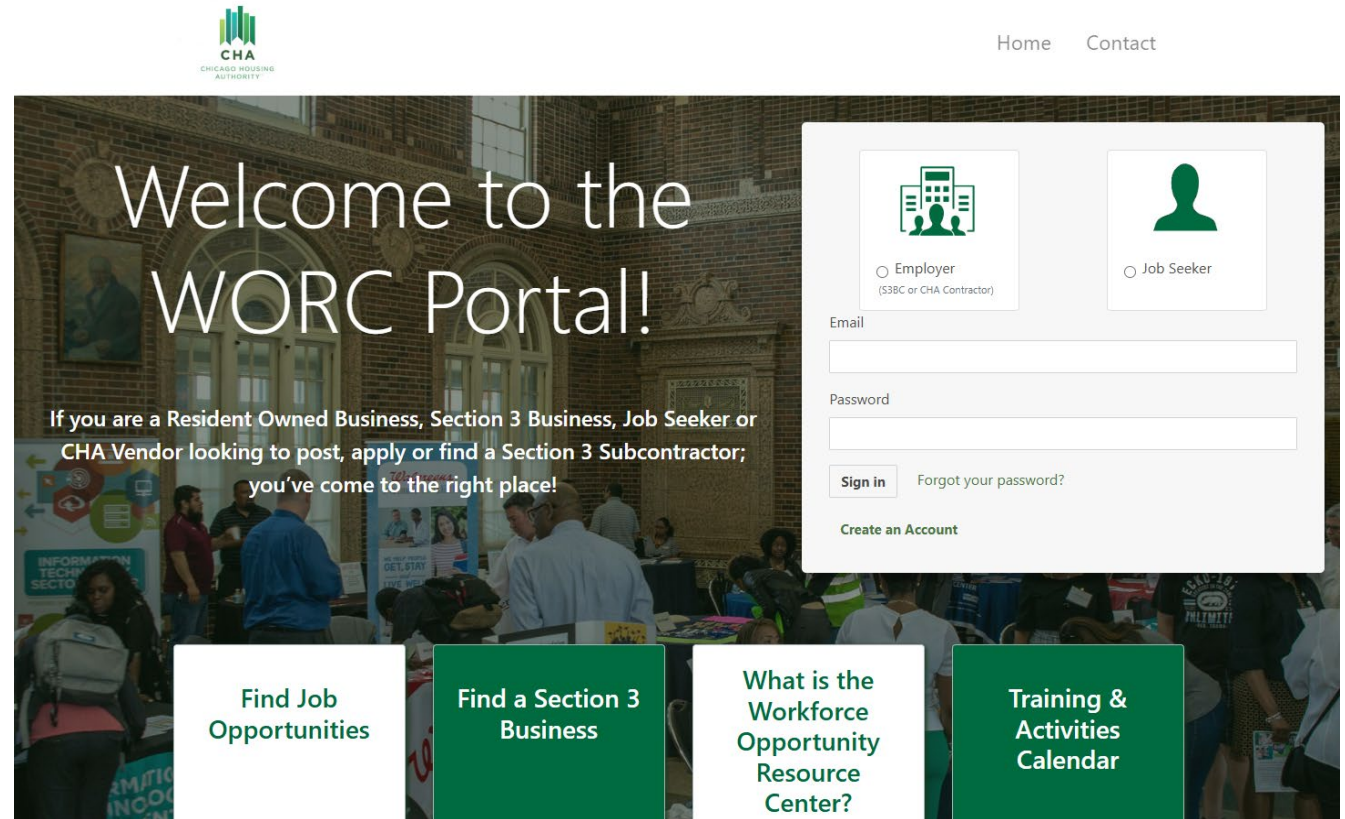
- Assistance with posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting

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Section 3 Hiring

The Workforce Opportunity Resource Center (WORC) supports contractors in their hiring efforts by:

- Assisting with posting open positions in the WORC Hiring Portal



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Pre-Proposal Conference

Section 3 Hiring



The Workforce Opportunity Resource Center (WORC) also supports contractors by:

- Engaging workforce contractors to create awareness with Targeted Section 3 Workers
- Providing technical assistance to contractors with specialty hiring needs

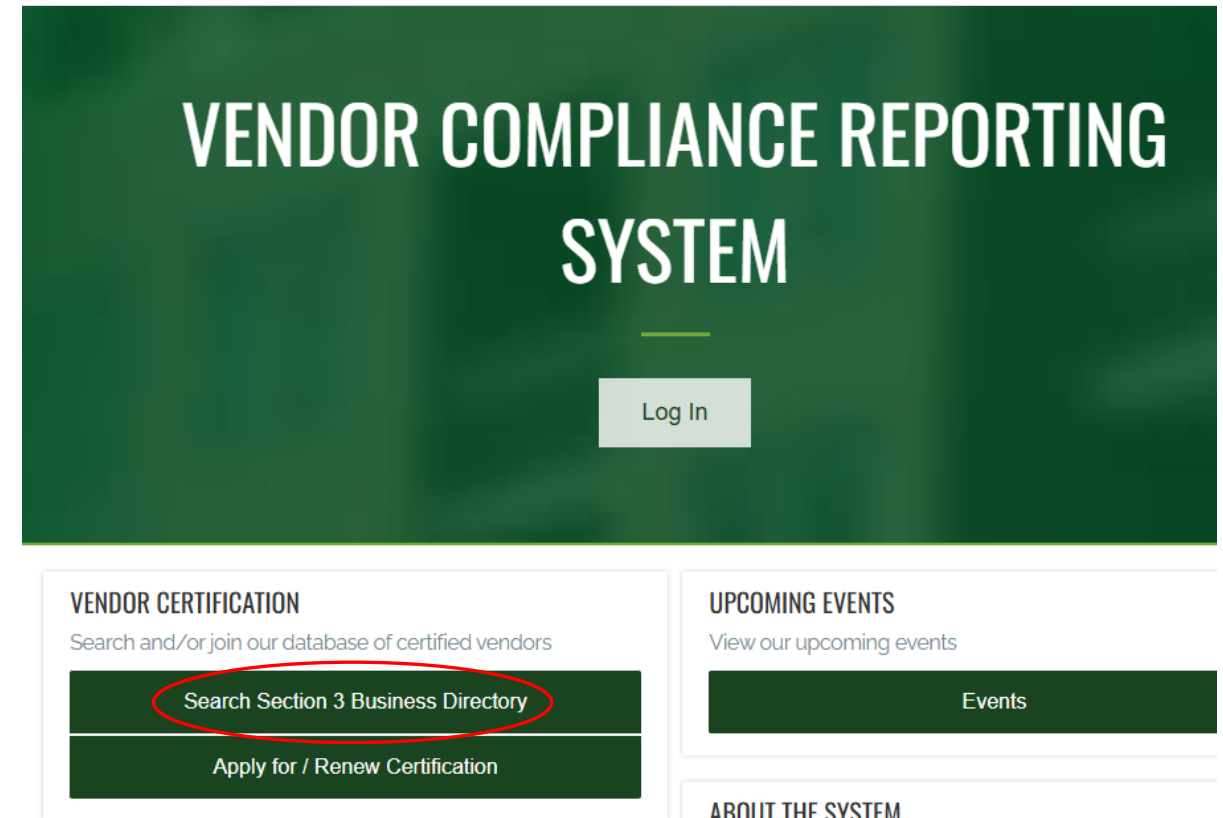
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Finding Section 3 Subcontractors



The Section 3 Business Directory can be found at: cha.diversitycompliance.com

Clicking "Search Section 3 Business Directory" allows contractors to search by business name, business description and download the entire directory.



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Finding Section 3 Subcontractors



Chicago Housing Authority Section 3 Business Directory

Search our directory of self-certified Section 3 Businesses by entering search criteria and clicking Search. You must select at least one certification type. You can also search by a variety of other fields which are listed below.

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

Enter either a Business Name or a Business Description, then scroll to the bottom of the screen to complete the search.

Search by Certification Type

CERTIFICATIONS HUD Section 3 (Section 3)

Search by Business Name or DBA

BUSINESS NAME/DBA
Tip: Try just a few letters of the firm's name.

Search by Business Description

BUSINESS DESCRIPTION
Tip: Try just a few letters of a keyword.

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Finding Section 3 Subcontractors



Search Parameters Edit Parameters Clear Parameters

CERTIFICATIONS: HUD Section 3 (Section 3)
BUSINESS DESCRIPTION: landscaping

Download Search Results

Search Results 21 firms with 21 certifications found
Click the certification type for contact information and certification details

Vendor	Location	Certification
3 brothers landscaping & snow services llc	Chicago, IL	Section 3
A & L ENVIRONMENTAL LLC	Chicago, IL	Section 3
A & M General Contractors, Inc.	Chicago, IL	Section 3
A Plus Contractors	Chicago, IL	Section 3
A&E CONSTRUCTION-CLEANING INC.	Chicago, IL	Section 3
Arthington Ventures, LLC.	Chicago, IL	Section 3
ASPIRE CONCEPTS LLC - LAWN CARE AND SNOW REMOVAL	Chicago, IL	Section 3
AVD DEVELOPMENT GROUP LLC	Chicago, IL	Section 3

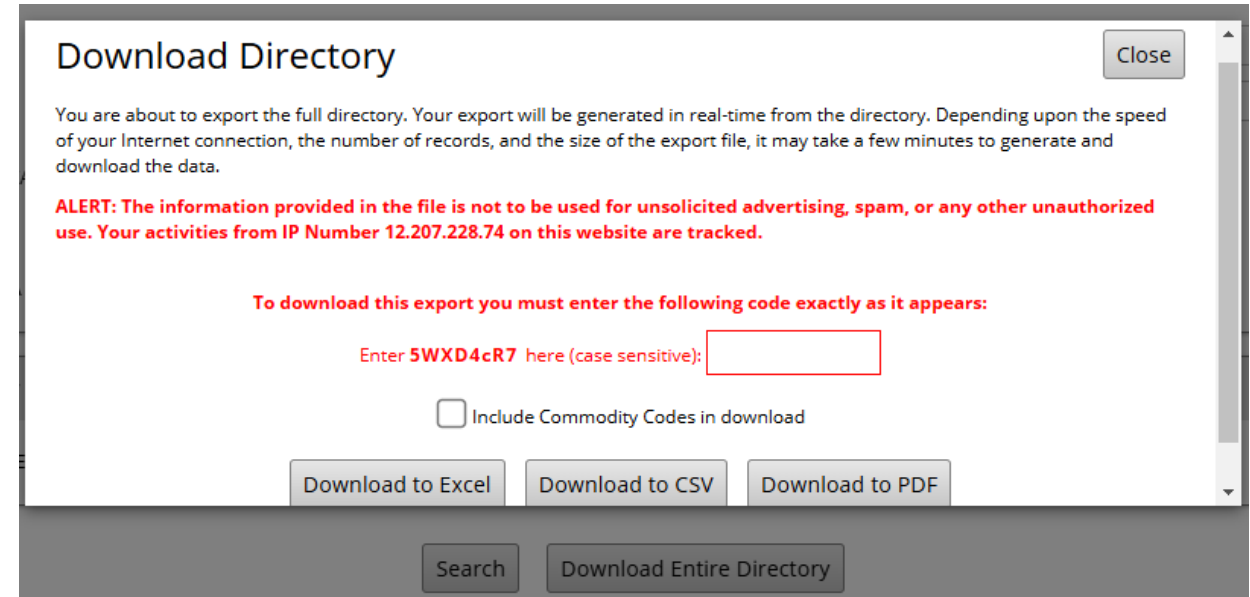
The Search Results will display all vendors with active Section 3 certifications, that fit the search parameters.

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Finding Section 3 Subcontractors

To download the entire Section 3 Business Directory:

- Click "Search Section 3 Business Directory"
- Scroll the bottom of the window
- Follow the prompts to get to the "Download Entire Directory" button
- Click the button, enter the code and choose a download option



Download Directory Close

You are about to export the full directory. Your export will be generated in real-time from the directory. Depending upon the speed of your Internet connection, the number of records, and the size of the export file, it may take a few minutes to generate and download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 12.207.228.74 on this website are tracked.

To download this export you must enter the following code exactly as it appears:

Enter **5WxD4cR7** here (case sensitive):

Include Commodity Codes in download

Download to Excel Download to CSV Download to PDF

Search Download Entire Directory

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/hire-cha-residents

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KEY DATES

- Question Due: **Thursday, February 27th, 2025 at 10:00 AM CST**
- Letter of Intent to submit a proposal Due: **Wednesday, March 5th, 2025, at 10:00 AM CST**
- Proposals Due: **Wednesday, March 26th, 2025 at 10:00 AM CST**
- Oral Presentation: **To be scheduled at CHA's discretion**

****Late proposals will be rejected without being read. To avoid any possible issues we encourage you to submit your proposals 2-3 days prior to the Proposal due date.**

SUPPLIER PORTAL

All solicitation communication such as project questions, submitting your bid, uploading documents, etc. must be completed via 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.
- Edit Proposals as often as necessary but Responses must be submitted before the posted deadline.
- 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)
- For issues with the Portal, contact **Harrette Herron-King at hherron@thecha.org**.

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ANY QUESTIONS?



**THE CHICAGO HOUSING AUTHORITY
LOOKS FORWARD TO YOUR
HIGH QUALITY PROPOSALS
IN RESPONSE TO
RFP Event 3270 – Professional Property Management Services**

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