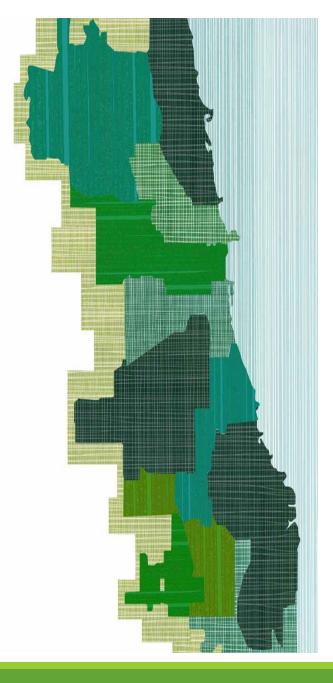


Department of Procurement and Contracts (DPC) Pre-Proposal Conference

Request for Proposal (RFP) Clybourn and Larrabee Redevelopment Event No. 3277

#### **Development Department**

FRIDAY, APRIL 4, 2025



### Panel of Presenters and Agenda



- Tamiko Casteel, Procurement Manager: Key Dates, Proposal Requirements, and Submission Information
- **2. Ahlam Khouri, Director of Development:** Project Background, Mission, Purpose, Scope of Services, Fee Form
- 3. Adrienne Foster, Senior Compliance Specialist: Compliance Requirements
- **4. James Matheny, Program Specialist, WORC Advisor:** Workforce Opportunity Resource Center (WORC)
- **5.** Questions and Answers, Group
  - Copies of this RFP are available on the <u>CHA Website</u> and the <u>CHA Supplier Portal</u>
    - 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 #3277 must be issued via the <a href="#">CHA</a>
    <a href="#">Supplier Portal</a>

### Navigating Procurement Website Pages



To access the CHA Supplier Portal 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  $\implies$  How To Do Business With CHA  $\implies$  Helpful Resources For Business Partners  $\implies$  Forms and Documents



https://www.thecha.org/contracting-opportunities/forms-and-documents



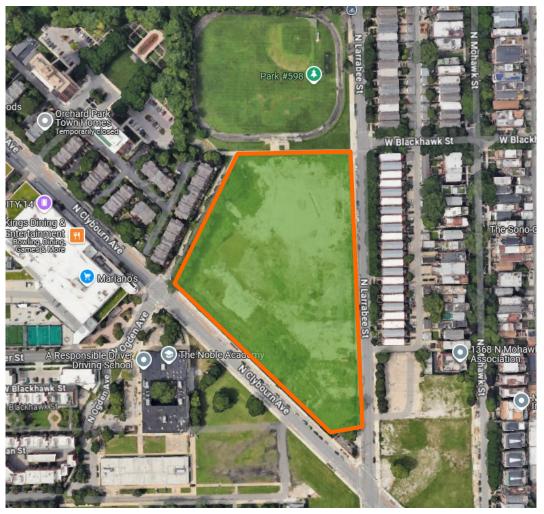
For forms not included with the RFP, please download them from the CHA Website www.thecha.org:

Business Partners – How To Do Business With CHA – Helpful Resources For Business Partners – Forms and Documents

#### Intent & Purpose



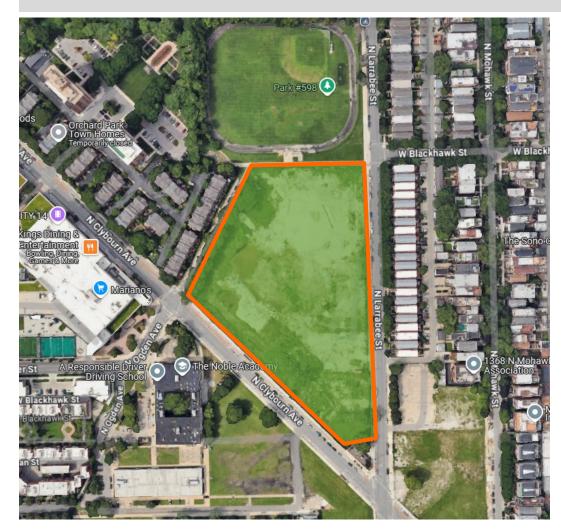
The Chicago Housing Authority is seeking qualified development team(s) for the planning, design, financing, development, and management of a new mixed-income residential development at the Clybourn and Larrabee site, an approximately 7-acre vacant parcel in the Near North community area.



Event 3277 RFP Clybourn & Larrabee Redevelopment Pre-Proposal Conference

## Background





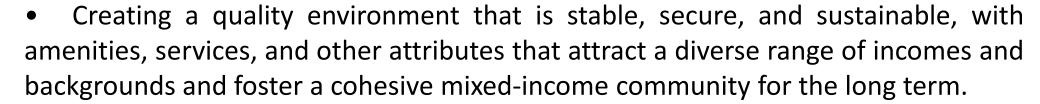
- Site map (left)
- Address: 1450 N Larrabee St
- History: known as the former Near North High School
- Zoning: RT-4 & PD-1104 (right)
- Near North Working Group
- Cabrini NOW
- 2000 Consent Decree &
   2015 Agreed Order



## **Development Objectives**









• Maximizing opportunities for meaningful ongoing participation for community residents of all incomes in the redevelopment process.



• Providing supportive services and promoting communication among residents of all housing types and incomes.



 Maximizing employment and business opportunities for CHA and community residents.



#### HOUSING

- Include both For-Rental and Homeownership
- Minimum of 180 CHA-subsidized units
- Unit Mix: 33% ≤ CHA units ≤ 40%, Affordable units ≤ 20%, Market-Rate units ≤ 50%
- Area Median Income (AMI) Level: CHA units & Affordable units up to 60% AMI with some affordable units designated for CHA families and non-CHA families earning between 60% and 80% of AMI. Any affordable homeownership units should be accessible to residents earning 120% of the AMI or below.



#### **INFRASTRUCTRUE**

Reestablish a walkable street network

#### **DESIGN, SUSTAINABILITY, ACCESSIBILITY**

- Planned Development Standards and Guidelines (17-8-0900)
- Chicago Sustainable Development Policy
- Chicago Energy Transformation Code
- At least 5.3% CHA units to persons with mobility impairments and 2.1% CHA units to persons with sensory impairments



#### **FINANCING**

- Land: CHA will contribute to the Site through a long-term lease
- Capital Financing: CHA will provide traditional capital funds and strongly encourage to maximize the use of private equity/debt
- Operating Subsidy: assume CHA project-based subsidy for required CHA units, such as RAD PBV or Restore-Rebuild (Faircloth-to-RAD)
- CHA return: a fair return to CHA for investments, including CHA-land, operating subsidy, and capital contributions, including a share of the total developer fee, cash flow, and a Right of First Refusal for all units.



#### **ROLES & RESPONSIBILITIES**

#### LAC PARTICIPATION

• The Consent Decree requires that "the LAC or its affiliated development entity be a partner, or other form of owner, with up to 50% interest in the ownership of the partnership (or other entity) chosen to be the developer".

#### 2000 CONSENT DECREE & 2015 AGREED ORDER

### **Key Dates**



- Questions Due Date: Thursday, April 10, 2025, at 10:00 AM CDT
- Letter of Intent to submit a proposal (See Attachment B): Monday, May 5, 2025, at 11:00 AM CDT
- Proposals Due\*: Tuesday, May 27, 2025, at 1:00 PM CDT
  - \*\*Late proposals will be rejected without being read. To avoid any possible issues, we encourage you to submit your proposals 2-3 days before the Proposal due date.
- Oral Presentation, to be scheduled with shortlist respondents at the CHA's sole discretion: tentative placeholder day: July 3, 2025

#### Submittal Requirements (RFP Pages 13-19)

- 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: <a href="CHA Supplier Portal">CHA Supplier Portal</a>
- Manual submissions will not be accepted

## **Proposal Submission Page**



12



#### CHICAGO HOUSING AUTHORITY ("CHA") REQUEST FOR PROPOSAL ("RFP") EVENT NO. 3277 (2025) for

Clybourn and Larrabee Redevelopment

#### Required for use by [DEPARTMENT OF DEVELOPMENT]

ISSUED ON: Wednesday, March 26, 2025
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE: Tuesday, May 27, 2025 at 1:00 P.M. CDT

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 Officer Sheila Johnson Deputy Chief Procurement

www.thecha.org

Proposal Submission Page

Respondents <u>must</u> include this sheet with the Proposal Package.

### **Key Information Page**



#### **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).

Tamiko Casteel, Procurement Manager

Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren Street, 8th Floor
Chicago, Illinois 60605

E-mail: tcasteel@thecha.org

Responses shall be submitted via the Supplier Portal at <a href="https://supplier.thecha.org">https://supplier.thecha.org</a> no later than Tuesday, May 27, 2025 by 1:00 PM, CDT.

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 Friday, April 4, 2025, at 1:00 p.m. CDT to discuss the scope of services and the CHA contract requirements. The meeting address is 60 E. Van Buren St. Conference Rooms 736 C-B. In order to participate onsite, you will need to **RSVP by Wednesday, April 2, 2025 at 12:00 p.m.**, CDT with **Tamiko Casteel** via email at tcasteel@thecha.org. Please submit your Company Name, Your Name, and email address confirming the reservation.

The Letter of Intent to Submit a Proposal, Attachment B, is due **Monday, May, 05, 2025**, at 11:00 a.m. CDT. The Letter of Intent to Submit a Proposal, Attachment B must be submitted via the Supplier Portal at <a href="https://supplier.thecha.org">https://supplier.thecha.org</a>.

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

Questions regarding clarification or verification of these specifications and CHA contract requirements must be submitted via the Supplier Portal at <a href="https://supplier.thecha.org">https://supplier.thecha.org</a>. no later than Thursday, April 10, 2025 by 10:00 AM, CDT.

<u>Electronic Submission</u>: CHA requires Respondents to submit an electronic proposal for the above-described Event. Respondent shall upload all documents via the CHA Supplier Portal at: <a href="https://supplier.thecha.org">https://supplier.thecha.org</a>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled <a href="mailto:and-supplier.thecha.org">and-supplier.thecha.org</a>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled <a href="mailto:and-supplier.thecha.org">and-supplier.thecha.org</a>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled <a href="mailto:and-supplier.thecha.org">and-supplier.thecha.org</a>. Electronic proposal shall be labeled <a href="mailto:and-supplier.thecha.org">and-supplier.thecha.org</a>.

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 that 50 characters. For questions or assistance with the Supplier Portal, please contact Harriet Herron-King, Procurement Coordinator, at 312-913-7356, <a href="https://herron@thecha.org">HHerron@thecha.org</a>. Respondent shall bear all costs of responding to this solicitation.

#### Please see Key Information on Page 3 of the RFP

- Key Activity Dates
- Submission Requirements
- File upload information

### Article X – Executive Summary Form



#### **Executive Summary Form**

4/7/2025

Must be fully completed, include a signature, and be included in your proposal package.

or one hundred eighty (180) days from the etter of withdrawal is submitted to <u>CHA</u> Co		ue unless a written
All prices quoted herein shall remain firm fo during the initial term of the contract.	or the period of this contract and	shall not increase
Company's Name:		
Address:		
City, State, Zip Code:		
do solemnly declare and affirm under pen focuments are true and correct, and that I proposal.		
of Preparer (print)	Title	Name
		Signatu
е	Date	Oignate
Signer's name (required for corporations)	Title	Attestin
g Signer's frame (required for corporations)	Title	
Signature (required for corporations)	Title	Attestin
		Contac
Person's Name and Title		
ne Number	Fax Number	Teleph
		Email
Address		
		deemed non-

### Letter of Intent to Propose



RFP Event 3277 (2025) Clybourn and Larrabee Redevelopment

Department of Developme

#### **ATTACHMENT A**

LETTER OF INTENT TO SUBMIT A PROPOSAL REQUEST FOR PROPOSALS (RFP) EVENT # 3277 CLYBOURN & LARRABEE REDEVELOPMENT DEPARTMENT OF DEVELOPMENT

l,								
authorized o	official of							hereby
acknowledges	receipt of the	ne above ref	ference	RFP of	fering	and certify t	he intent	of this
firm to submit	•	•			*****	*****	****	*****
PLEASE EXE	CUTE ANI	SUBMIT	THIS	FORM	THE	SUPPLIER	PORTA	L A
HTTPS://SUPP	LIER.THECH	IA.ORG. NO	LATER	THAN N	IONDA	Y, MAY, 05,	20253 BY	10:00
AM, CDT.								
******	*****	*****	*****	******	*****	*****	*****	*****
FIRM'S NAME:								
ADDRESS:								_
CITY:			STATE:		z	IPCODE:		
TELEPHONE:_			w	EBSITE:				
PRINCIPAL CO	NTACT:				_TITLE	E:		
SIGNATURE:_					_DATE	<b>∷</b>		
DIRECT PHON	E:		EN	IAIL:				

Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by Monday May 5, 2025 no later than 11:00 CDT if your firm intents to submit a proposal.

#### **Important:**

Once uploaded <u>do not</u> hit submit. Your submission must remain in "draft" until you are ready to submit your complete and final proposal.

#### **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 nonresponsive. 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)
- i. 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.
- iii. For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide **reviewed** financial statements.
- iv. 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

	Electronic Format  Cover letter  Executive Summary  Letter of Intent to Submit Proposal
	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 É)
	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 -MWDBE and Section 3 Subs
	Waiver Request – M/W/DBE Participation Commitments (if applicable)
	HUD: General Conditions for Construction Contracts – Public Housing
INITIAL	Programs (Form HUD-5370); When applicable MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

VENDOR SIGNATURE:	[DATE:]
SIGNATURE OF RECEIPT:	DATE:
[For CHA Only]	

#### **Evaluation Criteria**



EVALUATION CRITERIA	Max. Points
<ul> <li>Work Plan Narrative &amp; Conceptual Design</li> <li>The Work Plan Narrative (22 pts.)</li> <li>Additional points (4 pts.)</li> <li>All inclusive (4 pts.)</li> </ul>	30
<ul> <li>Development Budget</li> <li>Funding feasibility (10 pts.)</li> <li>Financing (5 pts.)</li> </ul>	15
CHA Return on Investment	10
Property Management & Community and Supportive Services Experience	9
<ul> <li>Team Qualifications</li> <li>Professional &amp; technical competence (9)</li> <li>Demonstrated success, experience in high quality developments (9)</li> </ul>	18
Organization & Key Personnel Efficiency & effectiveness of the team structure and members (2) End-to-End Organization Chart (2)	4
MBE/WBE/DBE & Section 3 Quality of Compliance Utilization Plan (2) Quality of Section 3 Utilization Plan (2)	4
Consent Decree Participation	10

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





Event 3277 RFP Clybourn & Larrabee Redevelopment Pre-Proposal Conference

# Contract Requirements



#### CHA is committed to:

Contract Requirements 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 Requirements**



In accordance with the Chicago Housing Authority Contract 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%

<sup>\*</sup>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



### **Contract Requirements**



CHA values contract compliance 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 Contract Requirements?

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								

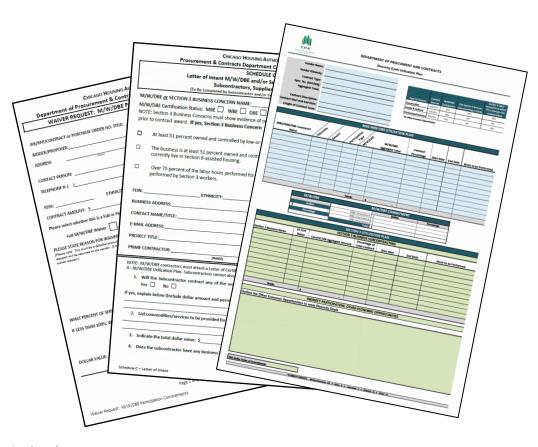
### Required Documents



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)

<sup>\*</sup>Each requires a signature from the Authorized Principal of the firm.



#### 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.

		<del></del>
CHICAGO HOUSING AUTH Department of Procurement & Contracts		NG AUTHORITY (CHA) Intracts Contract Compliance Division
RFP/RFQ/Bidder/Proposers' M/	/W/DBE & Section 3	intracts contract compliance Division
Contract Compliance (	Certification	sers' M/W/DBE & Section 3
		liance Certification
RFP/IFB/CONTRACT/PURCHASE ORDER NO:	<del>-</del>	V/DBE and Section 3 Utilization Plans require the approval o pliance Division.
DEVELOPER NAME:		ake sure that its subcontractor(s) is/are in compliance with
DEVELOPER NAIVIE:		on compliance requirements.
PRIME CONTRACTOR NAME(S):		ry that the contents of the forgoing certification are true and
ADDRESS:	TELEPHONE:	ntractor to make this certification.
CONTACT NAME/TITLE:		
E-MAIL ADDRESS:		
		<del></del>
M/W/DBE? (Please specify):Certifying A	Agency:	
Ethnicity: Gen	der:	
FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.:		
CONTRACT AMOUNT: \$	_	
As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER support the policy and regulations set forth in the Amendment to Sy Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policie applicable).	pecial Conditions M/W/DBE Utilization Plan	and the
Given that contracts awarded for work under this IFB/RFP/CONTR/ whose amounts will constitute the actual dollar amount, I understan and the Section 3 Utilization Form. Plans will be required to be submit to the listed contractors.	nd that my M/W/DBE Utilization (Schedules A	A and C)
Based upon the total amount of the award as constituted by all issue participation goals as outlined in the Policies and the following report		ninimum
<ul> <li>Submit within five (5) business days of issuance of an award, a approved certified M/W/DBE firms</li> <li>On a monthly basis an updated payment report and labor (M/W/DBE and non-minority subcontractors) into B2Gnow (6 software for contractors and subcontractors)</li> </ul>	or hours must be entered for every subco CHA's electronic payment monitoring and lab	ontractor bor hour
<ul> <li>Submit weekly payroll information and labor hours for const payroll and labor hour software)</li> </ul>	rruction contracts with the LCPTracker (CHA	s online
Revised 08.04.2021		
Revised (	08.04.2021	2

#### Required Document –Utilization Plan



In order to ensure the validity of the work, the Prime Contractor must complete the *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** <u>construction contracts</u> and **20% of the total contract value for** <u>professional contracts</u> that total over \$50,001 to an M/W/DBE certified business.

SECTION 3 UTILIZATION PLAN									
		SECTION 3 B	USINESS SUBCO	NTRACTING					
ection 3 Business Name	S3 Cert Status	Current S3B Aggregate Amount	Percentage of Total Contract	Start Date	End Date	Work to be Performed			
Totals:		\$ -							
		INDIRECT PARTICIPATIO	N: OTHER ECON	NOMIC OPPORT	TUNITIES				
outline the Other Econom	nic Opportu	inities to meet Diversity Goals							

CHA CHICAGO HOUSING ACHICAGO HOUSING		D	EPARTMI		ROCUMENT Goals Utiliza	F AND CONTE	RACTS				
							Contract	M/W/DBE	CHA Se cb Busines		Section 3 Labor Hours (25% of whice
Prime Contractor Name:						Type of Contract	Amount	Participation	Subcontra		5% is targeted)***
Vendor Ethnicity:						Construction	\$50,001+	30%	10%		25%
Contract Type:						Supply & Delivery	\$50,001+	20%	396*		N/A
Document Date:						Professional Servi		20%	396**		25%
Proposal Type:						*Or indirect **exclud	es directsup	port service pro	viders *** Requir	edregard	less of contract amou
Spec. No. (RFP/IFB):											
Aggregate Total:						Complia	nce Con	tact Name:			
						Con	tact Phor	e Number:			
Contract Description:							Cont	act E-mail:			
ontract Start and End Date:											
Length of Contract Term:											
			1	IBE/WBE/	DBE UTILIZA	TION PLAN					
MBE/WBE/DBE Contractor	844	. 6	2 d t d P &	A PO MINIDEE	M/W/DI						
Name	· Carre	Gende	800 0	ENZA,	Aggregate	-	ntract entage	Start Date	End Date	Work	to be Performed
	*Ethinger	Ganda	Q de C	Falsa,	Aggregate	-		Start Date	End Date	Work	to be Performed
	, terre	Garada	Q d the C	thing,	Aggregate	-		Start Date	End Date	Work	to be Performed
	, Ether	Gende	9 della C	, way	Aggregate	-		Start Date	End Date	Work	to be Performed
	tire	Corna	Page v	, plan	Aggregate	-		Start Date	End Date	Work	to be Performed
	, title	Cond	qen' (	, <sub>RITER</sub>	Aggregate	-		Start Date	End Date	Works	to be Performed
	, there	Gered	age c	RIVER	Aggregate	-		Start Date	End Date	Works	to be Performed

The Prime Contractors are required to **subcontract 10% of the total contract value for** <u>construction</u> <u>contracts</u> and **3% of the total contract value for** <u>professional contracts</u> 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.

DEPART	CHICAGO HOUSING AU MENT OF PROCUREMENT & CONTRACT		
	TTER OF INTENT M/W/DBE AND/OR SUBCONTRACTORS, SUPPLIE	rs, Consultants	ING AUTHORITY (CHA) ONTRACTS CONTRACT COMPLIANCE DIVISION
	COMPLETED BY SUBCONTRACTOR AND/OR S BUSINESS CONCERN NAME:		AND/OR SECTION 3 BUSINESS CONCERN , SUPPLIERS, CONSULTANTS AND/OR SELF-PERFORMING PRIME CONTRACTOR)
M/W/DBE Certif	cation Status: MBE WBE DBE	Section 3 Business Concern: YES NO	AND/ OR SELF-F ERFORMING FRIME CONTRACTOR)
	Concerns must show evidence of certifice	cation with the CHA Section 3 Resource Center, p	e above-referenced contract:
At least 51 perce	nt owned and controlled by low-or very i	ow-income persons	
The business is a in Section 8-assis	least 51 percent owned and controlled be ted housing.	rests related to the Prime? Yes NO	
Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.			he removal or substitution of the subcontractor concerned. Only when e removal or substitution of the subcontractor be done by the prim
FEIN:	ETHNICITY:	GENDER:	or unilaterally remove or substitute a subcontractor on its CHA/HU
BUSINESS ADDRESS:			_
CONTACT NAME/TITLE:			<u>VIT</u> ith the Prime Contractor listed above within five (5) days afte
E-MAIL ADDRESS: IFB/RFP/CONTRACT OR PO #:			and a second second
PROJECT TITLE:		DATE FORM COMPLETED:	perjury that the contents of the forgoing document are true an ontractor to make this affidavit.
PRIME CONTRACTOR: _			
	(NAME)	(TELEPHONE NUMBER)	
	tors must attach a Letter of Certification f Plan. Subcontractors cannot also be an em	rom one of the certifying agencies listed on the Sci ployee of the Prime Contractor.	hedule (DATE)
Will the Subcontractor contract any of the work to be performed on this contract to another firm?     Yes No			ON THIS DAY
If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms):			ED (NAME)  the foregoing affidavit, and did state that he or she was  to execute the affidavit and did so as his
			w execute the annuavit and did 50 as his
	Page 1 of 2		(SEAL):
Revised 12.2022	Page 1 of 2		<u> </u>

### 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.

4/7/2025

	ontract Compliance Division		
WAIVER REQUEST: M/W/DBE PARTIC	PATION COMMITMENTS	Housing Authority (CHA)	
		nt & Contracts Contract Compliance Div	$\overline{}$
IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE:		W/DBE PARTICIPATION COMMITMENT	S
BIDDER/PROPOSER:		penalty of perjury that the contents of the forgoing	document are
ADDRESS		half of the Bidder/Proposer to make this affidavit.	
ADDRESS	City State Zip	DATE:	
CONTACT PERSON:	TITLE:		
TELEPHONE #: ( ) FAX #: (	)		
		COUNTY OF	
FEIN: ETHNICITY:	GENDER:	20	
CONTRACT AMOUNT: \$			
Please select whether this is a Full or Partial Waiver Request:		id execute the foregoing affidavit, and did state that he	_ to me
		Company)	
Full M/W/DBE Waiver Partic	al M/W/DBE Waiver	r her free act and deed.	
PLEASE STATE REASON FOR WAIVER REQUEST: (Please note: This must be a detailed account of why you are unable to meet the req			
requests will be returned to the vendor. If more room is needed than what is provide	d below, please attach a clearly printed document to this	(SEAL)	
waiver request.)			
		CAGO HOUSING AUTHORITY USE ONLY	
		REVIEW:	
WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PR			
		Compliance Manager	
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOM	MEONE OTHER THAN BIDDER/PROPOSER?		
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SON	1EONE OTHER THAN BIDDER/PROPOSER?	DATE:	
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SON	IEONE OTHER THAN BIDDER/PROPOSER?	DATE:	
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SON	IEONE OTHER THAN BIDDER/PROPOSER?	DATE:	
		DATE:	
		DATE:	
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOM  DOLLAR VALUE: \$ CONTRACT TERM:		DATE:	
		DATE:	
		DATE:	
		DATE:	
DOLLAR VALUE: \$ CONTRACT TERM:		DATE:	



# The Workforce Opportunity Resource Center (WORC)

SECTION 3

#### **Assistance for Contractors**



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

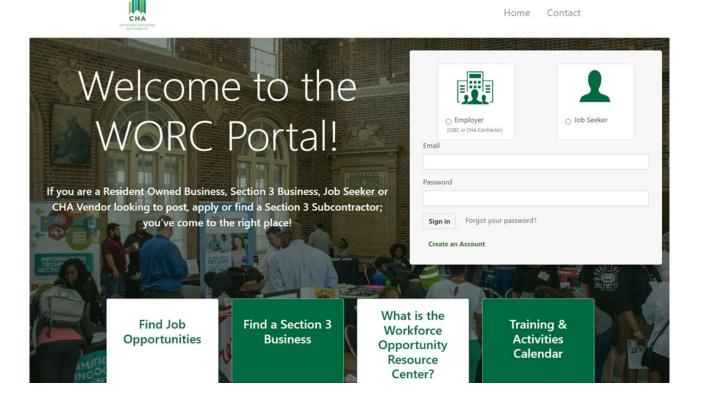
- Assistance with posting open positions
- Hiring Section 3 individuals
- •Finding Section 3 businesses for subcontracting

### 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



## 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



The Section 3 Business Directory can be found at: <a href="mailto:cha.diversitycompliance.com">cha.diversitycompliance.com</a>

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



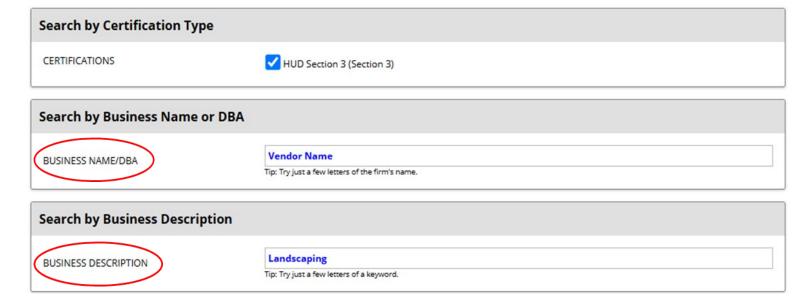


Enter either a Business
Name or a Business
Description, then scroll to
the bottom of the screen
to complete the search.

#### 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.





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



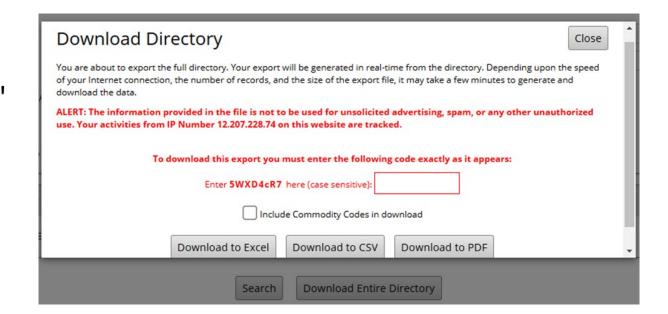
Download Search Results

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 IIc	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	



# 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





#### For more information visit:



# WORKFORCE OPPORTUNITY RESOURCE CENTER

4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/residents/worc

#### **KEY DATES**



- Question Due: Thursday, April 10, 2025 by 10:00 AM, CDT
- Letter of Intent to submit a proposal Due: Monday, May, 05, 2025, at 11:00 a.m. CDT
- Proposals Due: Tuesday, May 27, 2025 by 1:00 PM, CDT
- 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: Thursday, April 10, 2025 by 10:00 AM, CDT.
- 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 Tamiko Casteel, tcasteel@thecha.org.







Event 3277 RFP Clybourn & Larrabee Redevelopment Pre-Proposal Conference



# THE CHICAGO HOUSING AUTHORITY LOOKS FORWARD FOR YOUR **HIGH QUALITY PROPOSALS** IN RESPONSE TO **RFP EVENT # 3277 – Clybourn & Larrabee Redevelopment**