



CHICAGO HOUSING
AUTHORITY™

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

**Request for Proposal (RFP)
Loomis Courts Redevelopment
(Event No. 3300)**

Development Division

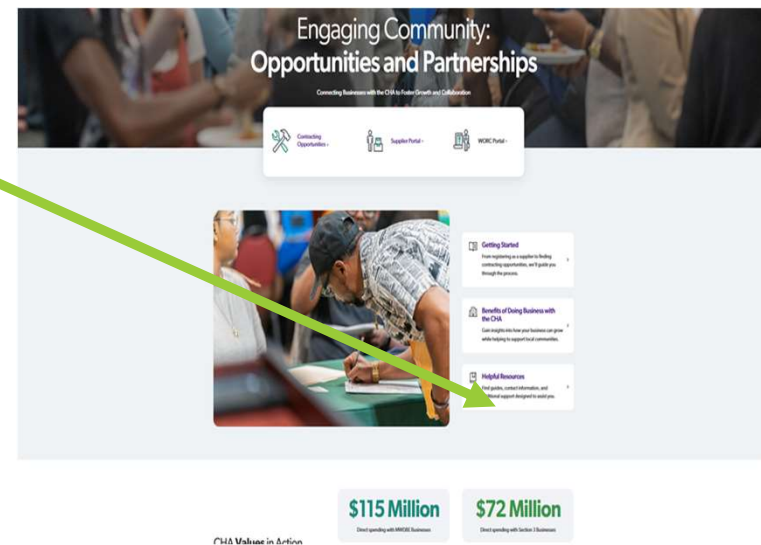
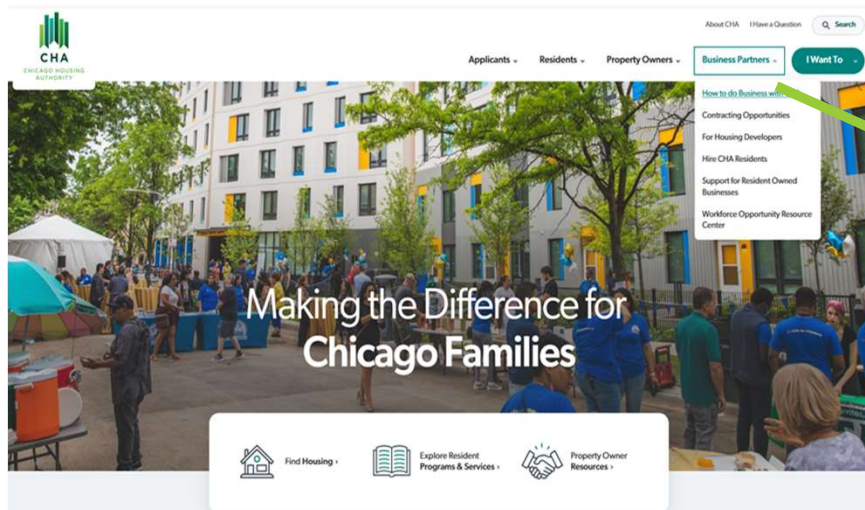
Thursday, September 18, 2025

Panel of Presenters and Agenda

1. **Teresa Lipsey, Senior Procurement Specialist** : Key Dates, Proposal Requirements, and Submission Information
2. **Cory Schenn , Development Manager:** Project Background, Mission, Purpose, Scope of Services, and Site Visit
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

DEVELOPMENT OVERVIEW

**LOOMIS COURTS 2025
REDEVELOPMENT RFP**



| thecha.org

Project Background

Location: 1314 & 1342 W. 15th St. (60608) - Near West Side, 28th Ward

Property: 3.55-acres, two 7-story concrete-masonry multi-family buildings. Currently 124 units, historically 126

History: Originally built in 1951, last renovated in 2005 via 4% LIHTC + HUD 221(d)4 loan

Existing Conditions: All units require substantial improvements and major building systems require significant repair or replacement; 98 units are vacant.

Opportunity: Preserve affordable housing in a high-growth area with a strong development context



9/18/2025
1314 W. 15th St.

Name of Presentation



1342 W. 15th St.

5

Mission

To enhance the quality of life for residents and ensure the long-term sustainability of Loomis Courts through thoughtful redevelopment.

- **CHA's Redevelopment Objectives -**
 - Execute an adequate upfront construction scope to minimize capital repairs needed over the next 20 years.
 - A substantial renovation that will transform the existing units into high-quality, modern housing.
 - Construct a new facility to provide both resident amenities and operational space for property management.
 - Building improvements that will enhance the safety, usability, and appearance of both existing buildings.
 - Updated building systems to enhance operating efficiency.



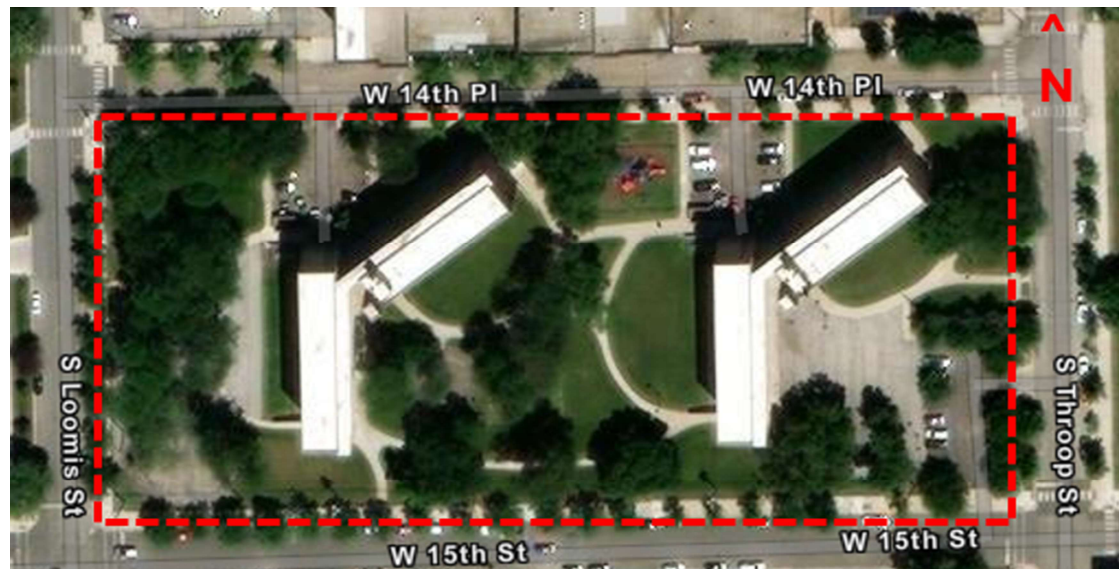
Purpose

- **Select a respondent who will partner with CHA**
- **Assemble a development team**
- **Alignment of mission, goals, and framework**
- **Redevelopment Framework -**
 - 4% LIHTC & Restore/Rebuild
 - CHA to contribute:
 - Capital funds
 - Rental subsidy
 - Capital stack expectations:
 - Maximize private financing
 - Efficient use of CHA funds
 - Minimize other public soft funds
 - Timeline:
 - Secure LIHTC Award in 2026
 - Closing and Construction Start: Q4 2027
 - Ownership – CHA as General Partner or Managing Member



Scope of Services

- Rehabilitation and Improvement of Existing Building
- Design and Construction of New Facility for Amenity Space
- Opportunity for New Development on Underutilized Sub-Parcels (Optional)
- Development Financing and Structuring
- Property and Asset Management



Site Visit - Friday, September 19, 2025

📍 Start Location: 1314 W. 15th St., Property Management Office (1st Floor)

📅 Start Time: 9:00 AM

🕒 Duration: 2 Hours

- **1314 W. 15th St.**
 - Meet at the Property Management Office
 - Floors 1-3 (Stairs Only, no elevator)
 - 2 two-bedrooms, 4 one-bedrooms
 - Units 101 (accessible) and units 207 & 307 (adaptable)
 - Basement (East & West Wings): Boiler Room, Electrical & Ejector Rooms
- **1342 W. 15th St.**
 - Floors 1, 6, and 7 (elevator access)
 - 2 two-bedrooms, 2 one-bedrooms.
 - Basement (East & West Wings): Mechanical, Boiler, Maintenance, Electrical & Ejector Rooms
 - Elevator to Top Floor to Access Roof and Elevator Machine Rooms in penthouses.



Key Dates

- Questions Due Date: **Tuesday, September 23, 2025, by 12:00 PM, CST**
- Letter of Intent to Submit a Proposal: **September 23, 2025, by 11:00 AM, CST**
- Proposals Due*: **Friday, October 24, 2025, by 2:00 PM, 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**

Submittal Requirements (RFP pages 16-24)

- 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

PROPOSAL SUBMISSION PAGE



CHICAGO HOUSING
AUTHORITY

CHICAGO HOUSING AUTHORITY ("CHA")
REQUEST FOR PROPOSAL ("RFP") EVENT NO. 3300 (2025)
for
LOOMIS COURTS REDEVELOPMENT

Required for use by
Development
ISSUED ON: Friday, August 29, 2025
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:
Friday, October 24, 2025, at 2:00 P.M., CST

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
Revised as of 04/10/25, all others void

1 _____ Chicago Housing Authority

Proposal Submission Page

Respondents must include
this sheet with the Proposal
Package.

Key Information

Please see Key Information on Page 3 of the RFP:

- Buyer Contract: Teresa Lipsey
 - tlipsey@thecha.org
- This page contains the solicitation key dates:
 - Questions are due: **Tuesday, September 23, 2025, by 12:00 PM, CST.**
 - Letter of Intent to Submit a Proposal is due: **Tuesday, September 23, 2025, by 11:00 AM, CST.**
 - Proposals are due: **Friday, October 24, 2025, by 2:00 PM, CST.**

RFP Event 3300 (2025) LOOMIS COURTS REDEVELOPMENT	OFFICE OF DEVELOPMENT
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).	
Teresa Lipsey, Senior Procurement Specialist Chicago Housing Authority Department of Procurement and Contracts 60 East Van Buren Street, 8th Floor Chicago, Illinois 60605 Phone: (312) 913-7322 E-mail: tlipsey@thecha.org	
Responses shall be submitted via the Supplier Portal at https://supplier.thecha.org no later than Friday, October 24, 2025, by 2:00 PM, CST. The Proposer shall be responsible for electronic submission by the due date and time. Late proposals will not be accepted.	
A mandatory in-person pre-proposal conference is scheduled for Thursday, September 18, 2025, at 9:00 a.m. CST to discuss the scope of services and the CHA contract requirements. The meeting address is 60 E. Van Buren Conference Rooms 736B-C. In order to participate onsite, you will need to RSVP by Tuesday, September 16, 2025, at 12:00 PM, CST with Teresa Lipsey via email at tlipsey@thecha.org . Please submit your Company Name, Your Name and email address confirming reservation.	
A mandatory site visit is scheduled for Friday, September 19, 2025, from 9:00 AM to 11:00 AM CST. We will meet at the property management office for Loomis Courts, located at 1314 W 15th St #105, Chicago, IL.	
The Letter of Intent to Submit a Proposal, Attachment A, is due Tuesday, September 23, 2025, at 11:00 a.m. CST. The Letter of Intent to Submit a Proposal, Attachment A 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 contract requirements must be submitted via the Supplier Portal at https://supplier.thecha.org , no later than Tuesday, September 23, 2025, by 12:00 PM, 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 <u>no</u> 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 Mauricio Beltran, Senior Procurement Specialist, at 312-786-3391, MBeltran@thecha.org . Respondent shall bear all costs of responding to this solicitation.	
3	Chicago Housing Authority

LETTER OF INTENT TO SUBMIT A PROPOSAL

Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal **September 23, 2025, by 11:00 AM Central Standard Time** 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.

RFP Event 3300(2025) Loomis Courts Redevelopment	Development Division
ATTACHMENT B	
LETTER OF INTENT TO SUBMIT A PROPOSAL REQUEST FOR PROPOSALS (RFP) EVENT # 3300 Loomis Courts Redevelopment Development Division	
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 . NO LATER THAN Tuesday, September, 23 2025 BY 11:00 AM, CST. *****	
FIRM'S NAME: _____	
ADDRESS: _____	
CITY: _____ STATE: _____ ZIP CODE: _____	
TELEPHONE: _____ WEBSITE: _____	
PRINCIPAL CONTACT: _____ TITLE: _____	
SIGNATURE: _____ DATE: _____	
DIRECT PHONE: _____ EMAIL: _____	
[REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK]	
2	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/WDBE 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
SPECIALIZED EXPERIENCE AND PAST PERFORMANCE (TECHNICAL):(TECHNICAL):	30
APPROACH AND WORK PLAN (TECHNICAL):	30
ABILITY TO OBTAIN/IMPLEMENT FINANCING AND FINANCIAL CAPACITY (TECHNICAL):	30
COMPLIANCE GOALS Demonstrates understanding of CHA's diversity goals, including MWD/BE, Section 3 goals, and quality of diversity requirements submittals	10
TOTAL COMBINED POINTS	100

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

Contract Requirements

Terms & Conditions

1 rules and requirements that one agree to abide by in order to use a service, general and special arrangements, provisions, requirements, rules, specifications, standards that form an integral part of agreement or contract

CHA is committed to:

Fostering constructive partnerships among CHA, prime contractors, and subcontractors. CHA strives to be fair, transparent, and practical to optimize the use of public funds through purchasing decisions.

- 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 requirements**, 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/sites/documents/11secfaqs.pdf>



Required Documents

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

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

The image shows three overlapping forms from the Chicago Housing Authority (CHA) Department of Procurement and Contracts. The forms are: 1. 'Waiver Request-M/W/DBE' (leftmost, partially obscured), 2. 'Letter of Intent M/W/DBE or Subcontractor' (middle, partially obscured), and 3. 'Utilization Plan (UP)' (rightmost, partially obscured). The forms contain various fields for company information, contract details, and compliance requirements.

**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.

CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division	
RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3 Contract Compliance Certification	
<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> <p>As a respondent to CHA IFB/RFQ/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/RFQ/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 LCPTTracker (CHA's online payroll and labor hour software) <p>1</p> <p>Revised 03-04-2021</p>	<p>Approved M/W/DBE and Section 3 Utilization Plans require the approval of Contract Compliance Division.</p> <p>Contractor to make sure that its subcontractor(s) is/are in compliance with Davis-Bacon compliance requirements.</p> <p>Penalty of perjury that the contents of the foregoing certification are true and correct as Prime Contractor to make this certification.</p> <p>Date _____</p> <p>2</p>

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.

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

**SECTION 3 BUSINESS CONCERN
CONSULTANTS
(SELF-PERFORMING PRIME CONTRACTOR)**

Referenced contract: _____

to the Prime? Yes NO

Contractor needs to remove or substitute a subcontractor on its substitution of the subcontractor concerned. Only when substitution of the subcontractor be done by the prime Contractor remove or substitute a subcontractor on its CHA/HUD

Contractor listed above within five (5) days after award.

The contents of the foregoing document are true and make this affidavit.

(Signature)

ON THIS _____ DAY _____

affidavit, and did state that he or she was _____
to execute the affidavit and did so as his

(SEAL):

NOTARY PUBLIC: _____
COMMISSION EXPIRES: _____

Page 2 of 2

Revised 12/2022

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: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE #: () _____ FAX #: () _____

FERN: _____ 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 space 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, the undersigned, do hereby certify that the contents of the foregoing document are true and correct to the best of my knowledge and belief, and I am authorized to make this affidavit on behalf of the Bidder/Proposer to make this affidavit.

Agent: _____ DATE: _____

COUNTY OF _____

_____ 20____

_____ to me

worn, did execute the foregoing affidavit, and did state that he/she is the (name of Company) _____

as his or her free act and deed.

(SEAL)

FOR CHICAGO HOUSING AUTHORITY USE ONLY

REVIEW: _____

Compliance Manager _____

DATE: _____

Page 2 of 2
Waiver Request: M/W/DBE Participation Commitments Revised 12/2022



Advance Your Career or Business

Explore CHA's WORC Services to Realize Your Career Ambitions

The Workforce Opportunity Resource Center (WORC)

9/18/2025

Name of Presentation

25

Assistance for Contractors

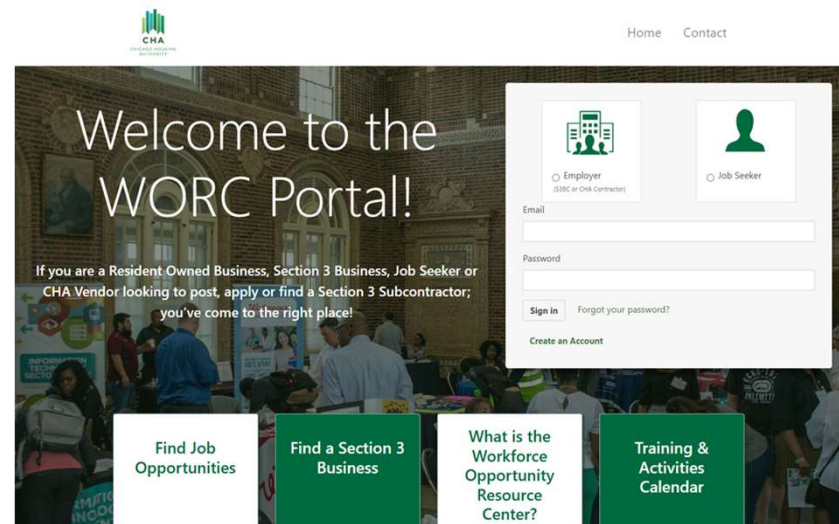
The Workforce Opportunity Resource Center (WORC) provides technical assistance to CHA contractors by:

- 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

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



Finding Section 3 Subcontractors

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.

Search by Certification Type	
CERTIFICATIONS	<input checked="" type="checkbox"/> HUD Section 3 (Section 3)

Search by Business Name or DBA	
BUSINESS NAME/DBA	<input type="text" value="Vendor Name"/> <small>Tip: Try just a few letters of the firm's name.</small>

Search by Business Description	
BUSINESS DESCRIPTION	<input type="text" value="Landscaping"/> <small>Tip: Try just a few letters of a keyword.</small>

Finding Section 3 Subcontractors

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

Search Parameters

Edit ParametersClear Parameters

CERTIFICATIONS

HUD Section 3 (Section 3)

BUSINESS DESCRIPTION

landscaping

Download Search Results

Search Results

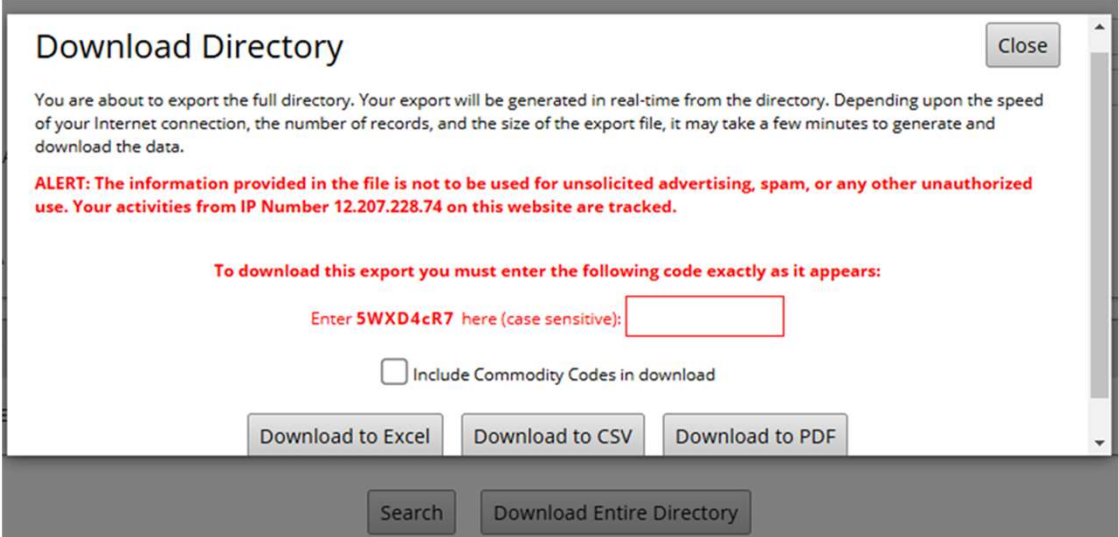
21 firms with 21 certifications found
Click the certification type for contact information and certification details

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

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



The screenshot shows a 'Download Directory' dialog box with a 'Close' button in the top right corner. The main text states: '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.' Below this is a red alert message: '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.' A red instruction follows: 'To download this export you must enter the following code exactly as it appears:'. Below this is a text input field with the placeholder text 'Enter 5WXD4cR7 here (case sensitive):'. Underneath the input field is a checkbox labeled 'Include Commodity Codes in download'. At the bottom of the dialog, there are three buttons: 'Download to Excel', 'Download to CSV', and 'Download to PDF'. At the very bottom of the dialog, there are two buttons: 'Search' and '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

KEY DATES

- Questions Due Date: **Tuesday, September 23, 2025, by 12:00 PM, CST**
- Letter of Intent to Submit a Proposal: **September 23, 2025, by 11:00 AM, CST**
- Proposals Due*: **Friday, October 24, 2025, by 2:00 PM, 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: •**To be scheduled at CHA's discretion**

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 Senior Procurement Specialist **Teresa Lipsey** at tlipsey@thecha.org

**ANY
QUESTIONS?**



**THE CHICAGO HOUSING AUTHORITY
LOOKS FORWARD TO YOUR
HIGH QUALITY PROPOSALS
IN RESPONSE TO
Event 3300 RFP – Loomis Courts
Redevelopment**