

CONTRACT FOR PROFESSIONAL SERVICES
COOK COUNTY DOCUMENT NO. 1555-14596



PROFESSIONAL ARCHITECTURAL ENGINEERING SERVICES

FOR

LEIGHTON CRIMINAL COURTS BUILDING HOLDING CELLS ADA RENOVATIONS
26TH AND CALIFORNIA AVE., CHICAGO, IL

Between

OFFICE OF CAPITAL PLANNING & POLICY

AND

PRIMERA ENGINEERS, LTD.

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

JUL 29 2015

BOARD OF COMMISSIONERS
COUNTY OF COOK, IL
TONI PRECKWINKLE, PRESIDENT

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**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE COUNTY OF COOK, ILLINOIS
AND
PRIMERA ENGINEERS, LTD.**

THIS AGREEMENT ("Agreement") is made between the **COUNTY OF COOK, ILLINOIS**, a body politic and corporate of the State of Illinois (the "**COUNTY**," "**County**" or "**Owner**") and **Primera Engineers, Ltd.** (herein referred to as the "**Consultant**") pursuant to authorization by the Cook County Board of Commissioners on **July 29, 2015** as evidenced by the Board authorization letter attached hereto as Appendix A. This Agreement provides for professional architectural and engineering services for the following project: Leighton Criminal Courts Holding Cell ADA Renovations located at 26th and California Ave. in Chicago, IL. Scope of work is which is defined and described in Appendix B. The County and the Consultant agree as set forth below.

ARTICLE 1 - DEFINITIONS; TERM; CONSULTANT'S GENERAL DUTIES AND OBLIGATIONS

1.1 DEFINITIONS

Capitalized terms used in this Agreement and not defined in context will have the meanings set forth below.

- 1.1.1 "Agreement"** means this Professional Services Agreement between the County and the Consultant for architectural/engineering services as herein stated in connection with the Project, together with the following Appendixes and attachments incorporated herein by this reference: Appendix A, Board Authorization Letter; Appendix B, Scope of Services; Appendix C, Key Personnel; Appendix D, Disadvantage Business Enterprise Commitment Policy and Goals/ Utilization Plans; Appendix E, Project Schedule; Appendix F, Fee Proposal; Appendix G, Insurance Certificate; Appendix H; Travel Policy; Appendix I, Identification of Subconsultants; Appendix J, Certification for Consulting or Auditing Services; Appendix K, Economic Disclosure Statement and Execution Document.
- 1.1.2 "Architect of Record, "AOR or "Consultant"** means the licensed legal or other qualified entity retained by the County for the purposes of completing the Project and providing any other duties normally provided by and as defined in their agreement with the County.
- 1.1.3 "Budget"** means the cost of the Project as approved by the County.
- 1.1.4 "Change Order", "CO", or "Amendment"** means a document authorizing an increase/decrease in contract price or an adjustment of contract time period. Change Orders include only previously approved Proposal Requests and/or Construction Change Directives. A single Change Order may include multiple PR's and/or Construction Change Directives.
- 1.1.5 "Chief Procurement Officer" or "CPO"** means the Chief Procurement Officer of Cook County.
- 1.1.6 "Construction Change Directive" or "CCD"** means a document used to obtain cost information from the Contractor for an immediate change and/or modification to the contract documents. Generally a field directed change.
- 1.1.7 "Construction Documents"** means the drawings and specifications setting forth in detail the requirements for the construction of the Project, and all other Contract Documents issued for construction.
- 1.1.8 "Construction Management Administrator" or "CMA" or "Owner's Construction Representative" or "OCR,** if applicable to this project, means the entity retained by the County to provide comprehensive oversight of the entire construction process and other responsibilities as defined herein.
- 1.1.9 "Contract Documents",** with respect to any Contract for Construction, means the Contract for Construction, Conditions of the Contract (including General, Supplementary and other Conditions),

Drawings, Specifications, Addenda issued prior to the entry into the Contract for Construction, all documents incorporated by reference as part of the Contract for Construction and any changes or modifications to the Contract for Construction.

- 1.1.10 "Contract for Construction"** means an agreement between the County and any Contractor for the construction activities of the Project.
- 1.1.11 "Contractor"** means the contractor retained by the County for the construction activities of the Project. In the event this Work includes more than one bid package, the term also refers to providers and installers of medical equipment and furniture, fixtures, equipment or other items/services independent of the Contract for Construction.
- 1.1.12 "Cost Loaded Schedule"** means a schedule estimating the duration in months of the Consultant's Services with its related fees from the Notice to Proceed Date through Final Completion which schedule will identify and itemize, and assign a dollar amount to each of the CMA's activities, the sum of which will aggregate the compensation for Basic Services as set forth in Section 6.1. The Cost Loaded Schedule is for the County's budget reporting only and is not the basis of compensation, which is subject to the requirements of Section 6.1.
- 1.1.13 "COUNTY," "County" or "Owner"** means the County of Cook, a body politic and corporate of the State of Illinois.
- 1.1.14 "Day(s)"** will mean calendar day(s) unless otherwise specified herein. .
- 1.1.15 "Design Development Documents"** is defined in Section 2.4.
- 1.1.16 "Design Development Phase"** means the stage of Basic Services during which the Schematic Design Documents are detailed and developed, as described in Section 2.4.
- 1.1.17 "Final Completion"** means all aspects of the Project are complete, including all punch list items and corrective work, any Warranty Materials allowed to be provided after Substantial Completion pursuant to the Contract for Construction have been delivered, all Project Closeout Items have been provided, and the Contractor's final payment application has been reviewed and certified by the Consultant, verified by the CMA (if applicable) approved by the County. Final Completion will not be deemed to have occurred until the date upon which Consultant certifies in writing that all aspects of the Project are complete and delivered, including all punch list items and corrective work, all Warranty Materials have been delivered, and the Contractor's final payment application has been approved by the County and the Consultant items noted in this Section 1.1.17. In the event the Project includes more than one (1) bid package, Post Construction services to be provided by the Consultant and required by this Agreement will begin upon Final Completion of the last bid package included in the Project.
- 1.1.18 "Milestone" or "Milestones"** means an activity or task which is crucial to the timely completion of the Project, and which, if delayed, will delay performance of other activities of the Project.
- 1.1.19 "Program"** means the analysis of the County's needs and requirements for the Project which is articulated as delineated objectives, space requirements and relationships, site requirements, equipment, budget and other related requirements.
- 1.1.20 "Project"** means the construction, furnishing and equipping of the facility and ancillary improvements as more fully defined and described in Appendix B.
- 1.1.21 "Project Closeout"** means a certificate of Final Completion has been issued by the Consultant, or the CMA if applicable, and all documentation required of the Contractor or the Consultant has been provided to the County as required by their respective contracts.
- 1.1.22 "Project Closeout Items"** means, but is not limited to, all the following items, which are to be provided by

the Contractor to the Consultant for delivery to the County: all construction photographs, including negatives or digital format, as applicable; a copy of the final approved Time Schedule; the as-built mark-ups required under the Contract for Construction; any and all keys and tools required by the Contract for Construction; and any and all keys to County facilities which are in Contractor's possession or in possession of its sub-contractors, and any of their employees.

- 1.1.23 **"Project Director"** means a representative designated by the Director of Capital Planning and Policy.
- 1.1.24 **"Project Documents"** is defined in Section 2.1.1.
- 1.1.25 **"Proposal Request", "PR" or** means a document used to obtain cost information from the Contractor for work items proposed to be added to or deducted from the project that were not included in the original Contract Documents but are required to complete the Work, add or delete items from the Work or change parts of the Work.
- 1.1.26 **"Responsibility Matrix"** means a schedule which addresses and identifies all active roles for key individuals involved in the Project.
- 1.1.27 **"Schedule"** means a Critical Path Method of scheduling of all Project activities and Milestones to be prepared by the Consultant pursuant to Section 2.1.11. The Schedule to be prepared by the Consultant pursuant to this Agreement is distinct from the schedule for construction activities, which will be prepared by the Contractor after selection and will be referred to as the "Construction Schedule."
- 1.1.28 **"Schematic Design Documents"** will have the meaning set forth in Section 2.3.
- 1.1.29 **"Schematic Design Phase"** will be the stage of the Project during which Schematic Design Documents are developed, as described in Section 2.3.
- 1.1.30 **"Services"** will mean the Basic Services, Additional Services and any other services to be provided by the Consultant under this Agreement.
- 1.1.31 **"Set"** will have the meaning set forth in Section 2.6.1.
- 1.1.32 **Standard of Care"** will have the meaning set forth in Section 1.5.1.
- 1.1.33 **"Statement of Construction Cost"** means the total actual cost of construction, inclusive of all approved change orders, as updated from time to time and accepted by the County.
- 1.1.34 **"Statement of Probable Cost"** means the aggregate and complete estimated costs based on up-to-date market rates in Chicago, adjusted to reasonably account for inflation, for labor, materials and equipment (inclusive of overhead, profit and escalation) to complete the Project.
- 1.1.35 **"Substantial Completion," "substantial completion", "Substantially Complete" or "substantially complete,"** means the Work or designated portion of the Work is sufficiently complete, in accordance with the Contract Documents, such that the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, and Contractor has delivered the Warranty Materials to the extent required by the Contract for Construction. Substantial Completion will not be deemed to have occurred until (i) the Contractor has provided or completed all of the pre-requisites for the Owner to occupy or utilize the Work as intended, including the provision of all training, manuals, drawings and documents required for the Owner to start occupying, operating and maintaining the Work, (ii) approval for the Work to be occupied has been issued by the appropriate government authorities, and (iii) the CMA, if applicable, in coordination with the Consultant issues a Certificate of Substantial Completion setting forth the Date of Substantial Completion, and signed by all parties indicated on the Certificate, including the County.

1.1.36 "Supplemental Instructions" or "SI" means written instructions or clarifications from the CMA or the AOR to the Contractor to supplement the Contract documents. Supplemental Instructions are not used to change the contract price or time.

1.1.37 "Warranty Materials" means the documentation to be gathered, placed in binders and turned over to the Consultant by the Contractor for delivery to the County, which will include two (2) sets (or such greater number as may be required in the Technical Specifications) of all manufacturers' warranties, operating manuals, service manuals, instructions and schedules necessary for the Owner's proper operation of all building systems, equipment and special materials requiring them.

1.1.38 "Work" means the construction activities of the Project.

1.2 EFFECTIVE DATE; TERM

This Agreement takes effect when approved by the Cook County Board and its term shall begin on **August 10, 2015 and continue until December 27, 2019** or until this Agreement is terminated in accordance with its terms, whichever occurs first.

1.3 GENERAL DESCRIPTION OF DUTIES

The Consultant is retained to provide all architectural and engineering services required to design and construct the Project, and will perform the duties and obligations and to provide the Services described in this Agreement. The Consultant agrees that it will undertake all duties and obligations necessary and incident to performance of the Services in order to achieve the timely completion of the Project.

1.4 SCOPE OF SERVICES

Appendix B sets forth a Project-specific scope of services with additional detail as to the Services. Appendix B is intended to describe specifics as to the Services and not to limit the Services in any way. The Services include all services and tasks described in the entire Agreement. Therefore, if a service or task is described in this Professional Services Agreement but not included Appendix B Consultant will be obligated to provide the service or task. If a service or task is described in Appendix B and not in this Professional Services Agreement, Consultant will be obligated to perform the service or task. In the event of a conflict between the terms set forth in this Professional Services Agreement and specific tasks described in Appendix B Consultant will perform the service or task in the manner most beneficial to the County, as determined by the Project Director.

1.5 CONSULTANT'S GENERAL AGREEMENTS

1.5.1 Standard of Care. The Consultant represents, covenants and agrees that all of its services will conform to the standard of care and quality (the "**Standard of Care**") which prevail among architects and engineers of knowledge and skill engaged in architectural and engineering practice throughout the United States under the same or similar circumstances involving projects of similar size and complexity to the Project, in conformity with any and all professional standards applicable to such services for projects of comparable size and complexity and in strict compliance with all applicable laws, codes and industry standards. The Consultant will be responsible for all services performed by subcontractors, agents and employees hired, retained or engaged by the Consultant. Consultant represents, covenants and agrees that Consultant will cause all of its sub-consultants to conform to the Standard of Care. As to sub-consultants which are neither architects nor engineers, the "Standard of Care" will mean the standard of care and quality which prevail among professionals of knowledge and skill providing services of the nature being provided by such sub-consultant throughout the United States under the same or similar circumstances involving projects of similar size and complexity to the Project.

1.5.2 Government and Other Standards. The Consultant will be responsible for designing the Project and

conforming the Project Documents it prepares in accordance with the following government and other standards (the "**Government and Other Standards**"): applicable federal, state and local laws, statutes, codes, ordinances, rules, regulations, orders and other legal requirements which relate to the construction, use and occupancy of the Project, including but not limited to zoning, building, environmental and health codes and regulations, site and easement restrictions, permit, licensing, certification and accreditation guidelines.

- 1.5.3** In the event of a conflict between any applicable Government and Other Standards, the Consultant will utilize its best judgment in accordance with the Standard of Care to apply the appropriate standard. The provisions of this Section 1.5.3 do not limit the Standard of Care but are intended to specifically identify a requirement considered to be included within and required by the Standard of Care. Prior to the commencement of construction, the Consultant will certify to the County and to such other parties as the County may reasonably request, that on the basis of the Consultant's best professional judgment the Project Documents conform, and the Project when built in accordance therewith will conform, to Government and Other Standards.
- 1.5.4 County Green Building Ordinance.** Without limiting the generality of the term "Government and Other Standards," such term will be deemed to include the Cook County Green Buildings Ordinance (Cook County Code, Chapter 2, Section 2-6). The Consultant will be familiar with such ordinance and with the U.S. Green Building Council's "LEED" Green Building Rating System, and will consult with the Project Director to determine to what extent LEED principles will be applied in the case of retrofit and renovation projects. Consultant will comply with the Green Buildings Ordinance and will incorporate LEED principles into the design of the Project to the extent required by such ordinance or determined by the Project Director.
- 1.5.5 Specific Requirements for Correction of Documents.** Where the Project Documents prepared by the Consultant are not in conformity with the Government and Other Standards in existence at the time of issuance of a building permit, the Consultant will modify the Project Documents at no additional charge to the County. The Consultant will promptly notify the County in writing if any of the Project Documents need to be modified to be in compliance with Government and Other Standards currently in existence or adopted at any time prior to the issuance of all permits, approvals, licenses, accreditation and certifications needed for the construction, use and occupancy of the Project. The Consultant will also promptly notify the County in writing of any conflicts between the Government and Other Standards applicable to the construction, use and occupancy of the Project and its proposed resolutions of such conflicts.
- 1.5.6 Cooperation with Other Consultants.** The Consultant covenants and agrees to cooperate, and to cause its sub-consultants to cooperate, with other consultants who may be retained by the County in conjunction with this Project.
- 1.5.7 Qualified Staff; Sufficient Personnel.** The Consultant will assign and maintain, at all times during the term of this Agreement, a staff of competent personnel who are fully qualified to perform the services required by this Agreement, and will provide a sufficient number of personnel as is necessary for the performance of services for the timely completion of the Project.
- 1.5.8 Key Personnel**
The Consultant has provided to the County a list of individuals whom it will use on the Project, a copy of which is attached as Appendix C ("**Key Personnel**"). The Consultant will set forth in **Appendix C** a description, in reasonable detail, of the assignment, current hourly rate, qualifications, disciplines, areas of expertise and, as applicable, State of Illinois license or registration numbers of each of the Key Personnel. Appendix C will also identify those Key Personnel who are employees or principals of sub-consultants identified pursuant to Section 1.5.9 below, setting forth the same information as required of its own employees and identifying the sub-consultant with which such individual is affiliated. The Consultant will not make any change or reassignment of Key Personnel and will not make any change to

the hourly rates for such personnel, without prior notice to and prior acceptance by the County. In the case that any of the Key Personnel will not at any time be able to perform his or her assigned function as described in this Agreement, the Consultant will promptly give written notice thereof to the County and furnish an alternate individual in replacement of any such Key Personnel which alternate individual will be acceptable to the County and will thereafter be subject, as one of the Key Personnel, to the provisions of this Section 1.5.8. The County may, at any time, give written notice to the Consultant requesting the removal of any of the Key Personnel or any of the Consultant's other assigned personnel from the Project. Upon receipt of such notice, the Consultant will forthwith remove such Key Personnel or other assigned personnel and furnish to the County other acceptable personnel, which personnel will thereafter be subject to the provisions of this Section.

- 1.5.9 Subcontracts.** The Consultant proposes to enter into subcontracts with the sub-consultants it has identified in Appendix D and I for services to be provided pursuant to this Agreement. No other sub-consultants may be retained by the Consultant without prior notice to and prior acceptance by the County and no change in any of the Key Personnel identified in attached Appendix C affiliated with the sub-consultants therein identified or other sub-consultants hereafter accepted will be made without prior written notice to and prior acceptance by the County. The Consultant will provide copies of each of its subcontracts and any and all changes thereto to the "Chief Procurement Officer" promptly after the formation or execution thereof, and will provide an updated Appendix D to the Project Director within 14 days after the Effective Date and from time to time thereafter, as subcontracts are executed, setting forth the agreed upon compensation to be paid to each sub-consultant. The terms of all such subcontracts and changes thereto will conform to the terms of this Agreement in all material respects. Notwithstanding any of the foregoing, the provisions of this Section 1.5.9 will not apply to employment agreements between the Consultant and its employees.
- 1.5.10 Project Documents, Ownership.** All documents, data, studies, drawings, specifications, CADD files, meeting minutes, schedules, notices, logs, supplemental information and reports, and any revisions or additions to any of the foregoing prepared or received pursuant to this Agreement by the Consultant, its subcontractors, agents and employees (the "**Project Documents**") will, upon the preparation thereof and at all times and in all events thereafter, be the property of the County; provided, however, that standard design details and specifications created prior to the date of this Agreement and not unique to the Project (the "**Excluded Project Documents**") will remain the property of the Consultant, subject to an irrevocable license which is hereby granted to the County for full use and enjoyment of the Excluded Project Documents for any purpose for one hundred years or as long as the Project is in existence. For the purposes hereof, this Agreement constitutes a Bill of Sale from the Consultant and all of its sub-consultants in favor of the County for the Project Documents (other than the Excluded Project Documents). The Consultant, for itself and for and on behalf of its subcontractors, agents and employees, does hereby sell, assign and transfer to the County absolutely free and clear of all liens, interests, claims and encumbrances, all such Project Documents as and when prepared or received, subject only to a license in favor of the Consultant, its subcontractors, agents and employees to use the same in the performance of their duties and obligations under this Agreement.
- 1.5.11 No Release by Acceptance of Work.** Neither the County's right to review the work of the Consultant, nor the County's acceptance or approval of the Consultant's work, will (i) be construed as a release or waiver of the Consultant; or (ii) excuse the Consultant from the performance of its duties and obligations under this Agreement; or (iii) serve as the basis of a claim, defense or counterclaim by the Consultant in any judicial, administrative or other proceeding arising out of or in connection with this Agreement.
- 1.5.12 Defense of Claims.** The Consultant will cooperate with the County and provide all such professional services of the Consultant as may be necessary or required by the County in defending any and all claims against the County which, as reasonably determined by the County, relate in any way to alleged errors or omissions of, or alleged failure to perform the services of this Agreement, by the Consultant. If it is determined that any such claim arose out of negligent errors or omissions of the Consultant or any of its

sub-consultants, such services will be without additional compensation to the Consultant, its employees, agents and subcontractors.

- 1.5.13 Time Limitations.** The Consultant acknowledges that it is familiar with the time limitations and requirements as they pertain to the Project. The Consultant agrees to perform all of its services and obligations under this Agreement in a timely manner.
- 1.5.14 Consultant's Work Restrictions.** The Consultant is expressly prohibited and restricted from serving as a general contractor or subcontractor in any other aspect of the Project, including but not limited to serving as a construction manager or general contractor for the Project, and serving as a subcontractor or prime contractor for the construction manager or general contractor.
- 1.5.15 Consultant's Promotional Materials.** The Consultant will not include representations of the design of the Project in the Consultant's promotional and professional materials without the express prior written consent of the County, which may be granted or withheld in the County's sole discretion. The Consultant's materials will not include the County's confidential or proprietary information.
- 1.5.16 Conflict Of Interest.** The Consultant covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the Project which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further covenants that in the performance of this Agreement no person having any such interest will be employed. The Consultant agrees to inform the County on a timely basis of all of the Consultant's interests, if any, which are or which the Consultant reasonably believes may be incompatible with any interest of the County. The Consultant will not use for personal gain or make other improper use of privileged information which is acquired in connection with its services under this Agreement. In this connection, the term "privileged information" includes, but is not limited to, unpublished information relating to technological and scientific development, medical, personnel or security records of individuals, anticipated material requirements or pricing actions, and knowledge of selection of contractors and subcontractors in advance of official announcement. The Consultant agrees to familiarize itself with County rules and regulations and inform its employees of all County policies respecting contraband and other matters.
- 1.5.17 Confidentiality.** The Consultant acknowledges and agrees that information regarding this Agreement is confidential and will not be disclosed, directly, indirectly or by implication, or be used by the Consultant in any way, whether during the term of this Agreement or at any time thereafter, except solely as required in the course of the Consultant's performance of services hereunder, or under compulsion of law. In the event the Consultant has been served with a subpoena or request for documents filed in any action in any court or administrative agency in connection with the execution, negotiation or implementation of this Agreement, the Consultant will give prompt and timely notice to the County so that the County will have an opportunity to contest such subpoena or request for documents unless such notice cannot be provided because of a court order issued by a court of competent jurisdiction. The Consultant will comply with the applicable privacy laws and regulations affecting the County and will not disclose any of the County's records, materials, or other data to any third party, other than its attorneys or other individuals within the Consultant's related business entities who have a need to know and who agree in advance not to make further disclosure. The Consultant will not have the right to distribute statistical analyses and reports utilizing data derived from information or data obtained from the County without the prior written approval of County, other than to its attorneys or other individuals within the Consultant's related business entities who have a need to know and who agree in advance not to make further disclosure. In the event such approval is given, any such reports published and distributed by the Consultant will be furnished to the County without charge.
- 1.5.18 Compliance with Laws.** The Consultant will observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the

performance of this Agreement. Assurance of compliance with this requirement by the Consultant's employees, agents and subcontractors will be the responsibility of the Consultant.

- 1.5.19 Lobbyist Ordinance.** The Consultant will take notice of the County Lobbyist Registration Ordinance and will comply with all the provisions therein. The Consultant will not, under circumstances which might reasonably be interpreted as an attempt to influence the recipient in the conduct of its duties, accept any gratuity or special favors from individuals or organizations with whom the Consultant is doing business or proposing to do business, in accomplishing the services under this Agreement.
- 1.5.20 Accident Reports.** The Chief Procurement Officer will be given written notification within twenty-four (24) hours of receiving notice of any occurrence, on the site or otherwise, which pertains in any way to this Agreement and involves the Consultant's own personnel, or those of any of its sub-consultants whether said occurrence be in the nature of bodily injury to employees or third parties or property damage. The report will include the name of person(s) injured, name of his or her employer, date, time and location of occurrence, extent of injury and/or damage, name(s) of eyewitnesses, and who treated such person(s) for injuries sustained, and such other information as may be relevant. The local police will be notified by the Consultant of any occurrence requiring an official police record. The accident report will indicate whether the police were notified and, if so, the number of the police report.
- 1.5.21 Use of Premises.** The Consultant will confer with the County to ascertain full knowledge of all rules and regulations of the County facilities relative to this Agreement and will comply therewith. The Consultant will confine the operations of its employees, agents and subcontractors to the limits indicated by laws, ordinances, permits and/or direction of the Project Director and will not unreasonably or unnecessarily encumber the premises with materials or debris. The County reserves the right to prohibit any person from entering a County facility for any reason. All contractors and subcontractors of the Consultant will be accountable to the Project Director while on the County's property and will abide by all security regulations imposed by the County. The Consultant will not load or permit any part of the structure to be loaded with weight that will endanger the structure's safety.

ARTICLE 2

BASIC SERVICES

2 BASIC SERVICES

The Consultant's Basic Services consist of all those services described in this Article 2.

2.1 GENERAL

2.1.1 Project Documents; Deliverables.

2.1.1.1 Maintenance. During the performance of this Agreement, the Consultant will assemble and maintain such Project Documents in good order, at the office of the Consultant as designated and located by the County and the County will have full access to same. The Consultant will be responsible for the restoration or replacement of same in the event of any loss or damage. At the conclusion of the Consultant's performance of this Agreement, the Consultant will transmit such Project Documents to the County at a place designated by the County.

2.1.1.2 Project Documents; Correction. The Consultant will promptly, upon notice or discovery, make necessary revisions or corrections of errors, ambiguities or omissions in the Project Documents. Acceptance of the Project Documents by the County will not relieve the Consultant of responsibility for subsequent corrections of its errors or omissions or for the clarification of any ambiguities in the Project Documents.

- 2.1.1.3 Submittals/Deliverables.** Any and all document submissions/deliverables required to be produced by the consultant pursuant to this Agreement shall be delivered to the Project Director. The Consultant shall as part of its Basic Services and not as Reimbursable Expenses, submit six (6) hard copies and one (1) copy in PDF format of written report-type submissions/deliverables. As part of Basic Services and not as Reimbursable Expenses, the Consultant shall submit six (6) copies of all drawing-type submissions/deliverables, one (1) copy in PDF format and one (1) copy in original dwg (CAD) file of all drawing-type submissions/deliverables. If more than the required six (6) copies, of submissions/deliverables described in this Section 2.1.1.3. are requested by the County, then only such additional copies shall be reimbursed as Reimbursable Expenses, if submitted in accordance with Section 6.3. Where approval or acceptance is required on the part of the County of such submission/deliverable, the Project Director shall, in accordance with Section 4.1 be responsible for notifying the Consultant whether such submission deliverable is accepted or approved by the County. The County reserves the right to revise these procedures, as it deems necessary. Any such revisions shall be effective up receipt of written notice thereof from the County to the Consultant.
- 2.1.2 Cost Loaded Schedule.** The Consultant will, within 14 days after the Effective Date, prepare and submit to the County for its review and acceptance the **Cost Loaded Schedule**. The Consultant will update the Cost Loaded Schedule quarterly or when requested by the County; provided, however, that any changes in the Cost Loaded Schedule shown in such update will not become effective unless and until such changes are first approved by the County.
- 2.1.3 Monthly Progress Reports.** Throughout the term of this Agreement, the Consultant will prepare monthly progress reports which relate to the complete Project status. The monthly progress reports will include such records and information are requested by the County, but will include, as a minimum, the following: (a) updated site plan and photos; (b) the most recently accepted Schedule for the Project; (c) status of compliance with Government and Other Standards, and an updated copy of the checklist described in Section 2.1.8; (d) activities completed since the last report; (e) items pending since the last report (f) projected progress; (g) outstanding decisions required from others; (h) change order summary; (i) a lien claim summary; (j) a list of known defects and status of corrections taken; (k) a list of any known problems that may have a material, adverse impact on the design, construction or cost of the Project; and (l) and all matters of which the Consultant believes the County should be aware. Monthly progress reports will be provided to the County once a month and no later than seven (7) days after the end of the calendar month considered in such report. Monthly Progress Reports may not contain more than one month in a report.
- 2.1.4 Budget, General.** The County has developed a **Budget** which establishes the cost quality standards for the Project. The County reserves the right to modify the Budget from time to time.
- 2.1.4.1 Budget, Notifications and Recommendations.** Should the Consultant determine that the Project cannot be accomplished within the Budget approved by the County, the Consultant will promptly notify the County, in writing with sufficient detail and with explanation of the reasons therefore, together with recommendations representing the best judgment of the Consultant, so that the Project scope in relation to Budget can be reviewed and modified as necessary at the direction of the County.
- 2.1.4.2 Statement of Probable Cost.** Prior to commencement of the Schematic Design Phase, the Consultant will prepare and submit for the County's review, a preliminary **Statement of Probable Cost** based on available information, including, without limitation, design objectives and the Budget.
- 2.1.4.3 Detailed Cost Estimates.** The Consultant will prepare detailed cost estimates and, based on the cost estimates, update its Statement of Probable Cost at the completion of the following stages: (a) completion of 100% Schematic Design Phase; (b) completion of 50% Design Development Phase; (c) completion of 100% Design Development Phase; (d) completion of 50% **Contract Documents**; (e) completion of 95% Contract Documents; and (f) completion of 100% Contract Documents.

- 2.1.5 Coordination with Other Professionals.** The Consultant will coordinate with the County's other design and engineering professionals hired for the Project whose services are not included in the scope of Basic Services for the Consultant.
- 2.1.6 Presentations.** The Consultant will be responsible for attending and making presentations at various meetings, including County Board, County committee and community group meetings, in order to inform and advise County officials and the public on the status of the Project.
- 2.1.7 Phasing.** The Consultant will advise the County concerning the advisability and feasibility of separating the Project into various phases of work and the advisability and feasibility of the County's assignment of any portion of Project to the County's own forces.
- 2.1.8 Checklist of Government and Other Standards.** *Prior to the commencement of the Schematic Design Phase*, the Consultant will identify all governmental agencies having statutory or regulatory authority over the Project and prepare a checklist of Government and Other Standards, including all permits and approvals required for the completion of the Project, which relate to the construction, use and occupancy of the Project. The Consultant will provide such checklist to the County, and will update the checklist during the course of the Project.
- 2.1.9 Preliminary Permit Approvals.** While it is the responsibility of the appropriate Contractor to obtain building permits required for this Project, it is the responsibility of the Consultant to obtain written approvals from the appropriate governmental authorities, including but not limited to building departments and fire department or marshals, to the extent such written approvals are issued by such authorities, reflecting that the Project Documents satisfy local codes and ordinances, and have been approved for issuance of required permits. Written approvals required by this Section must be secured and transmitted to the County prior to the Bidding/Negotiation Phase.
- 2.1.10 Assistance with Permits.** The Consultant will assist the County and its consultants and Contractor in the obtaining of all necessary permits and approvals for the Project. In connection therewith, the Consultant will: (a) for the approval of the County, prepare or make changes to such Project Documents as are needed to obtain all permits, approvals, licenses, accreditation and certifications needed for the Project and the construction, use and occupancy of the Project; (b) assist the County in connection with the County's responsibility for filing documents required for the issuance of such permits, approvals, licenses, accreditation and certifications; and (c) as requested by the County, attend and participate at hearings before such governmental authorities and other agencies as may be needed to obtain such permits, approvals, licenses, accreditation and certifications. The Consultant's responsibilities under this Section will continue throughout the term of this Agreement. For Projects sited in the City of Chicago, the Consultant will have additional responsibilities as to building permits, which are specifically outlined in Section 2.6.2.
- 2.1.11 Schedule.** Prior to the commencement of the Schematic Design Phase, the Consultant will prepare and submit for the County's review and approval, a **Schedule** for all related management, design, construction and other Project activities. The reflection of construction activities and durations will be preliminary, since the Contractor, once the Contract is awarded, will be submitting a construction schedule for review and approval by Consultant and County.
- 2.1.11.1 Milestones.** The Schedule will identify key **Project Milestones**, durations and completion dates and will address appropriate County review periods. The Consultant will prepare refinements, with reasonable explanation therefore, of its Schedule detailing and coordinating component elements of design responsibility as well as other aspects of Project related activities.
- 2.1.11.2 Other Specific Schedule Requirements.** The Consultant will prepare the Schedule so that it: (a) includes adequate allowances for the County's review of the Consultant's work and for such governmental, regulatory and accrediting agency approvals as may be required in connection with the

Project; (b) is consistent with building design and construction industry customs and practices in and about Cook County, Illinois and with the County's practices and procedures; and (c) is consistent with the other schedules developed and accepted by the County for this Project.

- 2.1.11.3 Adherence to Schedule.** Time limits established by the Schedule will not, except for reasonable cause or following written approval, which approval will not be unreasonably withheld, be exceeded by the Consultant or the County. The Consultant's services will be performed in accordance with the Schedule and as expeditiously as is consistent with the Standard of Care and the orderly progress of the Work. Once the Contractor's Time Schedule is approved, the Time Schedule will govern the construction activities of the Project, and the Consultant will utilize the Time Schedule in administering the Contract Documents during the construction phase. From and after approval of the Time Schedule, references in this Agreement to the "Schedule" will be deemed to refer to the Time Schedule. The Consultant is not responsible for updated the Time Schedule, but will review updates and advise the County on updates to the Time Schedule.
- 2.1.11.4 Notice of Failure to Adhere to Schedule.** Once the Schedule and the Time Schedule are approved by the County, it is the responsibility of the Consultant to promptly notify the County of any failure of strict adherence to the Schedule or the Time Schedule by any party or entity. The Consultant will promptly notify the County of any conditions, events or the occurrence of any other known matter which has or may cause a delay in the Schedule or the Time Schedule.
- 2.1.11.5 Notification of Milestones.** Seven (7) days prior to each Milestone within the Schedule or the Time Schedule, the Consultant will notify the County of the Consultant's opinion, based upon information available at the time, whether such Milestone will be met and if Consultant believes such Milestone cannot or will not be met, the nature of the delay, the cause of the delay and whether such delay will affect the Schedule. Failure to comply with this Section will waive the Consultant's right to seek additional compensation in the event of any delay in the Project.
- 2.1.11.6 Submittals.** Unless otherwise directed by the County, the Consultant will submit all milestone submittals required for the Project complete and in an organized format. Partial submittals will not be accepted. Notwithstanding any milestone submittal date accepted by the County, the actual submittal date will be when all required documents for the submittal are received by the County.

2.2 PROGRAM PHASE

The Consultant will provide professional Program services to develop a **Program** for review for approval by the County and will perform its services in compliance therewith.

- 2.2.1 Review Project Requirements.** The Consultant will review the needs and requirements of the Project based on site investigations and any available information provided by the County and will obtain and review such additional information which the Consultant deems necessary or useful in the performance of its duties and obligations under this Agreement. The Consultant will coordinate and conduct interviews with designated representatives from the User Agencies under the auspices of the Office of Capital Planning and Policy. During this phase, the Consultant will gather and compile all relevant data required to set forth the objectives for the design of the Project. This will include but not be limited to number and type of users, net and gross space analyses, an itemization of rooms required, their sizes and function, technical, MEP, HVAC, IT, telecommunications, security, equipment, energy usage and requirements, LEED, sustainability, other green objectives, special challenges, limitations and all other necessary criteria and requirements of the Project. The Consultant will organize the results into a comprehensive Program, including relationship and flow diagrams and include an estimate of probable cost with the 100% Program Phase Report.
- 2.2.2 Information to Be Provided by County.** The County will provide the Consultant with the relevant

documentation and information pertaining to the Project that the County has in its possession to facilitate the Consultant's review of Project needs and requirements and will reasonably cooperate with the Consultant with respect to such review.

- 2.2.3 Site Visits.** The Consultant will have the appropriate personnel perform such site visits to the Project site as are necessary such that the Consultant and Subconsultants become thoroughly familiar with the Project site and its surroundings and make all reasonable efforts to verify the accuracy of any County "as-built" drawings related to the Consultant's work. In the event such "as-built" drawings do not exist, the Consultant will make all reasonable efforts to determine existing site conditions, including requirements for asbestos removal and abatement plans. Invasive investigations (above and beyond any such investigations included in Basic Services pursuant to Appendix B will not be required unless recommended by the Consultant and accepted by the County as Additional Services.
- 2.2.4 Recommend Additional Studies.** In connection with such site visits, the Consultant will correlate its observations with all the requirements of this Agreement and determine whether any studies not already specified as part of the Consultant's Basic Services, including, without limitation, soil, environmental, flood plain, utility and traffic analyses, and any surveys and title searches are required by law or by the requirements of the Project and will advise the County in writing of its determination.
- 2.2.5 Consultant Responsible for Adequate Investigation.** Notwithstanding anything to the contrary contained in this Agreement and without limitation on any other rights and remedies of the County, the Consultant will be obligated at its cost and expense to revise any document prepared by the Consultant, its subcontractors, agents or employees for the Project if the matters covered by such revisions could and should reasonably have been discovered by the Consultant in the performance and observance of its services under this Agreement.
- 2.2.6 Consultant's Statement of Scope.** The Consultant will confirm in writing its understanding of the scope of the Project, analyze all potential issues and provide a statement that the information provided by the County and obtained by the Consultant from other sources is complete enough to begin design services, and if such information is not complete enough, the Consultant will identify and procure any information necessary to enable the Consultant to begin design services. In the event the Consultant is unable to procure the information it requires to commence design services or the cost to procure such information is excessive, the Consultant will advise the County of such facts and the County may either procure such information for the Consultant or direct the Consultant to proceed without such information if the County deems that such information is non-essential. Such review will be submitted to the County in the form of a written report which will include, among other things, a detailed identification of the information relied upon by the Consultant, and will be submitted to the County within 30 days after the Effective Date of this Agreement.
- 2.2.7 Program Analysis Report.** The Program Analysis Report will serve as a basis for the design logistics of the Project. The Consultant will, after consultation with the County and based on the program development described in Section 2.2, determine design objectives, flexibility, expandability, limitations and design criteria. The Consultant will prepare, for review and approval by the County, a Program Analysis Report containing the recommended Project criteria supplemented by all other information deemed necessary by the Consultant and the County to form a complete basis for the Project design logistics. The Consultant will upon notice from the County correct any weaknesses and inconsistencies in the Program Analysis Report as it relates to the Project and submit a revised report.
- 2.2.8 Conditional Approval of the Program Analysis Report.** The Consultant will obtain the County's conditional approval for the Program Analysis Report prior to proceeding to the Schematic Design Phase. Failure to do so will not relieve the Consultant from any responsibility or revision required for this service. The Program Analysis Report will not constitute or be construed to be a system design of any type and the acceptance and approval of a Program Analysis Report by the County will not constitute an approval of such.

2.3 SCHEMATIC DESIGN PHASE

Schematic Design Documents. The Schematic Design Phase will explore the most reasonable alternative design solutions. The Schematic Design will establish the general scope, conceptual design, scale and relationships of the Project components. Based on the approved Program, Schedule and Budget, the Consultant will prepare rough plans showing the general arrangement of rooms systems components, other spaces identified in the approved Program Analysis Report and of the building on the site (the "*Schematic Design Documents*") for review and approval by the County at 50% completion and 100% completion. As part of Basic Services and at no additional charge to the County, the Consultant will prepare such revisions to the Schematic Design Documents as the County may request. The Schematic Design Documents will also specifically address any phasing requirements of the Project, and the planning will be directed to minimizing both construction and operating costs.

- 2.3.1 Preliminary Circulation Plan.** The Consultant will develop a preliminary Circulation Plan which sets forth the access, delivery and removal and storage of materials on the Project site for ingress and egress. The Consultant will provide Schematic design phase services as required for the preliminary development of the Circulation Plan.
- 2.3.2 Weekly Schematic Design Progress Meetings.** The Consultant will schedule and conduct weekly design review meetings and other meetings as needed with the County and such of the County's consultants as appropriate, and will provide minutes of all such meetings to all participants within five days of each meeting. Times, dates and locations of meetings will be subject to approval by the County.
- 2.3.3 Continuation of Information Gathering.** The Consultant will continue to meet and consult with the County for purposes of developing and obtaining information deemed necessary for preparation of the Schematic Design Documents and to inform the County of status and progress of such Schematic Design Documents.
- 2.3.4 Alternative Approaches; 50% Schematic Design.** Unless noted otherwise, the Consultant will provide to the County, a minimum of three (3) alternative conceptual approaches to the design and construction of the Project for the County's review and selection. The Consultant will revise the selected concept as requested by the County where such concept requires refinement to meet the Program needs. Such requests may be made for any purpose including, but not limited to, design considerations, constructability, value engineering and scheduling considerations. The Consultant will provide additional alternative approaches without additional remuneration where the selected concept does not meet the Program needs. The final concept which will include preliminary circulation will comprise the 50% Schematic Design Documents.
- 2.3.5 100% Schematic Design.** Upon the County's conditional approval of the 50% Schematic Design documents the Consultant will prepare the 100% Schematic Design Documents which will further refine the general arrangements and other components to assure functionality and compliance with the Program needs.
- 2.3.6 Detailed Cost Estimates.** The Consultant will update its Statement of Probable Cost at the completion of 100% Schematic Design Phase, in accordance with Section 2.1.4.2.
- 2.3.7 Continuation of Schematic Design Services.** The Consultant's responsibilities under this Schematic Design Phase will continue through the end of the Bidding/Negotiation Phase. Should it become apparent during a later phase, up to and including the Bidding/Negotiation Phase that an error or omission was made by the Consultant during this phase, the Consultant will provide all corrections required to all documents without further remuneration from the County.
- 2.3.8 Conditional Approval of Schematic Design Phases.** The Consultant will obtain the County's conditional

approval for the 50% Schematic Design submittal prior to proceeding to the 100% Schematic Design phase and approval for the 100% Schematic Design submittal prior to proceeding to the Design Development. The Schematic Design Phase is intended to establish the general layout, scales, components and their relationships as enumerated in Section 2.3 and generally established industry practice. The County's review and conditional approval of Schematic Design concepts will not constitute or be construed to be an acceptance or approval of any specific system design.

2.4 DESIGN DEVELOPMENT PHASE

Design Development Documents. During the Design Development Phase, the Consultant will expand upon and develop the approved Schematic Design concept. The Consultant will develop detailed drawings (the "**Design Development Documents**") illustrating the components and other aspects of the proposed design including phasing, site circulation plans and other logistics affecting the Project. The Consultant will prepare design development documents for approval by the County at 50% completion and 95% completion and 100% completion.

- 2.4.1 Development: Minimum Requirements.** The Design Documents will minimally consist of drawings and other documents to fix and describe the size and character of the Project as to architectural, civil, structural, mechanical, electrical, fire protection and life safety engineering components, security features, materials and such other elements as may be appropriate. The design documents will include cross referenced sections, details and plans, column lines, equipment clearances and dimensions for finished rooms, corridors, building and other components, elevations, design details, sections and plans and all other information required to adequately convey the scope of work. The Consultant will make any adjustments authorized by the County in the Program, Schedule or the Budget,
- 2.4.2 Revisions to Conform to County Approvals.** As part of Basic Services and at no additional charge to the County, the Consultant will prepare such revisions to the Design Development Documents as the County may request if the documents deviate from approvals given by the County. The Consultant will be compensated if the County requests changes that are contrary to previous approvals and substantially increase the scope of the Project. The Consultant will prepare the Design Development Documents so that such are in conformance with the Budget.
- 2.4.3 Phasing.** The Design Development Documents will specifically address any phasing requirements of the Project, and the design will be directed to minimizing both construction and operating costs.
- 2.4.4 Continuation of Information Gathering.** The Consultant will continue to meet and consult with the County for purposes of developing and obtaining information deemed necessary for preparation of the Design Development Documents and to inform the County of the status and progress of such Design Development Documents.
- 2.4.5 Information and Product Sheets.** The Consultant will provide the County, for review and approval information and product sheets for components and building systems the Consultant proposes to use in the design of the Project. The County reserves the right to request specific products or components where the County wishes to standardize systems or for special use areas such as hospitals, detention facilities, courthouses and other building types.
- 2.4.6 Choice of Materials.** The Consultant will design the Project with materials and equipment it determines from its knowledge and experience to be in the best economic interest of the Project; provided, however that the County will have the authority to direct the Consultant to utilize specific materials or equipment for the Project design, as long as such equipment or materials conform to the Budget. The County may request changes in texture, finish or materials affecting the appearance, decoration or utility of the Project. If during the course of design or construction, the Consultant becomes aware of conditions which make

material, equipment or labor unavailable or which will materially affect the supplies thereof; the Consultant will so advise the County so that appropriate planning may be considered.

2.4.7 Coordination with Information Technology. The Consultant will coordinate its design for the Project with the County's selections of telephone, data communications, audiovisual, security and computer systems.

2.4.8 Long Lead Items. The Consultant will identify and prepare a schedule for the procurement of long lead items. In preparing this schedule, the Consultant will coordinate with the County for the method of purchase for timely delivery of such long lead items.

2.4.9 Detailed Cost Estimates. The Consultant will update the Statement of Probable Cost at the completion of 50 %,and 100% Design Development documents, , in accordance with Section 2.1.4.2.

2.4.10 Conditional Approval of Design Development Documents.. The Consultant will obtain the County's conditional approval for the 50% Design Development Document submittal prior to proceeding to the 100% Design Development Document phase and approval for the 100% Design Development Document Phase prior to proceeding to the Construction Documents Phase.. The County's review and conditional approval of Design Development Documents will not constitute or be construed to be an acceptance or approval of any specific system design where the County is required to rely upon the Consultant's knowledge for such design.

2.5 CONSTRUCTION DOCUMENTS PHASE

Based on the approved Schematic Design Documents, the Consultant will prepare Construction Documents for approval by the County at 50% completion, 95% completion and 100% completion.

2.5.1 Construction Documents. The Construction Documents will include drawings and specifications setting forth in detail the requirements for the construction of the Project, as well as cost estimates updated for the appropriate stage of completion. During the Construction Documents Phase, the Consultant will periodically, as necessary to keep the County fully advised of the status of the Consultant's work, issue to the County progress drawings and individual specification sections for the Project.

2.5.2 County's Option to Contract Early. In order to minimize construction problems and change orders, Consultant's standard practice requires the completion of detailed working drawings prior to bidding and entering into firm construction contracts. However, the County may choose to accelerate the completion of the Work so that it is completed in a shorter time period than would normally be required, and therefore, may choose to issue Bid Documents prior to completion of final Contract Documents. The County understands that if construction or furnishings contracts are let prior to the completion of final Contract Documents, there may be increases in costs and change orders caused by the difficulty of coordinating Construction Documents and the inability to make various decisions until after early bids are received and some construction undertaken.

2.5.3 Preparation of Special Conditions. The Consultant will also prepare for the County's review and approval, special conditions for inclusion in the Contract Documents. If the site will continue to be occupied during the Work, the special conditions will include requirements for the phasing of the Project to accommodate the performance of work while the site continues to be occupied and operated. If this is the case, the occupancy requirements are more fully described in Appendix B.

2.5.4 Construction Phase Weekly Progress Meetings. The Consultant will continue to meet every two (2) weeks and consult with the County for purposes of developing and obtaining information deemed necessary for the preparation of the Construction Documents and to inform the County of the status and progress of such Construction Documents.

2.5.5 Preparation of Bid Documents. The Consultant will prepare the necessary bidding information, documents, specifications, bidding forms and the conditions of the Contract for the Contract Documents and make any

revisions required after review for by the County.

- 2.5.6 Correction of Construction Documents.** The Consultant will promptly upon notice or discovery make necessary revisions or corrections of errors, omissions, ambiguities or inconsistencies in the Construction Documents, at no additional charge to the County.
- 2.5.7 Detailed Cost Estimates.** The Consultant will update the Statement of Probable Cost at the 50 % completion of Contract Documents and 100% completion of Contract Documents, in accordance with Section 2.1.4.3.
- 2.5.8 Conditional Approval of Construction Documents.** The Consultant will obtain the County's conditional approval for the 50% Construction Documents submittal prior to proceeding to the 95% Construction Documents and approval for the 95% Design Construction Documents prior to proceeding to the 100% Construction Documents. The County's review and conditional approval of the Construction Documents will not constitute or be construed to be an acceptance or approval of any specific system design, details or specifications where the County is required to rely upon the Consultant's knowledge for such design.

2.6 BIDDING/NEGOTIATION PHASE

In preparation for the project to be advertised and bid out, the Consultant will provide the approved and completed bid documents to the County and during the Bidding/Negotiation phase assist the County in bidding out the project, preparing and transmitting addenda and other duties as described in this Section 2.6.

- 2.6.1 Printing Bid Documents.** The Consultant will provide electronic bidding documents (on CD in PDF format) for the use of prospective bidders. The Consultant will provide **TWENTY-FIVE (25)** Sets of electronic bidding documents as part of Basic Services. If more than the foregoing twenty-five (25) Sets are requested by the County, then only such additional Sets may be reimbursed as Reimbursable Expenses, if documented in accordance with Article 6. A "**Set**" of bidding documents will be defined as one (1) copy of Volume I (Instructions to Bidders; General Conditions; Special Conditions; Miscellaneous and Execution Forms), one (1) copy of Volume II (Specifications) and one (1) Set of Drawings. Additionally, as part of the Basic Services, the Consultant will provide four (4) complete, printed record bid Sets to the County. Each "record bid set" will be defined as one (1) copy of Volume I, one (1) copy of Volume II, one (1) copy each of all additional volumes of technical and other specifications, and one (1) copy of the drawing Set. Additionally, the Consultant will provide one (1) electronic copy (on CD or flash drive in PDF format) of the record bid set to the County. ***All costs of printing specified in this Section are included in Basic Services and are not Reimbursable Expenses.***
- 2.6.2 Evaluation of Bids.** Following the County's approval of the Construction Documents, the Consultant will: assist the County in soliciting bids; coordinate and issue documents; evaluate and make recommendations on proposed substitutions; attend pre-bid conferences; answer all questions regarding the interpretation of documents; prepare and issue all addenda necessary to clarify documents; and assist in the review and evaluation of bids and recommend contract awards.
- 2.6.3 Application for Building Permit; City of Chicago.** The following provisions apply only if the Project site is located in the City of Chicago. Due to the extended period of time typically required to obtain a building permit in the City of Chicago, the Consultant will be responsible for initial application for the permit and for pursuing the permit process until award of the Contract for Construction. Therefore, following the County's approval of the Construction Documents, the Consultant will apply for a building permit in accordance with the following process, or any other process instituted by the City of Chicago.
- 2.6.3.1 DCAP.** The Consultant will be responsible for scheduling an appointment with the City of Chicago Department of Construction and Permits ("**DCAP**"), and will submit the Construction Documents together with a permit application at the first meeting with DCAP or as otherwise required by DCAP. If DCAP requires changes to the Construction Documents prior to issuing a permit application number,

Consultant will make any necessary changes to the Construction Documents, and after obtaining the County's approval of such changes, will set an appointment to resubmit corrected Construction Documents. Consultant will schedule and attend any meetings necessary and make any necessary corrections so as to obtain a building permit application number as soon as possible.

- 2.6.3.2 Revisions.** After issuance of a building permit number, the Consultant will track comments from DCAP and revise drawings within five (5) business days of receiving comments. The Consultant will keep the County advised of progress with the permit process.
- 2.6.3.3 Plan Review Meeting.** The Consultant will schedule the open plan review meeting with DCAP to ensure that the permit is issued to the Contractor without delay. The Consultant will provide revised drawings to the Contractor and notify the Contractor of the scheduled open plan review meeting with DCAP.
- 2.6.4 Changes to Meet Statement of Probable Cost.** If the lowest bona fide bid for construction of the Project exceeds the Consultant's final Statement of Probable Cost, the Consultant will perform such services as are necessary, in consultation with the County, to make changes in the Project which will allow construction of the Project in accordance with the final Statement of Probable Cost and the Budget. Such actions may include re-design, revision of Construction Documents and re-issuance of Construction Documents, if necessary. All such services are part of Basic Services and Consultant will not be entitled to additional compensation for such services.

2.7 PRECONSTRUCTION PHASE SERVICES

The responsibilities of the Consultant set forth in this Section 2.7, though commencing the Project and prior to the commencement of construction, will continue throughout the Construction Phase.

- 2.7.1 Governmental and Regulatory Agency Permits.** The Consultant will assist the County and the Contractor in obtaining all required governmental and regulatory agency permits or approvals required for the Project. The Consultant will assist the County and the Contractor in obtaining fee waivers from governmental and regulatory agencies and in resolving any code or regulatory disputes. The Consultant will be responsible for notifying the County in a timely manner of any potential delays with regard to obtaining such permits or approvals where such potential delays may have an impact on the Schedule.
- 2.7.2 Review of Contractor's Schedule of Submittals.** The Consultant will review and approve the Contractor's schedule for the submittal of shop drawings, samples and other required submissions of the Contractor. Schedules are subject to the County's approval.
- 2.7.3 Review of Contractor's Submittals.** The Consultant (through its specialty engineers, where appropriate) will review or take other appropriate action upon Contractor's submittals such as shop drawings, product data and samples such that the Work, when completed, will be in general conformance with the Contract Documents and Government and Other Standards. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The Consultant will promptly notify the County of any observations regarding the quality, appropriateness or timeliness of the submittals.
- 2.7.4 Repeated Review.** The Consultant will be responsible for reviewing all of the Contractor's submittals as many times as is necessary to assure that such submittals are in accordance with the Contract Documents. The Consultant's review and action will be taken with such reasonable promptness as to cause no delay in the Work, while allowing sufficient time, in the Consultant's professional judgment, to permit adequate review. Such submittals will be approved by the Consultant only if they are in conformance with the design concept of the Project and in compliance with the Contract Documents. If such submittals are not approved,

the Consultant will reject such submittals with comments as to why such submittals were not satisfactory.

2.7.5 Significance of Consultant's Review and Approval. The Consultant's review will not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures. The Consultant's approval of a specific item will not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents or Government and Other Standards, the Consultant will be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents and Government and Other Standards.

2.7.6 Retention of Other Services. When requested by the County, the Consultant will assist the County in selecting and retaining the professional services of surveyors, special consultants and testing laboratories not already included in the Basic Services.

2.8 CONSTRUCTION SERVICES PHASE

The Consultant will provide administration of the Contract Documents in accordance with best practice standards and all other services required as noted in this section. The County reserves the right to retain a Construction Management Administrator (CMA) for this portion of the Project. The provision of a CMA will not reduce the Consultant's responsibilities. The Consultant will cooperate and coordinate with the County's CMA for all Project related tasks and activities.

2.8.1 General Requirements and Provisions. The Consultant will provide administration of the Contract Documents. The Consultant will provide administrative, management and related services as required to monitor, and report on the activities of the Contractor with regard to the progress of the Work and the completion of the Project in accordance with the County's objectives for cost, schedule and quality as provided in the Schedule, Budget, Statement of Probable Costs and Contract Documents.

2.8.1.1 Duration of Construction Phase Services. The Consultant's responsibility to provide Basic Services for the Construction Phase, under this Agreement, commences with the award of the Contract for Construction and terminates upon the proper issuance to the County of a final certificate of payment for the Project and the completion of a reasonable number of post-Substantial Completion (punch list) inspections thereafter. All of these inspections, both for purposes of determining Substantial Completion and post-Substantial Completion, will be part of Basic Services. For projects that include multiple Contract Documents/bid packages the Consultant's responsibility as enumerated in this paragraph extends to each separate bid package.

2.8.1.2 Advice during Construction Phase. The Consultant will advise and consult with the County during construction until final payment to the Contractor is made and all other obligations under this Agreement are completed to the County's satisfaction. The Consultant will have authority to act on behalf of the County only to the extent provided in this Agreement unless otherwise modified by written instrument.

2.8.1.3 Monitoring of Progress and Performance. The Consultant will monitor progress and performance of the Contractor. The Consultant will promptly give notice and recommend courses of action to the County if requirements of the Contract Documents are not being fulfilled and, with the concurrence of the County, initiate the directive that corrective action be taken by the appropriate responsible party.

2.8.1.4 Communication through Consultant. Except as may otherwise be provided in the Contract for Construction or when direct communications have been specially authorized by the County, the County and Contractor will endeavor to communicate through the Consultant on matters of Project design. Communications by and with the Consultant's subcontractors will be through the Consultant.

- 2.8.1.5 Construction Progress Meetings.** The Consultant will attend, participate and bring all required documents to construction progress meetings which will be held not less than once per week during the Construction Services Phase to discuss matters of progress, problems and scheduling of the construction phase of the Project, times, dates and locations of meetings will be subject to approval by the County.
- 2.8.1.6 Limitation of Consultant's Responsibilities; Contractor's Work.** The Consultant will not have control over or charge of and will not be responsible for the Contractor's implementation of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work. The Consultant will not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents or Government and Other Standards. No provision of this Agreement will be interpreted to confer upon the Consultant any duty owed under the common law, under OSHA, or any other statute or regulation to construction workers or any other party regarding safety or the prevention of accidents at the site.
- 2.8.1.7 Access to Work.** The Consultant will at all reasonable times have access to the Work wherever it is in progress.
- 2.8.2 On-Site Construction Observation.** During the Construction Services Phase, the Consultant will provide at least 20 hours per week of on-site observation of the progress of the Work to determine that the Work generally conforms to the requirements of the Contract Documents and Government and Other Standards.
- 2.8.2.1 General Conformance with Contract Documents.** The Consultant will review conformance of the materials and workmanship to the standards established by the Contract Documents and Government and Other Standards, review the Work and evaluate test reports and will notify the County promptly of any deficiencies observed in Contractor's Work. Project meetings or other meetings, including coordination meetings with the County or other consultants or contractors on site, will not be considered part of the hours allotted to construction on-site observation.
- 2.8.2.2 Specialized Site Observations.** The Consultant will provide structural, mechanical, electrical, fire protection and life safety engineers, from its own employees or subcontractors, to perform on-site observation of the progress and quality of the Work, and to determine that the Work, when completed, will generally conform to the requirements of the Contract Documents and Government and Other Standards, at intervals appropriate to the stage of construction or to the Consultant's participation in the Project. On-site observation will consist of visual observations of materials, equipment and construction. Such on-site observation will not be relied upon by others as acceptance of the Work, nor will it be construed to relieve the Contractor in any way from its obligations and responsibilities under the Contract Documents.
- 2.8.2.3 Advice as to Observable Defects.** On the basis of such on-site observation, the Consultant will keep the County informed of the progress and quality of the Work and will endeavor to guard County against observable defects and deficiencies in the Work and variances from the Contract Documents and Government and Other Standards, and will promptly report to the County any observed defects, deficiencies or variances. The parties acknowledge that during the progress of the Work, certain Work may not be in compliance with the Contract Documents, but will be in compliance by the time such portion of the Work is completed. Therefore, the Consultant's obligation to "promptly" report defects, deficiencies, variances and other matters is intended to require the Consultant to notify the County at such time as the Consultant knows, should have known, or reasonably believes that the Work, when completed, will not be in conformance with the Contract Documents or Government and Other Standards. The Consultant acknowledges that early discovery of such defects, deficiencies, variances and other matters are important in avoiding rework and additional costs.
- 2.8.2.4 Field Reports.** Within seven (7) days of each on-site observation, the Consultant will submit a field report to the County, with a copy to the Contractor.

- 2.8.2.5 Reporting and Documentation Requirements.** In addition to the Monthly Progress Reports required under this Agreement, the Consultant will be responsible for the following reports. Any of the following may be included in the Monthly Progress Reports, unless otherwise requested by the Project Director.
- 2.8.2.6 Updates of Statement of Construction Costs.** The Consultant will update the *Statement of Construction Cost* at least monthly, incorporating changes accepted by the County as they arise, and submit to the County the updated Statement of Construction Costs within ten (10) days after the earlier of the preparation thereof, or the end of each month.
- 2.8.2.7 Cash Flow Reports.** The Consultant will also be responsible for developing cash flow reports and forecasts on a quarterly basis and for submitting such reports of forecasts within ten (10) days after the end of each quarter. Such cash flow reports will identify variance between actual and budgeted cash flow and costs of the Project. The Consultant will promptly advise the County whenever the Consultant is in possession of information indicating that the actual Project costs exceeds the Statement of Construction Cost. The Consultant will submit a cash flow report identifying the variance between actual and budgeted cash flow costs of the Project.
- 2.8.2.8 Cost Accounting Records.** The Consultant will maintain cost accounting records on authorized Work performed; additional Work performed on the basis of actual costs of labor and materials; and/or other Work requiring accounting records in accordance with standards and formats accepted in writing by the County.
- 2.8.2.9 Review and Certification of Contractor's Payment Applications.** The Consultant will review the Contractor's applications for progress payments and final payments, all documentation in support of such applications, including but not limited to waivers of lien and affidavits, and all other documents to be submitted by the Contractor as a precondition for payment including but not limited to progress reports and as built drawings. Based on this review, as well as its visits to the construction site and any other information it has, the Consultant will provide a written certificate to the County indicating: (a) whether the Contractor's Work has progressed to the point indicated on the application for payment based on documentation and observation of the quantity and quality of the Contractor's Work as furnished to and made by the Consultant; (b) whether the Contractor's application for payment is supported by all waivers; (c) whether the Contractor has submitted to the County all other documents required by the County as a precondition for payment; and (d) whether the Consultant recommends payment.
- 2.8.2.10 Special Reports.** Where special requests for reports are made by the County, the Consultant will submit within seven days of the County's request, a written statement of the Project progress; summary of payments made; and construction status in accordance with the Contract Documents.
- 2.8.2.11 Written Interpretations of Contract Documents and Responses to RFI's.** The Consultant will issue written interpretations of the Contract Documents and written responses to all requests for information ("*RFI's*"). The Consultant will make recommendations within seven days of receipt of the submission to the Consultant, on all requests of the County or the Contractor relating to the execution and progress of the Work and on all matters or questions related thereto. Any directive affecting construction costs and/or schedule will only be issued by the County.
- 2.8.3 Other Contractor Oversight and Assistance.**
- 2.8.3.1 Review of Inspections, Testing, Systems, and Equipment.** The Consultant will review the Contractor's inspection and testing of utilities, operational systems and equipment for readiness and will monitor the initial start-up and testing of such systems and equipment.
- 2.8.3.2 Coordination of Reviews and Inspections.** The Consultant will assist the County and the Contractor in

coordinating federal, state, local governmental and regulatory agency reviews and or inspections as necessary for obtaining certificate(s) of Substantial Completion in accordance with the Contractor's agreement with the County.

2.8.3.3 *Evaluation of Substitutions.* The Consultant will provide services/coordinate with any other consultants providing services in connection with evaluating substitutions proposed by the Contractor after issuance of Contract Documents and making subsequent revisions to drawings, specifications and other Project Documents resulting therefrom.

2.8.3.4 *Review of Contractor's Documentation of Work.* During the course of construction, the Consultant will consult with the Contractor and review the Contractor's marked-up prints, as-built drawings and other data necessary for documentation of the Work and any changes in the Work, and will forward such documents to the County, with appropriate recommendations, for the County's review and records.

2.8.4 Disputes; Non-Conforming Work.

2.8.4.1 *Authority to Reject Nonconforming Work.* The Consultant will have no authority to reject Work, except as otherwise provided herein. If the Consultant determines that the Work of the Contractor does not conform to the Contract Documents, the Consultant will promptly notify the County, in writing, of such nonconforming Work and will provide recommendations for corrective action regarding such Work so that the County can determine whether such Work should be rejected. In the event the County determines that such Work should be rejected, the Consultant will execute the County's directive to reject such Work. Whenever the Consultant considers it necessary or advisable to comply with the intent of the Contract Documents, the Consultant will recommend to the County, in writing, when additional inspection or testing of the Work should be conducted, whether or not such Work is fabricated, installed or completed.

2.8.4.2 *Recommendations Concerning Disputes; Questions of Interpretation.* During the course of the Construction Phase of the Project, the Consultant will consult with the County regarding any questions or disputes which may arise between the Consultant and the Contractor concerning the interpretation of the plans, drawings, specifications and other Project Documents prepared by the Consultant. The Consultant will initially interpret the Contract Documents and provide recommendations concerning the Contractor's and the County's performance thereunder. The Consultant will render interpretations necessary for the proper execution and progress of the Work with reasonable promptness on written request of either the County or the Contractor, concerning all claims, disputes and other matters in question between the County and Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents. Interpretations of the Consultant will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. When making such interpretations, the Consultant will endeavor to secure faithful performance by both County and Contractor, will not show partiality to either, and will not be liable to the County for results of interpretations so rendered in good faith.

2.8.5 Revisions, Change Orders.

2.8.5.1 *Evaluation of Revisions to the Contract for Work.* The modification, amendment or waiver of any provision of the County's agreement with the Contractor will be solely within the discretion of the County and no such action will void or otherwise affect this Agreement, provided that County will promptly provide to the Consultant notice of any proposed modification, amendment or waiver that may have an impact on the Project.

- 2.8.5.2 Evaluation of Impact.** In the event a modification, amendment or waiver of a provision of the agreement with the Contractor does have an impact on the Project, the Consultant will evaluate the proposal to determine its impact on the Project and, within five (5) working days after receipt of the County's notice, will provide a written response to the County that: (a) the proposal will not have an adverse impact on the Project and is accepted; (b) the proposal will have an adverse impact on the Project ; (c) additional information is needed to determine the impact of the proposal on the Project; or (d) additional study is needed to determine the impact of the proposal on the Project.
- 2.8.5.3 Need for Additional Information.** If the Consultant's response notes a need for additional information or study, the response also will include a description of the information or studies required. The Consultant will, upon the County's request, undertake expedited efforts to obtain the additional information and to perform the additional studies identified in its response. If the Consultant objects to the proposal then, at the County's option, the Contract Documents will be modified in accordance with Article 3 in a manner recommended by the Consultant and approved by the County.
- 2.8.5.4 Preparation of Change Orders; Reimbursement for Negligent Design.** The Consultant will prepare change orders and construction change directives with supporting documentation and data, for the County's approval and execution in accordance with the Contract Documents, including any change orders and construction change directives as is needed to rectify any errors, omissions, ambiguities or inconsistencies in the Project Documents. The Consultant will reimburse the County for all costs of corrective Work, extra Work, claims for additions or replacement Work required as a result of errors, omissions, ambiguities or inconsistencies in the, Project Documents.
- 2.8.6 Substantial and Final Completion.**
- 2.8.6.1 Inspections for Substantial Completion.** The Consultant will conduct inspections to determine the date or dates of Substantial Completion under the terms of the Contract Documents and the date or dates of Final Completion.
- 2.8.6.2 Phased Substantial Completion.** If the County has determined that the Project is to be accomplished in phases, to allow for continued occupancy and operation of the site for the County's purposes during the Project, then "Substantial Completion" will occur at different times for the various phases, and the Consultant will perform its responsibilities of inspecting, determining if Substantial Completion has occurred, preparing a punch list, certifying as to Substantial Completion, and performing post-Substantial Completion inspections, as many times as necessary given the number of phases.
- 2.8.6.3 Receipt of Required Documentation.** As part of the process of certifying Substantial Completion, the Consultant will receive, review for compliance with the Contract Documents and forward to the County for the County's review and records, as-built drawings, test certifications, and related documents required by the Contract Documents and assembled by the Contractor. The Consultant will not issue a certificate of Substantial Completion until the requirements of this Section have been met. Once it has been determined that the Contractor's documentation conforms to the Contract Documents, the Consultant will, upon approval from the County, transmit the documentation to all individual(s) designated by the County.
- 2.8.6.4 Final Completion; Documentation.** Consultant will issue a final certificate for payment upon compliance with the requirements of the Contract Documents. The Consultant will secure and transmit to the County required guarantees, affidavits, releases, bonds and waivers. In addition, the Consultant will deliver all information that it obtains from the Contractor, or a subcontractor including keys, manuals, record drawings and maintenance stocks. The Consultant will promptly notify the County if, in the Consultant's judgment, any of the documents assembled by the Contractor fails to conform to the Contract Documents.

- 2.8.6.5** *Punch List(s) and Inspection(s) Pursuant to Final Completion.* Upon date or dates of Substantial Completion for the Project, the Consultant will participate in the development of completion punch list(s) prepared by the Contractor for the Project and will prepare a statement as to the Contractor's completion of corrective Work. The Consultant will arrange for an inspection for Final Completion and will review whether all Work performed by the Contractor is in accordance with the requirements of the Contract Documents.
- 2.8.6.6** *Contractor's Final Payment Certification:* The Consultant will review and certify the Contractor's final payment application once it has been established that the Work is complete and in conformance with all Contract Documents.
- 2.8.6.7** *Closeout Reports.* After Final Completion of Work, the Consultant will prepare a close-out report in a format approved by the County. The report will contain but not be limited to the following information: Overall project budget, schedule summaries; detailed financial summaries for Contractor and Architect of Record; AOR Errors and Omissions Summary; Warrantees and related items. The Consultant will submit two (2) original copies and one electronic copy in PDF format as part of the Basic Services.

2.9 POST CLOSE OUT SERVICES

- 2.9.1 COMMENCEMENT** The Post-Completion Services required pursuant to this Agreement will commence upon the issuance of a final certificate of payment for the Project.

2.9.2 CLOSE OUT MEETINGS

As part of Basic Services, the Consultant will schedule and attend all Project close-out meetings scheduled by the County after Final Completion.

2.9.3 SERVICES FOLLOWING PROJECT CLOSEOUT

For a period of **Three (3) months** following the date of Final Completion, the Consultant will make the Key Personnel available to the County as needed up to a maximum of **Forty (40) hours**, to resolve any outstanding issues in connection with the work of this Project. The Consultant will not expend any of the **Forty (40) hours** without the prior authorization of the County. If, upon expenditure of the **Forty (40) hours** of Key Personnel time, the County requires additional Key Personnel time, the Consultant will be compensated for such additional Key Personnel time in accordance with Section 6.2.

ARTICLE 3

ADDITIONAL SERVICES

3 AUTHORIZATION AND REIMBURSEMENT

The additional services described in this Article 3 are not included in Basic Services unless otherwise noted in Appendix B. The Consultant will furnish any of the services described below and will be paid for such services in accordance with Section 6.2, provided such services have been authorized by the Director in writing and in advance. Once so authorized, such services will constitute "Additional Services."

3.1 ACQUISITION

When requested by the County, the Consultant will obtain the services of geotechnical engineers when such services are required by the Project conditions.

3.2 ENGINEERING AND TESTING SERVICES

When requested by the County, the Consultant will provide structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials and other laboratory and environmental tests, inspections and reports required by law.

3.3 DESIGN AND MANAGEMENT

When requested by the County, the Consultant will provide services in connection with planning, administration and coordination of move-in/activation of the Project.

3.4 DOCUMENTS AND APPLICATIONS

When requested by the County, the Consultant will prepare pre-qualification documents and applications for all applicable trades.

3.5 SITE REPRESENTATION AND OBSERVATION

If more extensive on-site construction observation than is described Section 2.8.2 and Appendix B is required, the Consultant will provide Project representatives as required to assist in carrying out such additional on-site responsibilities. The number of such additional Project representatives will be agreed to in writing prior to the commencement of such additional services. Such Project representatives will be selected, employed and directed by the Consultant. The duties, responsibilities and limitations of authority of Project representatives will be as agreed by the County and Consultant.

Through the observations by such Project representatives, the Consultant will provide further protection for the County against defects and deficiencies in the Work and variances from the Contract Documents and Government and Other Standards, but the furnishing of such Project representation will not modify the rights, responsibilities or obligations of the Consultant as described in this Agreement.

3.6 PROFESSIONAL OR CONTRACTOR DEFAULT

When requested by the County, the Consultant will provide services made necessary by the default of the Contractor or other design/engineering professionals hired by the County for purposes of this Project.

3.7 INVESTIGATIONS, INVENTORIES AND ASSESSMENTS OF EXISTING FACILITIES

When requested by the County, the Consultant will make investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing utilities/ facilities.

3.8 SERVICES AFTER PROJECT CLOSEOUT

When requested by the County, the Consultant will provide services after the Consultant properly issues to the County a final certificate for payment for the Project where such services exceed the number of hours or the time period established in 2.9.3.

3.9 OTHER SERVICES

When requested by the County, the Consultant will provide any other services not otherwise included in this Agreement which would not be customarily furnished in accordance with generally accepted architectural practices.

ARTICLE 4 - COUNTY'S RESPONSIBILITIES AND ADDITIONAL RIGHTS

4 COUNTY'S RESPONSIBILITIES AND RIGHTS

The County will have the following specific responsibilities and rights under this Agreement.

4.1 COUNTY'S RESPONSIBILITIES

4.1.1 Cooperation with Consultant. The County will cooperate with the Consultant in order to enable the Consultant to perform its work hereunder and will direct its employees, agents, contractors and consultants to reasonably cooperate with the Consultant.

4.1.2 Approvals; Acceptances; Decisions. The County will render approvals, acceptances and decisions required by the Consultant in a reasonably expeditious manner for the orderly progress of the Consultant's services

and the Project.

- 4.1.3 Faults; Defects.** The County will promptly advise the Consultant if the County becomes aware of any fault or defect in the design or construction of the Project.
- 4.1.4 Point Of Contact.** The Project Director will, on behalf of the County, act as the primary point of contact for the Consultant with the County and render decisions in a timely manner where such decisions do not result in any change or modification of this Agreement or of the Project. The Consultant's communications with the County, including but not limited to all reports, should be directed through the Project Director to the greatest extent possible, except for written notices, which will be made in accordance with Section 11.3.
- 4.1.5 Additional Costs.**
- (a) Requests for changes which could individually or cumulatively result in Additional Costs in excess of \$150,000 or extend the scheduled completion date of the Agreement by more than one (1) year from the completion date of this Agreement shall be submitted to the Project Director for approval by the Chief Procurement Officer and the County's Board of Commissioners (the "Board"). The concept of "cumulative" takes into account (i) all prior changes resulting in an extension of the scheduled completion date, as well as the current request for changes and (ii) all prior changes resulting in Additional Costs, as well as the current request. The thresholds for changes requiring Board approval described above in (a) above are currently in the Cook County Procurement Code and if such thresholds shall be amended by action of the Board, such new thresholds shall be deemed to apply to this Agreement from the effective date of such amendment
- 4.1.6 Authorization to Issue Written Notices.** The Director of the Office of Capital Planning and Policy, or his authorized representative, is authorized to issue all written notices to the Consultant which the County may find necessary or appropriate in connection with this Agreement, except where otherwise provided.
- 4.1.7 Approval or Acceptance of Consultant's Work.** The County will approve or accept work of the Consultant only where such work conforms with the following conditions: (i) the work has been performed in accordance with this Agreement; (ii) cost estimates are below the Budget; and (iii) cost estimate and design quality deviations and discrepancies are reconciled or in the process of reconciliation to the satisfaction of the County. The County not obligated to authorize any work or accept advice, recommendations or directives of the Consultant which knowingly increase the cost of the Project beyond the approved Budget.
- 4.1.8 Existing Information.** Upon the Consultant's request, the County will furnish any documentation or surveys in the County's possession describing physical characteristics, legal limitations and utility locations for the site of the Project and any legal description of the site that the County has in its possession.
- 4.1.9 Geotechnical Engineers.** The County will furnish the services of geotechnical engineers to the extent necessary for the Project. The Consultant will, on a timely basis, recommend the scope of such services and will be responsible for the sufficiency of its recommendations, but will not be liable for the engineers' performance.
- 4.1.10 Services of Other Consultants.** The County, at its discretion, will furnish the services of other consultants when such services are outside the scope of Basic Services but otherwise necessary for the Project, upon the Consultant's request. The County will have the sole discretion in determining what services are necessary for purposes of the Project.
- 4.2 ADDITIONAL RIGHTS OF COUNTY.**
- 4.2.1 Review of Certificates/Certifications.** The proposed language of certificates or certifications requested of the Consultant or the Consultant's consultants will be submitted to the County for review and approval at least seven (7) days prior to execution. The County will not request certifications that would require

knowledge or services beyond the scope of this Agreement.

- 4.2.2 Materials Inspection and Responsibility.** The County will have a right to inspect any material to be used in carrying out this Agreement, but such inspection will not constitute acceptance or approval by the County of such material and will not relieve the Consultant or any other person from the performance of and compliance with the provisions of this Agreement or any other contract in respect of the Project. The County does not assume any responsibility for the availability of any materials and/or equipment which the Consultant provides under this Agreement.
- 4.2.3 Reduction of Professional Services.** The County reserves the right to reduce the scope of services set forth in this Agreement. In the event the County reduces the scope of services, the Consultant will be entitled to compensation for services actually rendered and authorized Reimbursable Expenses actually incurred in accordance with Articles 6 and 7.
- 4.2.4 Project Suspension.** The County will have the absolute right to suspend the Project. Where the County suspends the Project any work performed by the Consultant during such suspension period will be at the Consultant's sole risk and the County will not be responsible for any compensation or delay damages on account of such suspension period. The Consultant agrees to keep such Key Personnel available during all suspension periods which do not exceed three (3) months.
- 4.2.5 Termination for Lack of Receipt of Necessary Approvals.** Notwithstanding anything to the contrary contained in this Agreement, this Agreement is expressly contingent upon receipt by the County of all necessary approvals to complete the Project from applicable federal, state and local authorities; provided however, that nothing contained herein will be deemed to impose upon the County a requirement for obtaining any permits or other approvals that are generally required to be obtained by the Contractor. In the event the County does not obtain approval for the Project or any phase, portion thereof or if such approval has been cancelled, rescinded or modified, this Agreement or, at the County's election, that part of this Agreement attributable to the phase or portion not approved, cancelled, rescinded or modified will be terminated without further action by either party and thereupon neither party will have any further liability or obligation to the other with the exception of the payment by the County to the Consultant of services actually rendered and authorized Reimbursable Expenses actually incurred in accordance with the Cost Loaded Schedule. Such payment so made to the Consultant will be full settlement for services rendered under this Agreement and Consultant's sole remedy.
- 4.2.6 Termination for Convenience.** The County may terminate this Agreement, terminate a portion of the Consultant's services under this Agreement, or reduce the scope of the Project, the Consultant's services or both, at any time by notice in writing from the County to the Consultant. If the Agreement is terminated by the County, the Consultant will deliver to the County all finished or unfinished documents, data, studies and reports prepared by or on behalf of the Consultant under this Agreement and these will be and become the property of the County. Payment for the work performed before the effective date of such termination will be based upon services actually rendered and authorized Reimbursable Expenses actually incurred in accordance with the **Cost Loaded Schedule**. Such payment so made to the Consultant will be full settlement for services rendered under this Agreement and Consultant's sole remedy. If the County terminates a portion of the Consultant's services under this Agreement or reduces the scope of the Project or the Consultant's services, the County and Consultant will negotiate in good faith a reduction in the Consultant's compensation to reflect the value of the services performed and to be performed.

ARTICLE 5 - INSURANCE AND INDEMNIFICATION

5 INSURANCE AND INDEMNIFICATION

5.1 INDEMNIFICATION

The Consultant agrees to pay and reimburse and defend, indemnify, keep and hold harmless the County, its commissioners, officials, employees, agents and representatives and their respective heirs, executors, administrators, successors and assigns from and against any and all losses, demands, obligations, costs, damages, liabilities, suits, actions, judgments, claims (including, but not limited to, claims for the infringement of any patents, copyrights, licenses or other intellectual property rights) and expenses, including, but not limited to, attorneys' and experts' fees and expenses at trial and on appeal and litigation expenses, arising out of or connected with: (a) the Consultant's negligent performance or nonperformance of this Agreement; (b) any negligent or intentional misstatement contained in any representation made by the Consultant in or pursuant to this Agreement; (c) any breach of any warranty made by the Consultant in this Agreement or in any documents or certifications required by this Agreement; or (d) any negligent errors, omissions or acts of the Consultant, its subcontractors, agents or employees. The Consultant expressly understands and agrees that any insurance protection required by this Agreement will in no way limit its responsibilities or liabilities or serve as a limit in recovery under this Section 5.1. The provisions of this Section 5.1 are applicable to the full extent allowed by the laws of the State of Illinois and not beyond any extent which would render them void or unenforceable.

5.2 HARDWARE AND SOFTWARE LICENSING

If any equipment, hardware or software is used by the Consultant in the performance of its services and any injunction is entered restraining the Consultant, the County or any of their respective commissioners, officials, officers, employees, agents or representatives from using such equipment, hardware or software or any part thereof, then the Consultant will, at its expense without reimbursement from or compensation by the County, promptly provide or otherwise secure for the County, at the Consultant's election, one of the following: the right to continue using the equipment, hardware or software; an equivalent system; or a modified system or modified component parts which perform in a substantially similar manner to the original system, but do not infringe on any patents, copyrights, licenses or other intellectual property rights.

5.3 INSURANCE REQUIREMENTS

(a) Workers Compensation Insurance

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of
\$1,000,000 each Accident
\$1,000,000 each Employee
\$1,000,000 Policy Limit for Disease

(b) Commercial General Liability Insurance

The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover bodily injury, personal injury and property damage.

Each Occurrence

\$ 1,000,000

General Aggregate Per Project	\$ 2,000,000
Completed Operations Aggregate	\$ 2,000,000

The General Liability policy shall include the following coverages:

- (a) All premises and operations;
- (b) Contractual Liability;
- (c) Products/Completed Operations;
- (d) Severability of interest/separation of insureds clause

(c) **Commercial Automobile Liability Insurance**

Contractor shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less than \$1,000,000 per accident.

(d) **Umbrella/Excess Liability**

Such policy shall be excess over Commercial General Liability, Automobile Liability, and Employer's Liability with limits not less than the following amounts:

Each Occurrence:	\$4,000,000
General Aggregate Per Project	\$4,000,000

(e) **Professional Liability**

Contractor shall secure Professional Liability insurance covering any and all claims arising out of the performance or nonperformance of professional services for the County under this Agreement. This professional liability insurance shall remain in force for the life of the Contractor's obligations under this Agreement, and shall have a limit of liability of not less than \$2,000,000 with a deductible of not more than \$100,000. If any such policy is written on a claims made form, the retroactive date shall be prior to or coincident with the effective date of this contract. Claims made form coverage, or extended reporting following the expiration or termination of this contract, shall be maintained by the Contractor for a minimum of three years following the expiration or early termination of this contract and the Contractor shall annually provide the County with proof of renewal. Subcontractors performing professional services for the Contractor must maintain limits of not less than \$1,000,000 with the same terms in this section.

Additional requirements

(a) **Additional Insured**

The required insurance policies, with the exception of the Workers Compensation and Professional Liability, shall name Cook County, its officials, employees and agents as additional insureds with respect to operations performed. The Commercial General Liability policy shall specifically include ISO Additional Insured Endorsements CG 2010 and CG 2037 or equivalents. Contractor's insurance shall be primary and non-contributory with any insurance or self-insurance maintained by Cook County.

(b) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

(c) **Insurance Notices**

The County will not allow the Contractor to commence any work under this Agreement until all insurance required under this Agreement is purchased and evidence of such is received and approved by the Chief Procurement Officer. Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

(d) **Waiver of Subrogation Endorsements**

All insurance policies must contain a Waiver of Subrogation Endorsement in favor of Cook County.

(e) **Property Insurance**

Contractor is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by Contractor.

5.4 POLICY LIMITS SUBJECT TO INCREASE

The policy limits stated for each type of insurance coverage required under this Agreement will be subject to such commercially reasonable increases as the County may from time to time request or as may be required by law, provided however that the County will pay for such increases to the extent such are not required by law. The Consultant will be responsible for payment of all policy deductibles.

5.5 WAIVER OF CLAIMS

The County and the Consultant waive all rights against each other and against the other's contractors and subcontractors, consultants, partners, agents or employees for damages caused by fire or other perils to the extent that such damages are covered by property insurance. The Consultant will include in its contract with any sub-consultant on the Project a clause in which such sub-consultant similarly waives such rights and claims against the County, its other consultants, agents and employees. The County has provided the Consultant with a copy of its General Conditions for construction contracts which sets forth waiver requirements of the Consultant and all

subcontractors, and will not revise such requirements with respect to waiver of rights and claims without approval of the Consultant, which approval will not be unreasonably withheld.

5.6 EVIDENCE OF INSURANCE

The Consultant will furnish to the Chief Procurement Officer and to the County's Director of Risk Management certificates of insurance, and upon the County's request, full copies of all Insurance Policies evidencing coverage as stated above issued by an insurance company authorized to do business under the laws of the State of Illinois, accepted by the County and will have a financial rating no lower than VII and a policy holder's service rating no lower than (A) as listed in A.M. Best's Key Rating Guide, current edition or interim report. Such policies will provide that no cancellation or modification of the policies will occur without at least sixty (60) calendar days prior written notice given to the County.

5.7 NO WORK WITHOUT INSURANCE

The County will not allow the Consultant to commence, and the Consultant will not commence any work under this Agreement, until all insurance required under this Agreement is purchased and evidence of such is received and approved by the Chief Procurement Officer and the Cook County Director of Risk Management. Thereafter, the Consultant will, not less than 60 days prior to the expiration of each and any policy of insurance required hereunder or in the case Consultant replaces its insurance with another policy or another carrier, deliver to the Chief Procurement Officer evidence satisfactory to the Chief Procurement Officer of the renewal or replacement of such expiring policy. The renewal or replacement policy will comply with the provisions of this Article 5.

5.8 ERRORS AND OMISSIONS LIABILITY INSURANCE

The Consultant will maintain Professional Errors and Omissions Liability Insurance with limits not less than \$5,000,000 per occurrence and \$5,000,000 in the aggregate, with a deductible of no more than \$25,000 per negligent act, error or omission and in the aggregate. The deductible will be the responsibility of the Consultant. Such insurance will be provided on a claims made basis and will be kept in force for a period not less than three years beyond Final Completion of the entire Project. Such insurance will be primary with respect to other insurance maintained by the Consultant. To the extent available, such insurance will be retroactive to the date that the Consultant commences services pursuant to this Agreement.

5.9 MAINTENANCE OF INSURANCE REQUIREMENTS

The Consultant will not violate or knowingly permit to be violated any condition of the policies of insurance provided by the terms of this Agreement and will at all times satisfy the requirements of the insurance companies issuing them.

ARTICLE 6 - BASIS OF COMPENSATION

6 COMPENSATION FOR BASIC SERVICES

The County will compensate the Consultant as follows and in accordance with the payment procedures set forth in Article 7:

6.1 COMPENSATION FOR BASIC SERVICES

For the faithful and complete performance of the Consultant's Basic Services under this Agreement, as described in Article 2, compensation will be based on a "Not To Exceed" amount of (\$644,878.09). Progress payments for Basic Services will not exceed the actual progress of the Project and be submitted monthly pro rata to completion.

6.2 COMPENSATION FOR ADDITIONAL SERVICES:

Compensation for Additional Services as described in Article 3 will be either on the basis of a lump sum fee or an hourly rate of Key Personnel plus Reimbursable Expenses actually incurred. The scope of work of the Additional Services and the method of compensation for such Additional Services will be negotiated in advance of any such

Additional Services being rendered. Progress payments for Additional Services will be submitted monthly pro rata to completion in accordance with the Cost Loaded Schedule developed for such Additional Service. No funds will be expended or authorized without the advance written authorization of the County. Regardless of whether Additional Services are rendered, the County will have no obligation to pay for Additional Services unless the same have been specifically set forth in a writing prepared by the Consultant and approved in writing by the County.

6.3 COMPENSATION FOR REIMBURSABLE EXPENSES

Reimbursable Expenses falling within the following categories: (a) document printing and distribution through Pre-Construction Services and Construction Services Phases (but only to the extent such printing and distribution exceeds the copies of submissions/deliverables and printing of bidding documents included in Basic Services pursuant to Sections 2.1.1.3 and 2.6.1 or elsewhere in this Agreement); (b) out of town travel requested by the County; (c) messenger services requested by the County; (d) expense of renderings, models and mock-ups requested by the County. All other out of pocket expenses generally incurred in performing the Basic Services will not be considered reimbursable by the County, such as long distance phone calls and faxes, clerical and secretarial services, in house copying, study models, overnight deliveries to team members, local hotel stays, meals, taxi cab expenses, mileage and parking expenses.

The Consultant will submit receipts and any other documentation reasonably requested by the County to support the claim for Reimbursable Expenses. Reimbursable Expenses are subject to audit by the County at least annually and within ninety (90) days of the date of Final Completion for the Project. The County's advance written approval of all Reimbursable Expenses is required.

6.4 RECORDS OF WORK PERFORMED; COOK COUNTY CODE, CHAPTER 34, SEC. 34-310

Regardless of compensation structure, the Cook County Code requires that the Consultant to maintain and submit for review upon request by the Director, itemized records indicating the dates that services were provided, a detailed description of the work performed on each such date, and the amount of time spent performing work on each such date.

6.5 COMPENSATION FOR EXTENSIONS OF PROJECT DURATION

Except as provided in and subject to Section 4.2.4 regarding Project suspension, if the Project duration is extended beyond the scheduled completion date as defined by the Schedule without fault on the part of the Consultant and where the Consultant has given all required notices of Project delay as set forth in Sections 2.1.11.4 and 2.1.11.5, then the Consultant will be entitled to assert claims for additional compensation provided that, within fourteen (14) days after the Consultant has knowledge of any circumstance which may give rise to an extension of the Project duration, it will submit written notice of its claim to the County, specifying such circumstance. The timely provision of this notice in proper form is a condition precedent to the making of a valid claim. If such notice is not given for any such period of delay, the Consultant waives any claim it may have for additional compensation for such period of delay.

6.6 ERROR AND OMISSION RETAINAGE FUND

In certain circumstances described below, the County will retain a portion of the Consultant's pay application requests in accordance with the procedures set forth in this Section 6.6 to serve as a security for any claims the County may have against the Consultant due to alleged errors and omissions of the Consultant in the performance of its services pursuant to this Agreement. The retained funds (hereinafter the "**Error and Omission Retainage Fund**") will not be deemed a penalty or liquidated damages by reason of such errors and omissions of the Consultant.

6.6.1 "E & O Costs" Defined. The cost of change orders made necessary by reason of alleged errors and omissions of the Consultant and determined by the County to be directly related to such alleged errors and omissions are hereinafter referred to as "E & O Costs".

- 6.6.2 "1 % Threshold" Defined.** The 1% Threshold is the point at which the aggregate E & O Costs exceed one percent (1 %) of the Contract for Construction (the "**1 % Threshold**").
- 6.6.3 Retainage Amount Defined.** The County acknowledges that the measure of damages attributable to errors and omissions may not be the full amount of the change order necessary to correct such error or omission, and that the damages may be difficult to quantify until the change is completed. Therefore, the amounts that will be withheld and allocated to the Error & Omission Retainage Fund from time to time are limited to ten percent (10%) of the E & O Costs in excess of the 1 % Threshold (the "**Retainage Amount**"), as an estimate of the actual damages, to be determined later. The Error & Omission Retainage Fund will not exceed Two hundred fifty thousand dollars (\$250,000.00) and no additional withholding for the Error and Omission Retainage Fund after such limit is reached.
- 6.6.4 Commencement of Withholding.** When the County determines that E & O Costs exceed the 1 % Threshold, the County will withhold the Retainage Amount from the next pay application request received; provided, however, that if the pay application request is less than the Retainage Amount the County will withhold the balance from succeeding pay application requests until such Retainage Amount has been fully withheld. The Retainage Amount will be adjusted as any additional change orders are processed to reflect E & O Costs included in such change orders.
- 6.6.5 Release of Fund.** If at Final Completion of the entire Project, the County's damages due to the Consultant's errors and omissions are less than the 1 % Threshold, the County will release the full Error and Omission Retainage Fund to the Consultant. If at Final Completion of the entire Project, the County's damages resulting from errors and omissions of the Consultant exceed the 1 % Threshold, the County will retain that portion of the Error and Omission Retainage Fund necessary to satisfy the County's damages, and release the balance to the Consultant. To the extent that the Error and Omission Retainage Fund is insufficient to fully satisfy the County's damages, the County will have the right to seek compensation from the Consultant directly for that portion of the County's damages which are not satisfied.
- 6.6.6 In Effect beyond Termination.** This Section 6.6 will remain in effect, enforceable and applicable notwithstanding the termination of this Agreement for any cause.

ARTICLE 7

PAYMENTS TO THE CONSULTANT

7 PAYMENT PROCEDURES

7.1 PAYMENTS FOR BASIC SERVICES

The Consultant will submit a payment application once a month for Basic Services. Payments for Basic Services will be made monthly and will be governed by Section 6.2. Payments for Additional Services and Reimbursable Expenses will be made monthly upon presentation of the Consultant's statement of services rendered or expenses incurred. No late payment interest or penalties will accrue for any payment due (including any and all payments made on disputed claims) pursuant to the terms of this Agreement.

7.2 INVOICING

For each payment hereunder, the Consultant will compile and submit its payment application in conformance to the County's Payment Application Guidelines which includes the submittal of the following documentation to the Project Director. All documentation will be provided in the County's standard format or such format as is requested by the Project Director. The County may at any time modify invoicing requirements or request additional information. Separate invoices will be submitted for Basic Services, Additional Services and Reimbursable Expenses.

All invoices submitted by the Consultant shall be in accordance with the cost provisions contained in the

Agreement and shall contain a detailed description of the Deliverables, including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All invoices shall reflect the amounts invoiced by and the amounts paid to the Consultant as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Consultant shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Consultant to the County.

The Consultant acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Consultant certifies that all itemized entries set forth in the invoices are true and correct. The Consultant acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies, services or equipment set forth in the Agreement to the Using Agency, or that it has properly performed the services set forth in the Agreement. The invoice must also reflect the dates and amount of time expended in the provision of services under the Agreement. The Consultant acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Consultant, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Consultant receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Agreement, the Consultant must make payment to its Subcontractors within 15 days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Consultant with all of the documents and information required of the Consultant. The Consultant may delay or postpone payment to a Subcontractor when the Subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Consultant is acting in good faith, and not in retaliation for a Subcontractor exercising legal or contractual rights.

7.2.1 Certification of Sub-Consultants to be Paid. Consultant will submit a list (Consultant's Sworn Statement) in the County format of the sub-consultants providing services during the period covered by such payment, and the amounts billed by and to be paid to such sub-consultants. Such list will be certified by the senior financial officer of the Consultant as true, correct and complete.

7.2.2 Lien Waivers. Consultant will submit professional lien waivers in the County format, executed by each sub-consultant indicating that such sub-consultant has received payment from the Consultant for the services invoiced in the previous payment and waiving liens for the work performed in such payment period.

7.2.3 Cook County Code, Chapter 34, Sec. 34-31.0 Pursuant to the Cook County Code, Consultant shall be required to submit itemized records as a condition of payment, indicating the dates or time period during which the services being invoiced were provided, a detailed description of the work performed for the time period being invoiced and the amount of time spent performing work for the time period in question. In addition, Consultant shall be required to submit documentation of the types and amounts of expenses when submitting invoices for Reimbursable Expenses, as a condition of payment.

7.3 RECORDS OF EXPENSES

The Consultant will keep and maintain records of all of its Project-related expenses including, but not limited to,

time sheets, payroll records, expense journals and billings from Consultant's contractors, subcontractors, agents and consultants and others, for a period of not less than four years following the date of Final Completion of the Project. Consultant will require its sub-consultants to keep similar records. Upon ten (10) days written notice from the County, the Consultant will make these records available to the County for audit, inspection and copying.

7.4 RIGHT TO AUDIT; LIMITATION ON WAIVER OF DISPUTE

Payment by the County will not be a waiver of the County's right to audit, inspect and copy the Consultant's records, nor will the County's payment or the Consultant's acceptance of payment waive any disputes between the County and the Consultant, including, without limitation, any disputes as to the correctness of the Consultant's invoices, the amount due to the Consultant, or the services rendered by the Consultant under this Agreement. The Consultant's compensation will be subject to final audit and adjustment by the County.

7.5 COUNTY'S RIGHT TO WITHHOLD

The charges, wages and salaries of the Consultant and the subcontractors, agents and employees performing work under this Agreement hired, retained or engaged by the Consultant will be paid by the Consultant in accordance with its contract or applicable law without deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by applicable regulations or contract. If there is any underpayment of such charges, wages or salaries by the Consultant, and if the County determines after consulting with the Consultant that such underpayment was erroneous or without good cause, the County may withhold the amount of any underpayment from funds otherwise due or owing to the Consultant under the terms of this Agreement, for direct disbursement by the County to any underpaid subcontractors, agents or employees for and on account of the Consultant, and such disbursements will be a credit against any sums due or owing to the Consultant under the terms of this Agreement. Whenever any such funds are withheld by the County, the Consultant will be entitled to have that decision reviewed pursuant to the provisions of Section 10.1.

ARTICLE 8 NON-DISCRIMINATION AND AFFIRMATIVE ACTION

8 NON-DISCRIMINATION AND AFFIRMATIVE ACTION

8.1 NON-DISCRIMINATION

The Consultant in performing under this Agreement, will not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, religion, age, sex, marital status, handicap, national origin, or status of discharge from military nor will the Consultant otherwise commit an unfair employment practice. The Consultant further agrees that this Section will be incorporated in all contracts entered into with suppliers of labor, materials, equipment or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this Agreement.

8.2 COOK COUNTY HUMAN RIGHTS ORDINANCE (adopted March 16, 1993); COOK COUNTY CODE, CHAPTER 42, SECTION 42-30, ET. SEQ.

No person who is a party to a contract with the County will engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs. The Consultant is to certify its compliance with these policies and its agreement to abide by such policies as a part of its contractual obligations.

8.3 DISADVANTAGE BUSINESS ENTERPRISES

8.3.1 Policy and Goals. It is the policy of the County to prevent discrimination in the award of, or participation in, County contracts and to eliminate arbitrary barriers for participation as both prime and sub-consultants. In furtherance of this policy, the County Compliance Office has established a "best efforts" goal of awarding not less than thirty-five (35%) of the total contract amount.

- 8.3.1.1 Options for Meeting Goals.** A Consultant may achieve the contract DBE participation goals by its status as a DBE; by entering into a joint venture with one or more DBE firms; by subcontracting a portion of the work to one or more DBE firms; by the indirect participation of DBE firms in other aspects of the consultant's business; or by a combination of the foregoing.
- 8.3.1.2 Failure to Carry Out Goals a Breach.** A Consultant's failure to carry out its DBE commitments in the course of a Consultant's performance will constitute a material breach of the Agreement, and if such breach is not appropriately cured, may result in the termination of the Agreement or such other remedy authorized by Law or as deem appropriate by the County.
- 8.3.2 Required Submittals.** To be considered responsive to the requirements, the Consultant has submitted the documentation required to be submitted with proposals as described in Sections 8.3.2.1, 8.3.2.2 and 8.3.2.3 below. All such documentation will be reviewed by the Contract Compliance Administrator of the County.
- 8.3.2.1 Affirmative Action Plan.** Each Consultant will submit with its proposal a copy of its current internal affirmative action plan. If a Consultant has no internal affirmative action plan, Consultant will submit a statement stating why Consultant has no such plan. In lieu of an internal affirmative action plan, a Consultant may submit a copy of its current Letter of Compliance for the United States Department of Labor, Office of Federal Contract Compliance Projects.
- 8.3.2.2 Consultant's DBE Efforts Documentation.** Each Consultant will submit with its proposal, supporting documentation which evidences efforts the Consultant has taken in attempting to achieve the County's "best efforts" DBE participation goals.
- 8.3.2.3 Consultant's Statement; Use of DBE Efforts Professionals.** Each Consultant will submit with its proposal, a statement which discloses how the Consultant intends to maximize the use of its DBE professionals in the course of performing the Agreement.
- 8.3.3 Non-Compliance.** Consultant will remain in compliance with the submittals provided pursuant to the above requirements throughout the term of the Agreement. If the County determines that the Consultant has failed to comply with its contractual commitments or any portion of the 49 CFR, Part 26, it will notify the Consultant of such non-compliance and may take any and all appropriate actions, including termination of contract.
- 8.3.4 Reporting/Record-Keeping Requirements.** The Consultant will comply with the reporting and record-keeping requirements as may be established by the Contract Compliance Administrator. Upon award of a contract, Consultant is responsible for acquiring all necessary County reporting and record-keeping forms which will be made available in the Office of Contract Compliance.
- 8.3.5 Equal Employment Opportunity.** Compliance with DBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as otherwise required by law as they relate to Consultant's and Sub-consultant's obligations.

ARTICLE 9 - CONSULTANT'S REPRESENTATIONS AND WARRANTIES

9 REPRESENTATIONS, WARRANTIES AND COVENANTS

- 9.1 Consultant's Representation of Authority.** The Consultant represents and warrants that the Consultant is authorized to do business in the State of Illinois and is properly licensed as an architect (or as an engineer, in cases where the Services are not architectural services but engineering services) by all necessary governmental and public and quasi-public authorities having jurisdiction over the services required hereunder. The Consultant hereby represents and warrants that the person executing this Agreement on behalf of the Consultant is duly authorized to do so and has submitted documentation evidencing such authority, and this Agreement is a legal, valid and binding obligation of the Consultant, enforceable against the Consultant in accordance with its terms, subject to bankruptcy, equitable principles and laws affecting

creditor's rights generally.

- 9.2 Financial Capacity.** The Consultant represents and warrants that the Consultant is financially solvent, able to pay its debts as they mature and possesses sufficient working capital to complete the services required and perform the obligations hereunder based on timely payments by the County and will promptly give to the County written notice of any material adverse change in the financial condition of the Consultant.
- 9.3 Independent Contractor; Joint and Several Liabilities.** The Consultant represents and warrants that the Consultant is an independent contractor and will not represent to any third party that its authority is greater than that granted under the terms of this Agreement. Notwithstanding anything to the contrary contained in this Agreement, if the entity which is the Consultant hereunder is a partnership or a joint venture, each and every covenant, agreement, indemnity and obligation of the Consultant under the terms of this Agreement is a covenant, agreement, indemnity and obligation undertaken by each partner or joint venture partner, as the case may be, in the entity which is the Consultant (collectively, "Joint Venture Partners") jointly and severally, individually and collectively and all covenants, agreements, indemnities and obligations of Consultant will be performed and observed by any one of the Joint Venture Partners regardless of the performance or non-performance of such covenants, agreements, indemnities or obligations by any of the other Joint Venture Partners.
- 9.3.1 Ability to Perform.** The Consultant represents and warrants that the Consultant is able to furnish the professional services, and any materials, supplies, equipment and labor required to complete the Basic Services required hereunder and perform all of its obligations and has sufficient experience and competence to do so. All personnel providing services on the Project will be qualified by training, licensing, and experience to perform their assigned tasks.
- 9.3.2 Familiarity with Project.** The Consultant represents and warrants that the Consultant is familiar with the requirements of the Project and this Agreement, and is experienced in the areas of planning, designing, and performing architecture and engineering services, and will employ the services of others experienced in the areas of planning, designing, and performing architecture and engineering, and other services required of Consultant under this Agreement. The Consultant has the necessary skill, financial resources and personnel to successfully complete its services under this Agreement.
- 9.4 Covenant to Use Professional Efforts.** The Consultant covenants with the County to use its professional efforts, skill and judgment and abilities to design the Project and perform all services provided hereunder in accordance with the Standard of Care.
- 9.5 No Reliance on Matters Not in Agreement.** Except only for those representations, statements or promises expressly contained in this Agreement, no representation, statement or promise, oral or in writing, of any kind whatsoever by the County, its officials, agents, or employees has induced the Consultant to enter into this Agreement or has been relied upon by the Consultant, including any representation, statement or promise referring to: (i) the meaning, correctness, suitability, or completeness of any provisions or requirements of this Agreement; (ii) the nature, existence or location of materials, structures, obstructions; utilities or conditions, surface or subsurface, which may be encountered at or on the site; (iii) the nature, quantity, quality or size of the materials, equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general or local conditions which may in any way affect this Agreement or its performance; (v) the price of performing the Consultant's obligations; or (vi) any other matters, whether similar to or different from those referred to in (i) through (v) immediately above, having any connection with this Agreement, the negotiation hereof, any discussions hereof, the performance thereof or those employed herein or connected or concerned herewith.
- 9.6 Adequate Review.** The Consultant represents and warrants that Consultant was given ample opportunity and time and was hereby requested by the County to review thoroughly all documents forming this Agreement prior to execution of this Agreement.

- 9.7 No Criminal Proceedings.** The Consultant has not received notice, or has no reasonable basis for believing, that it or any of its officers are the subject of any criminal action, complaint or investigation pertaining to any felony charge, or any civil action or claim predicated on alleged acts of anti-trust violations; business fraud; discrimination due to race, creed, color, handicap, gender, marital status, age, national origin, religious affiliation; or failure to fulfill any obligation required by law or contract pertaining to affirmative action. The Consultant will secure the same representation and warranty from its Sub-consultants and agents performing the Consultant's obligations under this Agreement.
- 9.8 True and Correct Statements.** The statements of the Consultant contained herein and any and all documents submitted by or on behalf of the Consultant pursuant to this Agreement are and will be true and correct in all material respects, and neither this Agreement nor any of such documents omits or will omit any material fact necessary to make the statements of the Consultant contained herein or therein, when delivered to the County, in light of the circumstances under which they were made, not misleading. The Consultant will provide prompt notice to the County whenever any representation or warranty herein ceases to be true or correct.

ARTICLE 10

DEFAULT AND DISPUTES

10 DISPUTES AND DEFAULT

10.1 DISPUTES

- 10.1.1 Presentation of Dispute.** If the Consultant disputes any decision by the County, then the Consultant will present such dispute to the Director of the Office of Capital Planning and Policy. If any disputes remain unresolved after twenty (20) days of such presentation, the Consultant may give written notice thereof to the County, requesting that the Chief Procurement Officer decide the dispute. The notice will include a description of the dispute, specify the provisions of this Agreement relating to the dispute, and state whether the dispute was previously presented to the Director of the Office of Capital Planning and Policy. Upon request of the Chief Procurement Officer, the Director of the Office of Capital Planning and Policy will submit to the Chief Procurement Officer a written response to the notice, and will send a copy of the response to the Consultant. The Chief Procurement Officer's decision on the dispute will be rendered in writing, and will be furnished to both the Director of the Office of Capital Planning and Policy and the Consultant. Dispute resolution as provided herein will be a condition precedent to any other action by the Consultant at law or in equity.
- 10.1.2 Continuation of Services.** Notwithstanding any dispute, the Consultant will continue to discharge all of its obligations, duties and responsibilities under this Agreement as interpreted and directed by the Director of the Office of Capital Planning and Policy during the pendency of dispute resolution proceedings pursuant to this Section.

10.2 DEFAULT

- 10.2.1 Default by Consultant.** The Consultant will be in default hereunder in the event of a material breach by the Consultant of any term or condition of this Agreement where the Consultant has failed to cure such breach within ten (10) days after written notice is given to the Consultant by the County, setting forth the nature of such breach. Notwithstanding the foregoing, if the nature of such breach is such that it cannot be cured or corrected within said ten (10) day period, Consultant will have any additional period reasonably necessary to cure or correct such breach, as long as Consultant has commenced to cure or correct such breach within such ten (10) day period and does, in fact, cure or correct such breach as soon as reasonably practicable, provided, however, that such additional period for cure will not exceed 30 days, and further provided that the County will be entitled to reimbursement from Consultant for any costs or expenses incurred by County due to such breach, but will not be entitled to terminate this Agreement until the expiration of such extended cure period.

10.3 REMEDIES

- 10.3.1 County's Remedies.** Following notice of a material breach, non-compliance or default to the Consultant, the County will have the following rights and remedies.
- 10.3.1.1 *Right to Withhold Payments.*** Except in the case and to the extent provided in Section 10.3.1.3, when the County elects to continue using Consultant's services, County will have the right to withhold payments owed to the Consultant until such time as the Consultant has cured the breach or noncompliance which is the subject matter of the notice.
- 10.3.1.2 *Right to Terminate.*** If the Consultant fails to remedy a material breach during the ten (10) day cure period pursuant to Section 10.2 or the extended cure period when applicable, the County will have the right to terminate this Agreement; provided, however, that the County will give the Consultant five (5) days prior written notice of termination. In the event of termination, the County reserves the right to elect to continue using the Consultant's services in whole or in part for the period of time necessary to allow the County to obtain and implement replacement services and therefore may specify in its notice of termination that the termination will not take effect until replacement services are obtained. The Consultant will agree to cooperate with the implementation of the replacement services should the County so request. During such transition period all terms and conditions of this Agreement will be in full force and effect.
- 10.3.1.3 *Right to Continue Using Services.*** In all events of termination, the County may elect to continue using the Consultant's existing services in full until the effective date of termination, as described above; increase monitoring and oversight of the Consultant's operations; or substitute County's designees for the Consultant's personnel utilizing the Consultant's facilities pending the implementation of replacement services. Any increased monitoring or oversight of the Consultant by the County will be done in a way that does not interfere with the Consultant's ability to effectively and efficiently perform its work.
- 10.3.1.4 *Non-Performance; Delays.*** The Consultant will be liable to the County for reasonable expenses incurred by the County, including court costs, as the result of the Consultant's non-performance or delay in the performance of the service required by the terms of this Agreement, to the extent that such expenses are not caused by persons or events beyond the Consultant's control.
- 10.3.1.5 *Compensation Due as of Termination.*** All compensation due the Consultant will be calculated based upon the terms of Article 6 to the effective date of termination and will be paid to the Consultant except where the County may have a claim or dispute with regard to such payment.
- 10.3.1.6 *Taking Over of Work.*** If this Agreement is terminated by the County as a result of the Consultant's default and the County does not elect to continue using the Consultant's services, the termination will be effective at the expiration of the five (5) day notice period and the County may take over and complete the Consultant's work or it may contract with others for such completion. In such event, the Consultant will be liable to the County for any additional costs incurred by the County for such completion. After County has secured replacement services or taken over the work itself, the Consultant will within fourteen (14) days remove any and all of the Consultant's personnel, products and equipment, unless such items remain with the County pursuant to the terms of this Agreement.
- 10.3.1.7 *Turnover of Project Documents.*** In the event of termination of this Agreement by the County, all finished and unfinished documents, data, studies and reports prepared by the Consultant, its subcontractors, agents and employees and any other County property in the Consultant's custody will be transmitted to the County within seven (7) days after the date of termination of this Agreement. The Consultant hereby assigns to the County all the right, title and interest of the Consultant in and to all subcontracts and consulting agreements and contracts to be effective without further action of the parties hereto upon the termination of this Agreement.

- 10.3.1.8 Compensation for Services Completed.** All compensation due the Consultant will be calculated based upon the terms of Article 6 to the date of termination and will be paid to the Consultant except where the County may have a claim or dispute with regard to such payment.
- 10.3.1.9 Removal of Consultant's Personnel, Property.** After replacement services have been secured and are operational the Consultant will within fourteen (14) days remove any and all of Consultant's personnel, products and equipment, unless such items remain with the County pursuant to the terms of this Agreement.
- 10.3.1.10 All Remedies Available.** The Consultant will have the right to pursue all remedies available in law or equity. In all cases the Consultant's damages will be those provable damages not to exceed the value of this Agreement as awarded by the County's Board of Commissioners, less the expenses saved in not having to perform this Agreement. This notwithstanding, due to the critical nature of this Agreement, the Consultant will not unilaterally disrupt the operation or unilaterally repossess any component thereof.

ARTICLE 11 MISCELLANEOUS PROVISIONS

11 MISCELLANEOUS PROVISIONS

11.1 DISQUALIFICATION FOR NON-PERFORMANCE

COOK COUNTY ORDINANCE CHAPTER 10, SECTION 7.3.

No person or business entity will be awarded a contract or subcontract if that person or business entity has had an awarded contract terminated for cause by the County's Board of Commissioners. The period of ineligibility will continue for 24 months from the date the County's Board of Commissioners terminates the contract. The Consultant hereby represents and warrants to the County that the Consultant has not had an awarded contract terminated for cause by the County's Board of Commissioners within 24 months prior to the Effective Date.

11.2 FORCE MAJEURE

Neither the Consultant nor the County will be liable for failing to fulfill any obligation under this Agreement if such failure is caused by acts of God, acts of war, acts of terrorists, fires, lightning, floods, epidemics, or riots or other similar events beyond their control.

11.3 GENERAL NOTICE

All notices required pursuant to this Agreement will be in writing and addressed to the parties at their respective addresses set forth below. All such notices will be deemed duly given if personally delivered or if deposited in the United States mail, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

TO THE COUNTY:

CHIEF PROCUREMENT OFFICER

County of Cook
118 North Clark Street
Room 1018
Chicago, Illinois 60602

OFFICE OF CAPITAL PLANNING & POLICY

Attn: Director Phil Boothby
69 West Washington Street, 30th Floor
Chicago, Illinois 60602

TO THE CONSULTANT:

Primera Engineers, Ltd.
Attn: Michael F. DeSantiago, President
100 S. Wacker, Suite 700
Chicago, Illinois 60606

11.4 TAXES

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the County by virtue of statute. The price or prices quoted herein will include any and all other Federal and/or State, direct and/or indirect taxes which apply to this transaction. Cook County's State of Illinois Sales Tax Exemption Identification is E-9998-2013-01.

11.5 GOVERNING LAW AND VENUE

This Agreement will be governed by and construed under the laws of the State of Illinois. The Consultant irrevocably agrees that, subject to the County's sole and absolute election, any action or proceeding in any way, manner or respect arising out of this Agreement, or arising from any dispute or controversy arising in connection with or related to this Agreement, will be litigated only in the courts having situs within the City of Chicago, the County of Cook, the State of Illinois, and the Consultant consents and submits to the jurisdiction of any local, state or federal court located within such City, County and State. The Consultant waives any right it may have to transfer or change the venue of any litigation brought against it by the County in accordance with these provisions.

11.6 WAIVER

No term or provision of this Agreement will be deemed waived and no breach consented to unless such waiver or consent will be in writing and signed by the party claimed to have waived or consented. The waiver of any such provision will not be a waiver of the provision itself or a waiver or consent to any subsequent breach.

11.7 HEADINGS

The headings of articles and Sections in this Agreement are included for convenience only and will not be considered by either party in construing the meaning of this Agreement.

11.8 ENTIRE AGREEMENT

It is expressly agreed that the provisions set forth in this Agreement, together with all Appendices and attachments hereto, all as defined in Section 1.1.1, constitute all the understandings and agreements between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect.

11.9 SEVERABILITY

The parties agree that to the extent a court of competent jurisdiction will determine that any part or provision of this Agreement is unenforceable as a matter of law, such part or provision of this Agreement will be deemed severable and the remainder of this Agreement will survive.

11.10 NO THIRD PARTY BENEFICIARIES

The rights and duties contained herein will not inure to the benefit of any third party, except as specifically provided herein.

11.11 ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

Consultant will not assign this Agreement or any part of this Agreement without the express written approval of the

Chief Procurement Officer. No such approval will relieve the Consultant from its obligations or modify in any way the terms of the Agreement. The Consultant will not transfer or assign any contract funds or claims due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized assignment of this Agreement, in whole or in part, or the unauthorized transfer or assignment of any contract funds, either in whole or in part, or any interest therein, which will be due or are to become due the Consultant will have no effect on the County and are null and void.

11.12 TAX AND FEE DELINQUENCY; COOK COUNTY CODE, CHAPTER 34, SECTION 34-130.

The County is entitled to set off a portion of a contract price equal to the amount of the fines and penalties for each tax or fee delinquency and any debt owed by a contracting party to the County. The Consultant hereby agrees that it is subject to the provisions of this Section.

11.13 CERTIFICATE OF QUALIFICATION; COOK COUNTY CODE, CHAPTER 34, SECTION 34-211 ET SEQ.

No person or business entity will be awarded a contract or subcontract, for a period of three (3) years, if that person or business entity: (a) has been convicted of bribery or attempting to bribe an officer or employee of a unit of government in that officer or employee's official capacity; or (b) has made an admission of guilt of such conduct which is a matter of record but has not been prosecuted for such conduct. The Consultant by execution of this Agreement certifies that it is and will be at all times in compliance with this Section.

11.14 SURVIVAL

All the covenants, indemnities, representations and warranties of the Consultant and the County, respectively, contained in this Agreement will survive the consummation or termination of this Agreement.

11.15 COMMENCEMENT OF THE STATUTE OF LIMITATIONS

Notwithstanding anything provided herein or by applicable law, the parties agree that in no event will the statute or statutes of limitation applicable to any part of the Consultant's services and the services provided by the Consultant's sub-consultants and agents, be deemed to commence until Final Completion of the Project, or if the Project does not reach Final Completion, then the date on which this Agreement terminates.

11.16 CERTIFICATIONS PURSUANT TO COUNTY ORDINANCES AND STATE LAWS

Execution of this Agreement will be made by executing the Economic Disclosure Statement, including certifications and execution forms, attached to this Agreement and, by this reference, incorporated into and made a part of this Agreement.

ARTICLE 12 FEDERAL CLAUSES

1. Interest of Members of or Delegates to the United States Congress

In accordance with 41 U.S.C. § 22, the Contractor agrees that it will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

2. False or Fraudulent Statements and Claims

- (a) The Contractor recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3081 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to the Contract. Accordingly, by signing the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make pertaining to the Contract, including without limitation any invoice for its services. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies

Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

- (b) The Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County or Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the Contractor the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.

3. **Federal Interest in Patents**

- (a) **General.** If any invention, improvement, or discovery of the Contractor is conceived or first actually reduced to practice in the course of or under the Contract, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Contractor agrees to notify County immediately and provide a detailed report.
- (b) **Federal Rights.** Unless the Federal Government later makes a contrary determination in writing, the rights and responsibilities of the County, Contractor, and the Federal Government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Unless the Federal Government later makes a contrary determination in writing, the Contractor agrees that, irrespective of its status or the status of any subcontractor at any tier (e.g., a large business, small business, non-profit organization, institution of higher education, individual), the Contractor agrees it will transmit to the Federal Government those rights due the Federal Government in any invention resulting from the contract.

4. **Federal Interest in Data and Copyrights**

- (a) **Definition.** The term "subject data" used in this section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract. Examples include, but are not limited, to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Contract administration.
- (b) **Federal Restrictions.** The following restrictions apply to all subject data first produced in the performance of the Contract. Except as provided in the Contract and except for its own internal use, the Contractor may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of the County and the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public.
- (c) **Federal Rights in Data and Copyrights.** In accordance with subparts 34 and 36 of the Common Rule, the County and the Federal Government reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for County or Federal Government purposes, the types of subject data described below. Without the copyright owner's consent, the County and Federal Government may not extend their license to other parties.
 - (1) Any subject data developed under the contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and
 - (2) Any rights of copyright which the Contractor purchases ownership with Federal assistance.
- (d) **Special Federal Rights for Planning Research and Development Projects.** When the Federal Government provides financial assistance for a planning, research, development, or demonstration project, its general intention is to increase public knowledge, rather than limit the benefits of the project to participants in the project. Therefore, unless the Federal Government determines otherwise, the Contractor on a planning, research, development, or demonstration project agrees

that, in addition to the rights in data and copyrights set forth above, the County or Federal Government may make available to any third party either a license in the copyright to the subject data or a copy of the subject data. If the project is not completed for any reason whatsoever, all data developed under the project will become subject data and will be delivered as the County or Federal Government may direct. This subsection, however, does not apply to adaptations of automatic data processing equipment or previously existing software programs for the County's use whose costs are financed with Federal transportation funds for capital projects.

- (e) **Hold Harmless.** Unless prohibited by state law, upon request by the County or the Federal Government, the Contractor agrees to indemnify, save, and hold harmless the County and the Federal Government and their officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Contract. The Contractor will not be required to indemnify the County or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the County or Federal Government.
- (f) **Restrictions on Access to Patent Rights.** Nothing contained in this section on rights in data will imply a license to the County or Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the County or Federal Government under any patent.
- (g) **Application on Materials Incorporated into Project.** The requirements of Subsections 2, 3, and 4 of this Section do not apply to material furnished by the County and incorporated into the work.

5. **Records and Audits**

Contractor will deliver or cause to be delivered all documents (including but not limited to all Deliverables and supporting data, records, graphs, charts and notes) prepared by or for the County under the terms of this Agreement to the County promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon reasonable demand therefor or upon termination or completion of the Services hereunder. In the event of the failure by the Contractor to make such delivery, then and in that event, the Contractor will pay to County reasonable damages the County may sustain by reason thereof. The County and the Federal Government will have the right to audit all payments made to the Contractor under this Agreement. Any payments to the Contractor which exceed the amount to which the Contractor is entitled under the terms of this Agreement will be subject to set-off.

The Contractor will keep and retain records relating to this Agreement and will make such records available to representatives of the County and the Federal Government, including without limitation the sponsoring federal agency, other participating agencies, and the Comptroller General of the United States, at reasonable times during the performance of this Agreement and for at least five years after termination of this Agreement for purposes of audit, inspection, copying, transcribing and abstracting.

No provision in this Agreement granting the County or the Federal Government a right of access to records is intended to impair, limit or affect any right of access to such records which the County or the Federal Government would have had in the absence of such provisions.

6. **Environmental Requirements**

The Contractor recognizes that many Federal and state laws imposing environmental and resource conservation requirements may apply to the Contract. Some, but not all, of the major Federal Laws that may affect the Contract include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq.; and the Comprehensive Environmental Response,

Compensation, and Liability acct, as amended, 42 U.S.C. §§ 9601 et seq. The Contractor also recognizes that U.S. EPA, U.S. DOT and other agencies of the Federal Government have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract. Thus, the Contractor agrees to adhere to, and impose on its subcontractors, any such Federal requirements as the Federal Government may now or in the future promulgate. Listed below are requirements of particular concern. The Contractor acknowledges that this list does not constitute the Contractor's entire obligation to meet all Federal environmental and resource conservation requirements. The Contractor will include these provisions in all subcontracts.

- (a) Environmental Protection. The Contractor agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.
- (b) Air Quality. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Specifically, the Contractor agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (c) Clean Water. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (d) List of Violating Facilities. The Contractor agrees that any facility to be used in the performance of the Contract or to benefit from the Contract will not be listed on the U.S. EPA List of Violating Facilities ("List"), and the Contractor will promptly notify the County if the Contractor receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.
- (e) Preference for Recycled Products. To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the work, the Contractor agrees to use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 C.F.R. Parts 247-253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962.

7. **No Exclusionary or Discriminatory Specifications**

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

8. **Cargo Preference – Use of United States Flag Vessels**

The Contractor agrees to comply with U.S. Maritime Administration regulations, "Cargo-Preference – U.S. Flag Vessels," 49 C.F.R. Part 381, and to include the clauses required by those regulations, modified as necessary to identify the affected parties, in each subcontract or subagreement involving equipment, materials, or commodities suitable for transport by ocean vessel.

9. **Fly America**

Section 14.c of the Master Agreement states that if the contract or subcontracts may involve the international transportation of goods, equipment, or personnel by air, the contract must require Contractors and subcontractors at every tier to use U.S.-flag air carriers, to the extent service by these carriers is available. 49 U.S.C. 40118 and 4 C.F.R. Part 52.

10. **No Federal Government Obligations to Third Parties**

The Contractor agrees that, absent the Federal Government's express written consent, the Federal Government will not be subject to any obligations or liabilities to any contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the County and the Federal Government which is a source of funds for this Contract. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, agreement, or contract, the Federal Government continues to have no obligations or liabilities to any party, including the Contractor.

11. **Allowable Costs**

Notwithstanding any compensation provision to the contrary, the Contractor's compensation under this Contract will be limited to those amounts which are allowable and allocable to the Contract in accordance with OMB Circular A-87 and the regulations in 49 C.F.R. Part 18. To the extent that an audit reveals that the Contractor has received payment in excess of such amounts, the County may offset such excess payments against any future payments due to the Contractor and, if no future payments are due or if future payments are less than such excess, the Contractor will promptly refund the amount of the excess payments to the County.

12. **Trade Restrictions**

Contractor certifies that neither it nor any Subcontractor:

- (a) is owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- (b) has knowingly entered into any contract or subcontract with a person that is a citizen or national of a foreign country on said list, nor is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- I will procure, subcontract for, or recommend any product that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no Notice-to-Proceed will be issued to an entity who is unable to certify to the above. If Contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the USDOT may direct, through the County, cancellation of the Contract at no cost to the Government.

Further, Contractor agrees that it will incorporate this provision for certification without modification in each subcontract. Contractor may rely on the certification of a prospective Subcontractor unless it has knowledge that the certification is erroneous. Contractor will provide immediate written notice to the County if it learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. Each Subcontractor must agree to provide written notice to Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of the Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 100.

13. **Contract Work Hours and Safety Standards Act**

If applicable according to their terms, the Contractor agrees to comply and assures compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 333, and implementing U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5; and U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926. In addition to other requirements that may apply:

- (a) In accordance with section of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. §§ 327 through 332, the Contractor agrees and assures that, for the Contract, the wages of every mechanic and laborer will be computed on the basis of a standard work week of 40 hours, and that each worker will be compensated for work exceeding the standard work week at a rate of not less than 1.5 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The Contractor agrees that determinations pertaining to these requirements will be made in accordance with applicable U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. Part 5.
- (b) In accordance with section 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 333, the contractor agrees and assures that no laborer or mechanic working on a construction contract will be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to his or her health and safety, as determined in accordance with U.S. DOL regulations, "Safety and Health Regulations for Construction," 29 C.F.R. Part 1926.

14. **Veteran's Preference**

In the employment of labor (except in executive, administrative, and supervisory positions), preference will be given to Vietnam-era veterans and disabled veterans. However, this preference may be given only where individuals are available and qualified to perform the work to which employment relates.

15. **Copyright Ownership**

Consultant and the County intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the County's instance and expense pursuant to this Agreement are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq. (the "Copyright Act"), and that the County will be the copyright owner of the

Deliverables and of all aspects, elements and components of them in which copyright can subsist. To the extent that any Deliverable does not qualify as a "work made for hire," Consultant irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the County, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the County under this Agreement, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant will execute all documents and perform all acts that the County may reasonably request in order to assist the County in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the County. Consultant warrants to County, its successors and assigns, that on the date of transfer Consultant is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Consultant further warrants that it has not assigned any copyrights nor granted any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. Consultant warrants and represents that the Deliverables are complete and comprehensive, and the Deliverables are a work of original authorship.

16. **Accessibility Compliance**

If this Agreement involves design for construction, the Consultant warrants that all design documents produced or utilized under this Agreement and all construction or alterations undertaken under this Agreement will comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including, but not limited to, the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility Standards ("UFAS"); and the Illinois Environmental Barriers Act, 410 ILCS 25/1 et seq., and all regulations promulgated thereunder, see Illinois Administrative Code, Title 71, Chapter 1, Section 400.110. If the above standards are inconsistent, the Consultant must comply with the standard providing the greatest accessibility. Also, the Consultant must, prior to construction, review the plans and specifications to insure compliance with the above referenced standards. If the Consultant fails to comply with the foregoing standards, the Consultant must perform again, at no expense, all services required to be re-performed as a direct or indirect result of such failure.

17. **Visual Rights Act Waiver**

The Consultant/Contractor waives any and all rights that may be granted or conferred under Section 106A and Section 113 of the United States Copyright Act, (17 U.S.C. § 101 et seq.) (the "Copyright Act") in any work of visual art that may be provided pursuant to this Agreement,. Also, the Consultant/Contractor represents and warrants that the Consultant/Contractor has obtained a waiver of Section 106A and Section 113 of the Copyright Act as necessary from any employees and subcontractors, if any.

18. **Equal Employment Opportunity**

All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

19. **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**

All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The

Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

20. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)**

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

21. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**

Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

22. **Rights to Inventions Made Under a Contract or Agreement**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

23. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended**

Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

24. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or

organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. **Debarment and Suspension (E.O.s 12549 and 12689)**

No contract shall be made to parties listed on the General Services Administration's System of Award Management or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

26. **System of Award Management**

Contractor warrants and represents that it has checked the System of Award Management ("SAM"), and has required its subcontractors to check the SAM, prior to subcontracting any of the services or products purchased under this Contract. Contractor agrees that it will check the SAM, and require its subcontractors to check the SAM, prior to subcontracting any of the services or products purchased under this Contract. Contractor agrees, and shall require its Subcontractors to agree, that any "person" as defined in 49 CFR 29.985 who is excluded pursuant to 49 CFR Part 29 shall not provide any Work, products or services under this Contract. The SAM can be searched at the following web address: <http://www.SAM.gov>

27. **Buy America**

To the extent applicable, Contractor must comply with 49 U.S.C. § 5323 (j), and related regulations at 49 C.F.R. Part 661, and include clauses requiring Subcontractors to comply with the regulations at 49 C.F.R. Part 661, in all Contractor's subcontracts with its Subcontractors.

28. **American Recovery and Reinvestment Act (ARRA)**

This contract is funded in part by American Recovery and Reinvestment Act funds. Contractor will comply with the Buy American requirements under section 1605 of the Act which generally requires that all steel and each manufactured product be provided hereunder is produced in the United States. Section 1606 of the Recovery Act requires the payment of Davis Bacon Act (40 U.S.C. 31) wage rates. By submitting a bid, contractor acknowledges and certifies compliance to all applicable requirements of the ARRA.

END

APPENDIX A

BOARD AUTHORIZATION

FY2015 \$1,314,665.62
FY2016 \$1,023,997.58
FY2017 \$526,199.22
FY2018 \$58,466.58

Accounts: Motor Fuel Tax Fund: Account 600-585

Contract Number(s): 1523-14543

IDOT Contract Number(s): N/A

Federal Project Number(s): N/A

Federal Job Number(s): N/A

Concurrences:

The vendor has met the Minority and Women Owned Business Enterprise Ordinance.

The Chief Procurement Officer concurs

Summary: This project includes pavement rehabilitation, driveway surface improvements, concrete sidewalk improvements, existing structures adjustments and reconstruction, steel end sections replacement, curb and gutter replacement, median removal and replacement, guardrail removal and replacement, detector loops, maintenance of existing traffic signal installation, traffic barrier terminals, survey monuments, earth excavation, grading and shaping ditches, topsoil, seeding, sodding and fertilizer nutrients, pavement markings and reflective pavement markers, sidewalk ADA improvements, and all other work as required to complete the improvements.

Competitive bidding procedures were followed in accordance with the Cook County Procurement Code. J.A. Johnson Paving Company is the lowest, responsive and responsible bidder.

BUREAU OF ASSET MANAGEMENT
CAPITAL PLANNING AND POLICY

15-4459

Presented by: PHIL BOOTHBY, Director, Office of Capital Planning and Policy

PROPOSED CONTRACT

Department(s): Capital Planning and Policy

Vendor: Primera Engineers, Ltd., Chicago, Illinois

Request: Authorization for the Chief Procurement Officer to enter into and execute

Good(s) or Service(s): Professional Design Services

Contract Value: \$644,878.09

Contract period: 8/10/2015 - 12/27/2019

Potential Fiscal Year Budget Impact:

FY2015 \$483,741.81
FY2016 \$40,311.82
FY2017 \$40,311.82
FY2018 \$40,311.82
FY2019 \$40,200.82

Accounts: 1619

Contract Number(s): 1555-14596

Concurrences:

The vendor has met the Minority and Women Owned Business Enterprise Ordinance.

The Chief Procurement Officer concurs.

Summary: Leighton Criminal Court Building holding cells are not adequate to provide accommodations to individuals with disabilities. This area is currently under review from the Federal Courts stemming from civil action. Approving this project will avoid a Federal Court Order for Injunctive Relief.

The work will include the redesign of the holding cell areas throughout the courthouse and will incorporate the requirements of the ADA 2010 Standards and City of Chicago Accessibility requirements. The work will be located in the lower level and floors 1-7.

Request for Proposals (RFP) procedures were followed in accordance with the Cook County Procurement Code. Primera Engineers, Ltd. was selected based on established evaluation criteria.

15-4487

Presented by: PHIL BOOTHBY, Director, Office of Capital Planning and Policy

JOB ORDER CONTRACT

Department: Capital Planning and Policy

Summary: The Department of Capital Planning and Policy, as authorized by the Cook County Chief Procurement Officer, plans to participate in the Cook County's Job Order Contract (JOC) program to complete the four (4) capital projects listed below. JOC is a quantity based procurement process that allows facility owners to complete a multitude of repair/maintenance and construction projects with a single, competitively bid contract. The JOC process generally involves first selecting a pool of potential contractors through a competitive procurement process, and then identifying projects for such selected contractors.

The County has already completed a JOC competitive procurement process, and it has created the pool of generated contractors to perform certain projects generally associated with Maintenance, repairs, replacement and routine work.

APPENDIX B
SCOPE OF SERVICE

DETAILED SCOPE OF WORK

Project Documents

The Consultant shall develop project documents per the County agreement. All drawings prepared shall be in AutoCAD format. Base drawings will be made available to winning qualified Consultant. Quality and accuracy of existing material cannot be assured. Consultant is responsible for documenting existing conditions on which to base the design. Technical specifications shall be based on the standard Master Format Basic Version used for bidding projects. Drawings and specifications will include all items required for the renovation of the CCB holding cells, including but not limited to, all building materials & systems, equipment, allowances, and phasing.

Architecture and Structure

- A. Consultant shall investigate the architectural elements of the identifies spaces, removal of walls, cell walls & doors, hardware, ceilings, floors, finishes, and any necessary cutting, patching, and repairing.
- B. Consultant will be responsible for programming for the redesign of the space uses, developing efficiencies in space and operations.
- C. Consultant shall develop phasing plans to successfully renovate the spaces while maintaining continued Court operations.
- D. Consultant shall develop for issue a minimum of three bid packages, one for the lower level holding cells, one for floors 1 and 2, and one for floors 3 through 7. Each bid package shall clearly indicate the required phasing to minimize Sheriff's Office, Court Services, and court proceedings.
- E. Consultant shall coordinate with and be responsible for all disciplines, including specialty consultants, involved with the Project.

Mechanical and Electrical Systems

- A. Consultant shall investigate the MEP systems for conformation to code based on the new layouts and submit a report as to the findings/recommendations.
- B. Consultant will be responsible for the redesign and rebalancing of the HVAC system design for these areas, if necessary to bring the system into conformance with code.
- C. Consultant shall redesign the electrical and lighting systems as necessary to conform to the new layout and bring systems into conformance with code.
- D. Lighting fixtures are to be re-used if they conform to code requirements. The consultant shall highlight where energy efficient lighting and the best means for achieving the lowest actual watts/sq. ft. in conjunction with providing the highest code rendering index "CRI" for interior and exterior lighting as applicable on a project by project basis.

Fire & Life Safety Systems

- A. Consultant shall redesign/reconfigure fire & life safety systems to meet design requirements and code compliance.

ADA Compliance

- A. The Consultants design shall be in compliance with the following codes and standards:
 - a. ADAAG 2010 Standards
 - b. IBC 2012 ANSI A117.1
 - c. Illinois Accessibility Code
- B. If conflicts arise between codes and standards, the more stringent requirements shall be applied.

Programming

- A. Consultant shall meet with County representatives to determine Circuit Court and Sheriff's Office protocols, procedures, schedules, and practices to gain a clear understanding the Courtroom's operations.
- B. Consultant shall provide written documentation to the County describing Consultant's understanding of the Court's operations.
- C. Consultant shall provide written or graphic documentation of design impacts and strategies to maintain or improve Court operations.
- D. Estimated Floor Area (square feet) PER FLOOR (includes corridors):

Floor	Average Daily Population	Area SF
Lower Level Men	400 M	6,075
Lower Level Female	150 F	2,300
1 st Floor North	400 M / 100 F	2,375
1 st Floor South	100 M / 25 F	1,425
2 nd Floor North	120 M / 50 F	2,825
2 nd Floor South	120 M / 25 F	2,525
3 rd Floor North	120 M / 50 F	2,600
3 rd Floor South	120 M / 50 F	2,625
4 th Floor North	120 M / 20 F	2,275
4 th Floor South	60 M / 10 F	1,275
5 th Floor North	120 M / 20 F	2,400
5 th Floor South	120 M / 20 F	2,750
6 th Floor North	120 M / 20 F	2,550
6 th Floor South	120 M / 20 F	2,175
7 th Floor South	120 M / 20 F	2,550
7 th Floor South	120 M / 20 F	2,175
Approximate Total	2280 M / 600 F	40,900
Square Foot Area		

Phasing

- A. A portion of each floor will be renovated at a time, although multiple floors may be phased within the same time period.
- B. The phasing plan shall be scheduled so all floors are completed within the specified time frame.
- C. The consultant shall be responsible for coordinating with the County to develop and confirm phasing and staging logistics, including specifications and layouts for the work that will allow the Courts to remain operational while construction work is being performed.
- D. Based on the County's requirements, the Consultant will determine and recommend a phasing plan to include logistical storage areas within the boundary of work.
- E. The Consultant shall identify temporary, secured routes so arrestees/detainees/inmates are able attend their assigned court appearance.

Issue for Bids

- A. Respond to questions submitted by the County within the specified time.
- B. Prepare revisions to drawings and specifications as required for addenda, as needed.

Construction Administration

- A. Review Shop Drawing
- B. Perform all required site observations, attend Project construction meetings, and prepare monthly Project reports.
 - a. Site observation will be 12 full hours a week, per the County's sample agreement.
 - b. Site observation hours will be used by the Consultant to assure construction conformance to the Project Documents by the General Contractor.
 - c. Project meeting, or other meetings, including coordination meetings with the County or other Consultants/Contractors on site will not be considered part of the hours allotted to site observation.
 - d. Respond to all RFIs submitted by the Contractor. Resolve issues of code compliance and conflict that arise during construction.
 - e. Review all Change Order Requests submitted by the General Contractor and provide the County with recommendations.
 - f. Prepare Change Orders for County approved Change Order Requests.
 - g. Review General Contractor pay applications, submitted on a monthly basis, for conformance to the Work progress.
 - h. Certify General Contractor pay applications and submit to the County.

Project Closeout

- A. Perform walk-throughs with the Contractor to compile Project punch list. Submit copies of Project punch list to the County.
- B. Prepare and submit Substantial Completion Certificates.
- C. Perform final walk-through with the General Contractor.
- D. Prepare and submit a Final Completion Certificate.
- E. Review Project Operation & Maintenance manuals submitted by the General Contractor for conformance to the Project Documents.
- F. Review and process General Contractor's final payment application upon completion of punch list and other close out items.

Schedule

- A. Programming: 1 month
- B. Design: 7 months
- C. Bid/Award: 6 months
- D. Construction 20 months

- E. Closeout 12 months

Security Clearances

- A. The holding cell areas are secured areas which require the Consultant to obtain security clearances from Cook County Sheriff's Office. Badges issued by the Sheriff's Office shall be worn and prominently displayed at all times.
- B. The Consultant shall submit a list of materials, tools, electronic devices, and any other aids needed to complete work at the CCB for written approval from Cook County Sheriff's Office. Any items not previously approved in writing will be confiscated by Correctional Officers. Repeated violations will result in revocation of all security clearances and written approvals issued to the Consultant.

Environmental Reports

- A. The building is assumed to contain lead paint and asbestos containing materials. An abatement plan will be developed by the A/E Consultant. Reports will be shared with the selected Consultant to aid in the design process.

Existing Drawings

- A. All documents relating to the Criminal Courts Building in the possession of Cook County will be shared with the selected Consultant to aid in the design process. The Consultant will be responsible for documenting existing conditions on which to base their design.

GENERAL RESPONSIBILITIES OF THE A/E

A. Detail of Services

Generally the services required will involve developing plans and specifications to bid and obtain permits for construction projects.

1. Basic Services - Design, Bidding, and Construction

The consultant is expected to:

- Proceed with design activities *after* receiving Notice to Proceed (NTP). Time invoiced prior to date of NTP will not be accepted.
- Submit a design and bidding schedule showing that design and bidding will be completed within the specified time. The schedule shall include milestone dates, major activities, duration of each phase, phase review and comment timeframe, and dates to proceed to the next phase.
- Visit the facility (building) and make a complete assessment.
- When testing existing equipment to be operational the AE should be prepared to support the facility with independent means should a system or system(s) fail to start or re-activate. AE to provide the necessary support until such time the facilities own systems are operational and no longer need supplemental support.
- Provide design services, specifications, and drawings to accomplish the project objectives.
- Provide Independent Cost Estimate (ICE) with each deliverable.
- Provide remediation design for the complete building abatement (if necessary). Environmental Construction oversight and testing of remediation activities will be by others.
- Provide all necessary permitting scope (including site surveys required to obtain applicable building permits).
- Review and provide a response to questions and substitution requests posed by bidders during the bidding phase. Provide addenda as needed.
- Provide construction observation equal to a minimum 12 hours each week. Observation hours do not include progress or other meeting time, nor activities spent in Consultant's office.
- Attend weekly scheduled progress meetings and any other meetings as deemed necessary.
- Review and respond to construction RFI's, substitution requests, change order requests, and other construction related document requests.
- Provide sketches and other written and/or drawing details for clarification, further information, or changes as required to convey the requirements of the project during construction.
- Review and certify pay applications.
- Review operation & maintenance manuals and warranties for accuracy and completeness.
- Review as-built drawings for accuracy and completeness.
- Submit required close-out documents prior to release of final invoice and payment.

2. Deliverable Milestones

- **Assessment Report**
 - Due *20 business Days after NTP* is issued.
 - Obtain written direction prior to proceeding to Schematic Design.
- **Design and Bidding Schedule**
 - Submit design and bidding schedule with Assessment Report.
- **Schematic Design Docs (50% complete drawings, specifications, and ICE)**
 - Upon receipt of Schematic Design Document comments from the OCPP, proceed with Design Development documents
- **Design Development Docs (75% complete drawings specifications, and ICE)**
 - Upon receipt of Design Development Document comments from the CHA, proceed with Permit/Bidding documents
- **Permit/Bidding Docs (95% complete drawings specifications, and ICE)**
 - Upon receipt of Permit/Bidding Document comments from OCPP, proceed with Construction Documents
- **Construction Docs (100% complete drawings and specifications, issued for construction)**
 - Due no later than *5 business days after permit* is issued.

3. Deliverables

- Assessment Report (complete with ICE)
- Design and Bidding Schedule
- Schematic Design Docs (50% complete drawings, specifications, and ICE)
- Design Development Docs (75% complete drawings, specifications, and ICE)
- Permit/Bidding Docs (95% complete drawings, specifications, and ICE)
- Construction Docs (100% complete drawings, specifications and ICE, issued for construction)
- Project Closeout
- Post Completion Warrantee

4. Additional Requirements

1. Verify program needs and confirm current conditions, budget and schedule. This includes all necessary site inspections to evaluate the current site conditions. The findings should be incorporated into the construction drawings in order to avoid change-order requests during construction. Conduct all necessary investigations and surveys, including feasibility studies and/or programming studies needed to develop complete and concise drawings and technical specifications.
2. Develop construction cost estimates, construction schedules, and budgets based on plans.
3. Conduct any investigation and/or testing necessary to produce complete and concise contract documents to meet Cook County and all other governing agencies permit requirements. Coordinate with Project Director prior to investigation or testing at the site.
4. Perform an investigative survey and code analysis of existing building and systems affected by the design.
5. Provide cost estimates sufficiently detailed to project realistic costs (e.g., not based on square footage), at 10% (programmatic design), 30% (schematic design), 50% (design development), 95% (pre-final design) and 100% (final construction documents). The awardee assumes all responsibility for staying within the assigned construction-project budget unless otherwise directed in writing by OCPP Project Director.
NOTE: If the lowest bona-fide bid for the construction of the project exceeds the awardee's estimate for the project budget by more than 10%, OCPP may direct the awardee to redesign the project to conform to the project budget, with no additional compensation to the awardee.
6. Meet with OCPP staff and any other public/private agencies, organizations, and community representatives, as required, and prepare meeting minutes.
7. Prepare presentation materials for public meetings, if required. Attend, facilitate and prepare meeting minutes if required.

8. Communicate with OCPP Project Director on a regular basis; provide updates to project schedules, cost estimates and questions & responses to issues raised by permitting agencies.
9. Complete A/E checklist to be provided by OCPP Project Director throughout the course of the project. Submit in-progress checklist to OCPP at 50% review and completed A/E checklist to OCPP at 95% review stage.
10. Be familiar with all applicable Cook County building, zoning, environmental and health codes and local fire safety codes. Designs must meet or exceed the standards set forth in these codes, ADA and the Illinois Accessibility Code. Any changes in these codes during the life of the contract will not entitle consultant to additional compensation.
11. Determine if the project will be subject to the Metropolitan Water Reclamation District's ("MWRD") regulations and guidelines pertaining to storm water management as well as any additional storm water recommendations.
12. Submit drawings, technical specifications and cost estimates to OCPP project manager for review at the end of Schematic Design (30%), Design Development (50%) and Final Design (95%) and attend design review meetings following each submission. **NOTE: Technical specifications should be technical specifications only and should not include any terms, conditions or other information concerning contractual matters.** Cost estimates should include any identified alternates and a schedule of unit prices worksheet, if any.
13. The A/E shall become familiar with and utilize the Cook County Office of Capital Planning and Policy (OCPP) web based management system. Currently the software system being utilized is Wizard Software Solutions – Projecto.
 - a. It is the responsibility for the A/E to oversee all electronic transfer of data from the field to the OCPP web-based management system.
 - b. The A/E is responsible for all reporting, correspondence, photographic documentation and analysis to be uploaded electronically.
 - c. The A/E shall provide monthly project reports, indicating schedule, budget, and other project deliverables, using the OCPP's web-based management system.

The A/E will be required to include in their proposal the cost to purchase the license to utilize the Cook County Wizard software system for the duration of the project. The cost for license and professional services is a one-time fee of \$1,300. The recurring annual cost is \$1,080 and/or \$90.00 per month for the duration of the project(s). Please include these costs in your proposal.

REQUIRED SERVICES FOR ALL PROJECTS

The Consultant is expected to provide the services outlined below:

A. Standards, Requirements, and Expectations

The work performed by consultant for the project shall meet the following standards, requirements, and expectations.

1. **Project Drawings.** The generation of all necessary drawings shall be the responsibility of the project awardee. OCPP will provide prints of any historical drawings that are available for a specific site, but cannot guarantee the accuracy of this information.
2. **Technical Specifications.** The final version of technical specifications must be provided to OCPP electronically, as ONE Microsoft Word document, NOT write-protected, along with a final electronic version of the drawings in Auto CAD format and pdf format. Drawings and technical specifications shall be delivered at least two (2) days prior to the scheduled date of project advertisement.
3. **Accessibility.** All work must comply with the Americans with Disabilities Act, City of Chicago Accessibility Building Codes, and the latest version of the Illinois Accessibility Code. The selected firm and OCPP's project manager will meet early in the schematic design phase to determine a clear direction for required accessibility improvements.
4. **Sustainability.** In accordance with the Cook County Code of Ordinances, Part I: Chapter 2: Article I: Section 2.6 – Construction, all new building construction and major renovations must be designed to meet various requirements for Leadership in Energy and Environmental Design (LEED) certification. Cook County's Green Building Ordinance requires all new buildings and major renovations must meet the goal of obtaining at least 8 points in the LEED-NC Energy and Atmosphere category. The level of LEED certification may vary by project. OCPP also encourages other recommendations for improving the sustainability for all facilities and landscapes. The architect should prepare a score card to demonstrate what the project would have achieved if LEED certification were pursued.
5. **Cold Cathode Lighting.** The consultant shall highlight where energy efficient lighting and the best means for achieving the lowest actual watts/sq. ft. in conjunction with providing the highest code rendering index "CRI" for interior and exterior lighting as applicable on a project by project basis.
6. **CAD.** The consultant shall produce AutoCAD drawings for each project that include accurate base drawings for the entire building/project area. Upon completion of each project, a disk containing the final drawing set shall be sent to OCPP. If available for this particular project, OCPP will provide CAD drawings that would be given to the AOR's. The OCPP CAD File System Overview is available and it contains existing conditions, existing blocking, and existing stacking plans.
7. **Historic Buildings or Facilities.** Unless directed by OCPP, where historic buildings, facilities or landscapes are involved, all work shall be consistent with the *Secretary of the Interior's Standards for Rehabilitation*. OCPP may provide other standards for buildings, facilities or landscapes that have special historical or cultural significance.
8. **Permits.** The project design firm is expected to provide a design that is in compliance with all applicable codes and ordinances, a permit submittal that is in compliance with all jurisdictional requirements and cooperate in resolving any permit-related issues. **Note that the Code requires compliance with Cook County building codes regardless of whether a project is located within an incorporated municipality. 70 ILCS 810/8.4.** In addition to Cook County Building & permits, permits may be required from various local zoning boards, the Cook County Department of Environmental Control, Cook County Department of Highways, U.S. Army Corps of Engineers, Illinois Department of Natural Resources, Illinois Environmental Protection Agency, Illinois State Historic Preservation Agency, Will-South Cook County Soil and Water

Conservation Districts, North Cook County Soil and Water Conservation District, the Metropolitan Water Reclamation District of Greater Chicago and other agencies. In addition, OCPP may be required to conform to the requirements of local fire protection bureau serving each respective facility. The consultant shall have experience dealing with a variety of fire prevention districts including City of Chicago and various local suburban agencies.

9. **Alternates.** If required, the project awardee shall develop construction documents with add or deduct alternates, and shall clearly identify these alternates in all cost estimates.

REQUIRED PROJECT DOCUMENTATION

The Consultant is expected to provide the project documentation outlined below:

A. GENERAL/SUMMARY

This Section provides for:

1. Preconstruction photographs.
2. Final Completion construction photographs.
3. Comprehensive digital photographic documentation of the construction process progressively and at selected milestones.
4. Documentation inclusive of electronic indexing, navigation, storage and remote access throughout construction.
5. Contractor support, security of information and technological requirements related to the documentation.
6. Qualifying credentials required by Contractor.

B. DOCUMENTATION PLATFORM AND DELIVERY METHOD

1. Indexing and navigation system will utilize actual construction drawings or equivalent as the basis for an interactive on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the Project. Access interface will include multiple active projects per user, if applicable, and recent documentation activity summaries per project allowing for direct access to project plans and shoots from summary display. Documentation activity can be queried by date range via activity searches.
2. Documentation will combine indexing and navigation system with inspection-grade high-resolution digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation will be accessible on-line within 24 hours after each shoot, through the use of an Internet connection. Documentation will allow for multiple-user access, simultaneously, on-line. Access shall adhere to industry standards for information security and protection of data. Multi-tiered access levels shall be achievable through use of individual passwords, if applicable. Users will be able to identify other authorized users on each project.
3. Online interface will allow users to comment (privately or publically) on images, shoots and projects and to create customizable tags that can be reviewed through an integrated reporting functionality. These images and reports must be made available through PDF and a standalone link. All images or reports will be identified by time, date, location, and include associated comments that can be archived indefinitely. The administrator can restrict commenting functions. Commenting permissions, per user, can be set to either (1) read/write, (2) read only or (3) no read/no write permissions at the option of the Administrator.

C. DOCUMENTATION ELEMENTS

1. Prior to mobilization, all existing conditions of the building will be documented using overlapping photographic techniques. Indexing and navigation shall be accomplished through interactive architectural drawings.
2. Construction progress for all trades will be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Interior Progressions will track interior improvements beginning when work commences and continuing until Project completion. Indexing and navigation accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for isolation of

issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan.

3. As-built conditions of mechanical, electrical, plumbing and all other systems will be documented post-inspection but prior to enclosing. This process will include all finished systems located in the walls and ceilings of the Project. Overlapping photographic techniques will be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
4. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to owner occupancy. Overlapping photographic techniques will be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
5. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.

D. CONTRACTOR QUALIFICATIONS

1. Demonstrable minimum experience of five (5) years in operation providing expert and independent third party digital photography construction documentation using advanced indexing/navigation systems.
2. Representative portfolio of *completed* construction projects of similar type, size, duration and complexity as the Project.
3. In-house programming division for customizable documentation solutions required.
4. At least three (3) references may be required.
5. Contractor must have a local office and be able to respond to site visit requests with qualified personnel in a timely manner.
6. Approved vendors: Multivista. Additional vendors need to complete an Approved Vendor form prior to bidding on the project.

E. CONSTRUCTION PHOTOGRAPHS

1. This project will be phased. Photographer shall provide the following for each phase of the work.
2. Preconstruction Photographs: Before starting construction, take color photographs of Project areas from different vantage points, as directed by Design professional.
 - a. Take photographs of interior existing condition to be conducted prior to the start of the project/phase as directed by Design Professional to accurately record the physical conditions at the start of construction.
3. Periodic Interior Construction Photographs: Take 6 (max) regular interior progressions of each area to begin at start of construction phase or as directed by Design Professional.

4. Interior MEP Exact-Built of all areas to be conducted after rough-ins are complete and post-inspection but prior to enclosure for each phase, or as directed by Design Professional.
5. Finished interior Exact-Built of all areas to be conducted at occupancy of each phase or other finished milestones as directed by Design professional.
6. Additional Photographs: After approval of OCPP Project Director, Design Professional may issue requests for additional photographs, in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in the Contract Sum.
 - a. Photographer will be given three days' notice, where feasible.
 - b. In emergency situations, photographer shall take additional photographs within 24 hours of request.
 - c. Circumstances that could require additional photographs include, but are not limited to, the following:
 - i. Immediate follow-up when on-site events result in construction damage or losses.
 - ii. Extra record photographs at time of final acceptance.
 - iii. Owner's request for special publicity photographs.

APPENDIX C

KEY PERSONNEL

Proposer Primera Engineers, Ltd.

PART 6 KEY PERSONNEL

List names and requested information for both Proposer and subconsultant. If an individual was not noted in the Proposer's RFQ Submittal due to their being a subconsultant or new to the Proposer's firm: a) In Column II, include the word (NEW) in capital letters and parenthesis before their name. b) Include their resume for review and approval by the County.

RESPONSE FOR: Cook County Government RFP 1555-14599 Leighton Criminal Court Building ADA Renovations - Architecture/Engineering Services

I FIRM	II INDIVIDUAL'S NAME (ONLY)	III CURRENT TITLE	IV RESPONSIBILITY MATRIX ASSIGNED POSITION & SUMMARY DESCRIPTION OF RESPONSIBILITIES FOR THIS PROJECT	V POSITION (ARCHITECT, PE, ELEC, MECH, EIT, ETC.)	VI STATE OF IL LICENSE OR REG. NO.	VII EST. % OF TOTAL TIME COMMITMENT	VIII HOURLY RATE
Primera Engineers	Lourdes Gonzalez	Architect/ Architectural Group Lead	Senior Project Manager Overall project quality control of project team and submittal	Architect	001.013663 - Illinois	5%	\$185.00
Primera Engineers	Jill Deichmann	Senior Vice President/ Architect	Project Manager Project manager for entire design team and point person with the client. Responsible for the architectural design of all modifications and coordination with the design team	Architect	001.019651 - Illinois	20%	\$155.00
Primera Engineers	John Palasz	Mechanical Project Engineer	Mechanical Engineer Responsible for the design of the mechanical system modifications	Mechanical Engineer	PE - 062.059518	15%	\$125.00
Primera Engineers	Rosa Lazebrnik	Electrical Technology Manager	Electrical Engineer Responsible for the design of the electrical system modifications	Electrical Engineer	PE - 062.057988	15%	\$135.00
Primera Engineers	Scott Baron	Plumbing Engineer	Plumbing Engineer Responsible for the design of the plumbing system modifications	Plumbing Engineer	PE - 062.064856	10%	\$125.00
Primera Engineers	Amanda Beck	Fire Protection Engineer	Fire Protection/ Life Safety Engineer Responsible for the fire protection system modifications. Review of all life safety modifications to meet all code requirements.	Fire Protection/ Life Safety Engineer	PE - 062.065192	10%	\$125.00
Primera Engineers	Russell Pozen	Civil Engineer	Civil Engineer Responsible for all site/civil modifications	Site/Civil Engineer	PE - 062.060419 Illinois	5%	\$125.00

Proposer Primera Engineers, Ltd.

PART 6 KEY PERSONNEL

List names and requested information for both Proposer and subcontractor. If an individual was not noted in the Proposer's RFQ Submittal due to their being a subcontractor or new to the Proposer's firm: a) In Column II, include the word (NEW) in capital letters and parenthesis before their name. b) Include their resume for review and approval by the County.

RESPONSE FOR: Cook County Government RFP 1555-14569 Leighton Criminal Court Building ADA Renovations - Architecture/Engineering Services

I FIRM	II INDIVIDUAL'S NAME (ONLY)	III CURRENT TITLE	IV RESPONSIBILITY MATRIX ASSIGNED POSITION & SUMMARY DESCRIPTION OF RESPONSIBILITIES FOR THIS PROJECT	V POSITION (ARCHITECT, PE, E, STRUCTURAL, CIVIL, ELEC., MGR, FEIT, ETC.)	VI STATE OF IL LICENSE OR REG. NO.	VII EST. % OF TOTAL TIME COMMITMENT	VIII HOURLY RATE
Rubinos & Mesia Engineers, Inc.	John Belmonte NEW	Project Structural Engineer	Structural Engineer Responsible for structural modifications with the design team changes.	Structural Engineer	PE - 062-046058 - Illinois SE - 081-005048 - Illinois	20%	
GSG, Inc.	Jigar Shah NEW	Sr. Industrial Hygienist	Asbestos Designer Responsible for asbestos testing and reporting for design teams work area	CIH, CSP	100-07342 - Illinois	20%	\$72.50
Faithful+Gould	Chris Harris	Technical Director	Chief Estimator	Estimator		20%	\$66.98

Soundia Mpa Bongler

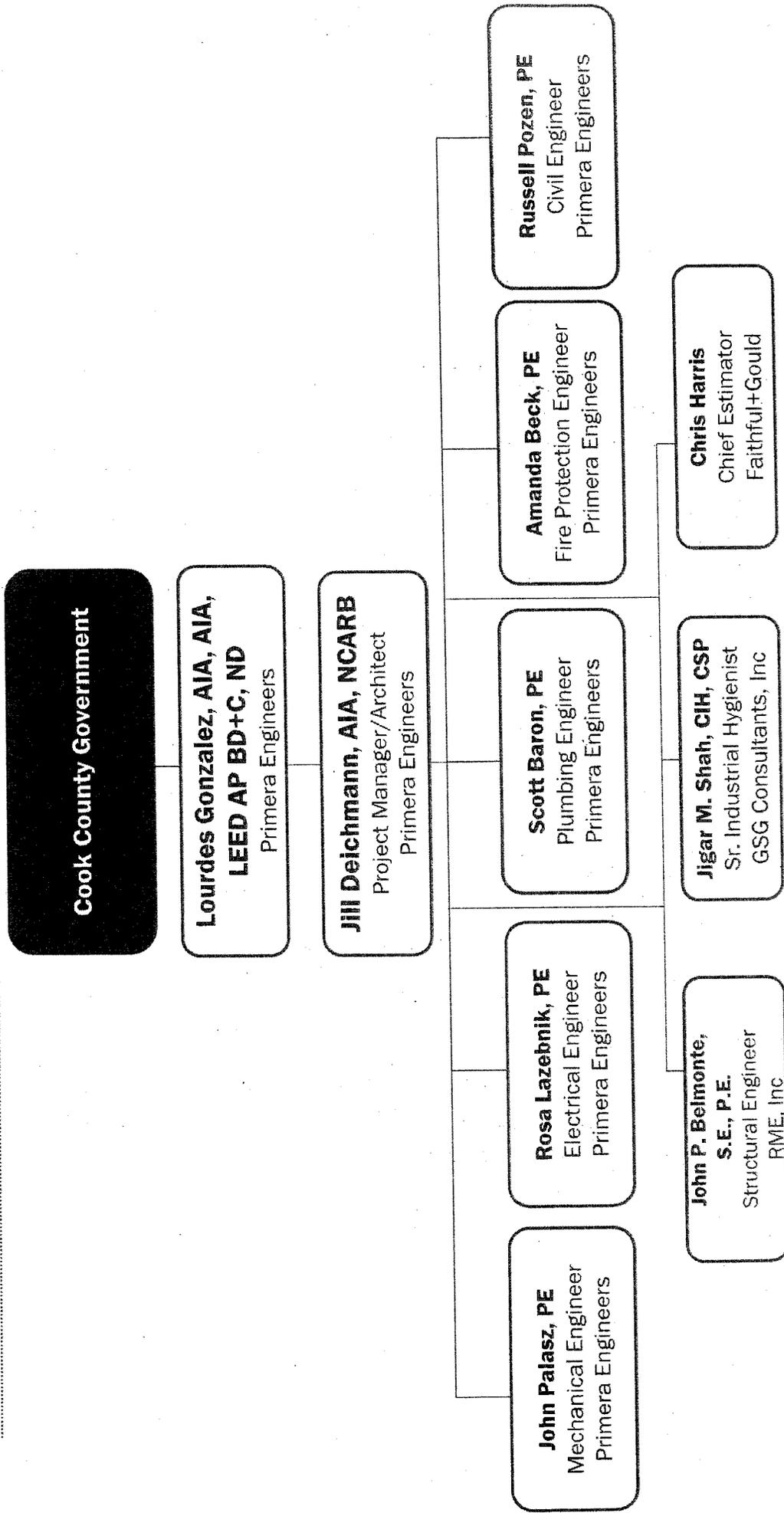
SIGNATURE

May 19, 2015

DATE



Project Team Organization



Lourdes M. Gonzalez, AIA, LEED AP BD+C, ND,

SENIOR VICE PRESIDENT, ARCHITECTURAL CONSULTING



Lourdes Gonzalez is a Licensed Architect and LEED Accredited Professional. Ms. Gonzalez has played an instrumental role in Primera's growth over the past decade. She leads the firm's sustainability efforts and helped position Primera as an innovator in the green building movement. Ms. Gonzalez's background includes architectural design, program management, historic preservation and LEED consulting for varied sectors including Higher Ed, K-12 Schools, Municipal, Industrial and Transportation facilities.

Lourdes's Credentials

- Master of Architecture in Historic Preservation, University of Illinois at Champaign-Urbana, 2008
- Bachelor of Science in Architectural Studies, University of Illinois at Champaign-Urbana, 2006
- Licensed Architect, State of Illinois, 003 013663, USA
- LEED Accredited Professional, BD+C, ND
- Project Manager, Capital Development Board
- Self-Certified Architect, City of Chicago
- Registered Energy Professional, City of Chicago

Project Experience

Dixon and Pontiac Correctional Centers, Capital Development Board (CDB), *Dixon and Pontiac, Illinois*
Project Manager for the renovation of both Pontiac and Dixon Correctional Centers. Dixon Correctional Center work was done on the Dietary Building, a two story 12,615 square foot building. The scope of work included remodeling the existing building into a treatment facility for mentally ill offenders including exam

rooms, nurse's stations, offices, medicine dispensary and a classroom. Pontiac Correctional Center work was done on the South Cell House, a 109,638 square foot two story building, and Residents Dining Room, a 36,220 square foot three story building. The scope of work included the remodeling of approximately 48 existing cells and an existing dining hall for use as housing and treatment of mentally ill offenders. Both facilities included modification or replacement of mechanical, plumbing, and electrical.

Upgrade Security and Construct New Sallyport - Dwight Correctional Center, Capital Development Board, *Dwight, Illinois.*

Project Manager for security upgrades, new sallyport and gatehouse. Provided complete design and construction administration services for perimeter fence replacement, and replacement of detention door systems in the main entry building.

Women's Multiple Classification Correctional Facility, Capital Development Board, *Chicago, Illinois.*

Project Manager for \$80 million facility. Primary responsibility for design of Reception/Classification Center for 300 (plus 80-bed mental health wing), warehouse/maintenance facility, minimum security unit (100 bed) and the structural design for the entire complex. Member of programming team for the new facility.

Replacement of Windows in Cellblock B, Statesville Correctional Center, *Crest Hill, Illinois*

A/E services for the repair and replacement of windows in Cellblock B. The existing windows and bar grating will be replicated to match the original character of the steel window units. The scope includes the repair/replacement of 30 window units at each window, provide constant access from security catwalk, and maintain exercise yard overlook on North elevation. This project was reviewed and approved by the Illinois Historic Preservation Agency.

Rockwell Warehouse Renovation, Cook County,
Chicago, Illinois.

Project Architect for multi-phase project which included complete exterior renovation of masonry and glass block, as well as interior renovations to comply with exiting requirements, electrical systems upgrades and toilet room renovations.

Fire Alarm Systems Upgrades, Cook County Department of Corrections, *Chicago, Illinois.*

Program Manager responsible for the oversight of design and construction of the complete upgrade of fire alarm and life safety systems for the Department of Corrections complex at 26th and California. The project included 11 existing facilities. The project involved extensive on-site surveying, as the buildings were continuously occupied during the construction. Phasing was the key to the success, since many areas involved inmate areas which required temporary relocation and secure "end of day" conditions. As program manager responsible for design and construction team oversight, serving as the main point of contact for the owner. Reviewed and logged all open issues, change order requests and pay requests. Tracked all meeting minutes and correspondence.

Division I, IV and VII Rehabilitation, Cook County Department of Corrections, *Chicago, Illinois.*

Assistant Program Manager for rehabilitation of Division I Maximum Security Jail, division IV Jail/Dormitory/Recreation building and Division VII Jail Administration building at the Cook County Jail. The major challenge of the project was that the facility was continuously occupied throughout the project. The goal of the project was to upgrade the physical condition of the facilities up to current building codes and standards, minimize daily maintenance and improve living conditions for the inmates. As assistant program manager, responsible for scheduling, design team management and review, review of change order requests and coordination with contractor pricing. The scope of work included the complete renovation of the exterior, including roof and security window replacements. New penthouses were constructed to enclose new mechanical equipment. Interior repairs included structural renovations, asbestos abatement,

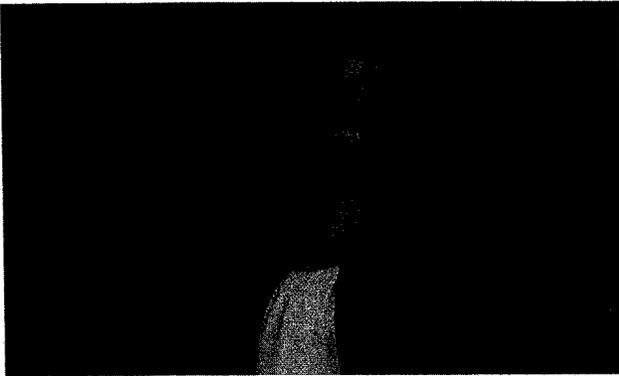
complete security system replacement including locks, cell fronts, and control panels and new waterproof membrane floors for safety and durability.

Elgin Mental Health Center, Capital Development Board,
Elgin, Illinois.

Project Manager which included the documentation of 26 historic structures per Illinois HABS standards. Provided probable construction costs and demolition documents for 13 of the 26 documented structures, as well as coordinating the removal of asbestos containing materials.

Singer Mental Health Center, *Rockford, Illinois.*

Project Manager/ Architect for a full renovation of four patient wings at the Singer Mental Health Center. The completion of phase II construction concludes the full renovation of four 11,000 square foot patient wings into a state-of-the-art healthcare facility. All spaces will be completely renovated to improve patient supervision and maximize the efficiency of the medical staff. Renovation will include new finishes, doors, windows, casework, and lighting. Toilet and Showers will upgrade to provide additional handicapped accessibility. The heating and ventilation systems for each wing were also upgraded with a complete replacement of the radiant ceiling panel system, duct reheat coils, and a new DDC control system. New fire doors and a fire sprinkler system have been installed in the interconnecting corridors between buildings during phase I.



Jill Deichmann is Primera's Architectural Group Lead with more than 17 years of experience in architectural project design, preparation of construction documents, and construction administration. She is also a project manager, building envelope commissioning representative, code consultant and construction administrator, managing communications with clients, consultants and contractors. Her expertise includes new construction and renovation projects in the institutional, commercial, healthcare and higher education markets. She has had substantial involvement in all phases of construction documentation with a critical focus on site observation and schedule control.

Jill's Credentials

- Masters of Arts in Architecture, Washington University in St. Louis, 2002
- Bachelors of Arts in Architectural Studies, University of Illinois at Chicago, 1998
- Licensed Architect, State of Illinois & Indiana
- Certified, National Council of Architectural Registration Boards (NCARB)
- Member, National Association of Professional Women

Project Experience

Dixon and Pontiac Correctional Centers, Capital Development Board (CDB), *Dixon and Pontiac, Illinois*
Project Manager/Lead Architect for the renovation of both Pontiac and Dixon Correctional Centers. Dixon Correctional Center work was done on the Dietary Building, a two story 12,615 square foot building. The scope of work included remodeling the existing building

into a treatment facility for mentally ill offenders including exam rooms, nurse's stations, offices, medicine dispensary and a classroom. Pontiac Correctional Center work was done on the South Cell House, a 109,638 square foot two story building, and Residents Dining Room, a 36,220 square foot three story building. The scope of work included the remodeling of approximately 48 existing cells and an existing dining hall for use as housing and treatment of mentally ill offenders. Both facilities included architectural modifications to the spaces and replacement of mechanical, plumbing, and electrical systems. Architectural scope included design modifications of existing inmate cells, design of new exam rooms, holding cells and treatment areas, which included detention grade furniture, and accessibility features.

Advocate Chilled Water Study, Advocate Health Care, *Hazel Crest, Illinois*

Project Manager for an investigation and analysis of the operation of the chilled water system. Primera was tasked with studying how the amount of chilled water transferred in the summer can be increased from the Boiler House chiller plant to the Energy Plant to minimize Energy Plant chiller operation in the short term, and provide a second study (long term) to investigate the peak cooling demand of the hospital and how to optimize/combine the chiller plants. The short term study included review of the existing as-builts for the two chilled water plants, review of pipe sizing of chilled water transfer mains between Boiler House chiller plant and Energy Plant, review of pump sizing/redundancy of chilled water transfer pump between Boiler House chiller plant and Energy Plant, and provide a report recommending short term modifications to the transfer system.

South Suburban Hospital Boiler Plant Chiller Addition, Advocate Health Care, *Hazel Crest, Illinois*

Project Manager and Project Architect for the addition of a Chiller Plant to the existing Boiler House at the Advocate South Suburban facility. The new addition is a steel frame construction with metal insulated panels to match the existing pre-cast structural in color and style, while saving cost and schedule by using the metal

insulated panels. There were site space restraints with all existing underground tunnel, existing utilities and existing parking and access roads. The project was submitted to the Illinois Department of Public Health for review and approval.

ACS-4 Replacement and Patient Room Upgrades,

Advocate South Suburban Hospital, *Hazel Crest, Illinois*. Project Architect and Project Manager for a 9-phase project that consisted of upgrading an air handling unit which serves three floors of one wing of the hospital. Phasing diagrams were created with multiple input meetings from the Owner and end users of the spaces. There was a complete ceiling replacement on all three floors, with the addition of a new mechanical soffit in all perimeter rooms and three new mechanical duct shafts on two floors. Additionally, all patient rooms received new finishes and furnishings. All toilet rooms were upgraded and a new ADA complete shower room was installed on each floor. Complete design of new end user spaces to include offices, infusion rooms and service areas. The work scope required submittals to the Illinois Department of Public Health with scope narratives, applications and phasing plans. Coordinated the full service project internally throughout design and construction administration. Reviewed shop drawings, RFI's and performed site observation reports.

Facility Upgrades, Chicago City Colleges, *Chicago, Illinois*.

Project Architect and Project Coordinator responsible for providing civil, architectural and structural design services for 11 separate facilities for the City Colleges of Chicago. Each site presented unique challenges and obstacles. The primary focus revolved around upgrading existing parking lots and sidewalks. Parking lots were upgraded to meet ADA requirements, including ramps, access curbs and parking space allocations. Several facilities required upgrades to the main entrances to accommodate new requirements, as well as deal with deteriorated infrastructure. Coordinated efforts with architectural, civil and structural scope and provided assistance with CAD drafting for all disciplines.

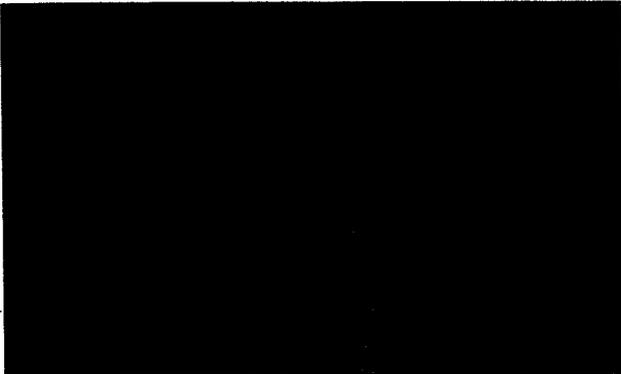
Interior Renovations at 1424 W. Pershing, Department of General Services, *Chicago, Illinois*.

Project Architect and Project Coordinator, provided full service for renovation of existing interior space with new occupant requirements. The primary focus of the project revolved around renovating the existing space to provide upgraded mechanical and electrical for an existing shop facility to office space. Coordinated all disciplines (architectural, mechanical, electrical, temperature controls), as well as other jobs taking place at the facility simultaneously. Coordinated efforts with architectural, mechanical and electrical scope and provided assistance with CAD drafting for architectural and project management.

Lee Animal Care and Control Facility Upgrades, Fleet and Facility Management, *Chicago, Illinois*.

Project Architect for the renovation of 48,000 square foot facility that included animal holding areas, medical spaces for animals, offices, meeting spaces, and locker rooms. The scope included replacement of all mechanical units to include cooling and energy recovery, new chilled water system, upgrade of the building electrical service, design of new architectural cage work, new plumbing system for animal holding areas, domestic hot water boiler replacement, and upgrade of the building controls system.

John C. Palasz, PE, HFDP, MECHANICAL ENGINEER



John Palasz is a Mechanical Project Engineer at Primera with over 15 years of experience in the design of heating, ventilation and air conditioning systems for a variety of project types. He is a registered Professional Engineer in the State of Illinois with an ASHRAE certification in Healthcare Facilities Design. John's experience includes, but is not limited to, higher education and institutional facilities with a specialization in laboratory and healthcare design.



Project Experience

2350 West Ogden Facility, Department of Fleet & Facility Management, *Chicago, Illinois.*

Lead Mechanical Engineer for the remodel of the first floor in this two-story building located at 2350 West Ogden Ave to accommodate an expanded program for the Department of Consumer Services, Public Vehicle Division and Investigators who currently occupy the building and for a new program for the Department of Health, Mental Health Neighborhood Program who will be relocated to this site. Each floor is approximately 15,000-square-feet and includes a loading dock/garage converted to office space. The mechanical scope involved a new condensing boiler plant and a DX split-system VAV air handling unit complete with a new Building automation system.

Senn High School, Chicago Public Schools, *Chicago, Illinois.*
Lead Mechanical Engineer for a renovation of a 375,000-square-foot high school, originally built in 1912. This boiler

renovation project involved a complete demolition of the existing steam boilers and design of a new hot water boiler plant and central chilled water plant. The mechanical scope involved the refurbishment of existing air handling systems with refurbished fans and new dual temperature water coils for heating and dehumidification and new distribution of hot/chilled water using 2-pipe dual temperature per Owner standards. The project included new return fans, and new return air ductwork. A new roof mounted cooling tower was designed. The project involved working extensively with Chicago Public Schools to execute and maintain an aggressive schedule and budget. This project occurred simultaneously with the Schurz high school renovation project.

South Suburban Hospital Air Handler Replacement, Advocate Healthcare, *Hazel Crest, Illinois.*

Mechanical Engineer for the replacement of an existing air handling unit (AHU) and the re-design of the areas served by this air handler to be heated and cooled entirely by the air system. The building was previously served by a 3-pipe passive chilled beam (radiant panel) system. Mechanical scope involved the modification of the existing AHU serving the existing spaces during construction and a new VAV air handler to replace the existing unit, changes to the branch chilled water and branch hot water, changes to the existing house steam, modification of the exhaust system to provide energy recovery, demolition of the supply exhaust ductwork and radiant panels, new VAV distribution with reheat, and design of temperature controls for the new equipment.

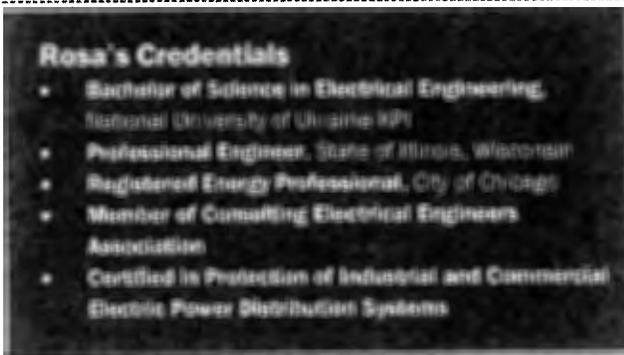
Residential Treatment Space Dixon and Pontiac

Corectional Center, Capital Development Board (CDB), *Dixon and Pontiac, Illinois.*

Mechanical Engineer for the renovation of both Pontiac and Dixon Correctional Centers. Dixon Correctional Center work was done on the Dietary Building, a two story 12,615 square foot building. The scope of work included remodeling the existing building into a treatment facility for mentally ill offenders including exam rooms, nurse's stations, offices, medicine dispensary and a classroom. Pontiac Correctional Center work was done on the South Cell House, a 109,638 square foot two story building, and Residents Dining Room, a 36,220 square foot three story building. The scope of work included the remodeling of approximately 48 existing cells and an existing dining hall for use as housing and treatment of mentally ill offenders. Both facilities included modification or replacement of mechanical, plumbing, electrical, and fire protection systems.



Rosa Lazebnik is an Electrical Technology Manager with over 35 years of wide ranging experience in the design of complete electrical systems for new and remodeled building construction with numerous applications including transportation, retail, museums, laboratory research facilities and hospitals. She also has extensive experience in handling projects for the University Campus environment.



Project Experience

Boiler and Chiller Plant Replacement Project, Cook County Department of Corrections, *Chicago, Illinois.* Project Electrical Engineer for a facility that covers more than eight city blocks with ten divisions, a health services facility, two education departments, a privatized food service and commissary agency, and four additional onsite Sheriff's departments. The facility has dedicated Power House that provides heating and cooling to the main buildings. The project encompassed installation of three new steam boilers, 1400HP each with a capacity of 48,300 LB/Hr., and two new chillers, 1500T each to replace aging equipment. I provided electrical design services to support installation of new HVAC equipment.

Applied Health Sciences Building Fire Sprinkler Upgrades, University of Illinois, *Chicago, Illinois.*

Lead Electrical Engineer for the installation of a fire sprinkler system throughout the building including electrical upgrades in this 8-story building to ensure compliance with applicable State of Illinois Fire Marshall, City of Chicago, NFPA, and ADA codes. Electrical scope included a field review of the existing fire alarm system and assessment of Code Compliance and system deficiencies. Additionally, meetings were held with Office of the State Fire Marshall in order to clarify issues related to reconciliation of the conflicts between City of Chicago Building Code and NFPA.

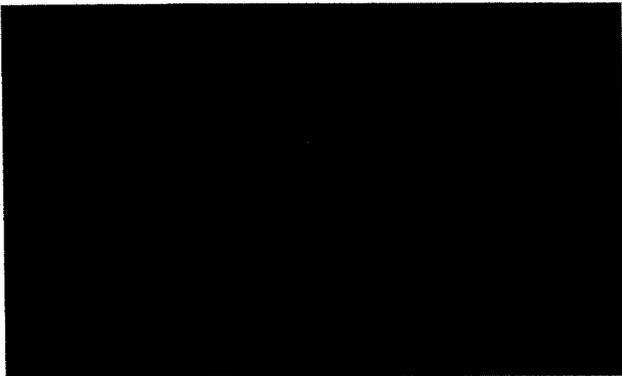
Certificate of Need (CoN) Ready Support Design,

University of Illinois Medical Center, *Chicago, Illinois.* Electrical Engineer for Fire Alarm and Nurse Call systems for this Master Planning and CoN phase of a modernization project. The modernization covered in the CoN strategy includes a range of systems component replacement options and required collecting the design support information to establish a cost model for the CoN which required a determination of the system capacity and design margin to accommodate the CoN proposed expansions.

Residential Treatment Space Dixon and Pontiac Correctional Center, Capital Development Board (CDB), *Dixon and Pontiac, Illinois.*

Electrical Engineer for the renovation of both Pontiac and Dixon Correctional Centers. Dixon Correctional Center work was done on the Dietary Building, a two story 12,615 square foot building. The scope of work included remodeling the existing building into a treatment facility for mentally ill offenders including exam rooms, nurse's stations, offices, medicine dispensary and a classroom. Pontiac Correctional Center work was done on the North Cell House, a 109,638 square foot two story building, and Residents Dining Room, a 36,220 square foot three story building. The scope of work included the remodeling of approximately 48 existing cells and an existing dining hall for use as housing and treatment of mentally ill offenders. Both facilities included modification or replacement of mechanical, plumbing, electrical, and fire protection systems.

Scott A. Baron, PE, CPD, PLUMBING GROUP



Scott Baron is a Plumbing Engineer and a registered Professional Engineer at Primera with experience in engineering, design, and specification of plumbing systems and equipment. His design work has included plumbing applications for new construction and renovation projects. These projects have included educational facilities, hospitals, zoos, municipal buildings, and parks areas.



Project Experience

Residential Treatment Space Dixon and Pontiac Correctional Center, Capital Development Board (CDB), Dixon and Pontiac, Illinois.

Plumbing Engineer for the renovation of both Pontiac and Dixon Correctional Centers. Dixon Correctional Center work was done on the Dietary Building, a two story 12,615 square foot building. The scope of work included remodeling the existing building into a treatment facility for mentally ill offenders including exam rooms, nurse's stations, offices, medicine dispensary and a classroom. Pontiac Correctional Center work was done on the South Cell House, a 109,638 square foot two story building, and Residents Dining Room, a 36,220 square foot three story building. The scope of work included the remodeling of approximately 48 existing cells and an

existing dining hall for use as housing and treatment of mentally ill offenders. Both facilities included modification or replacement of mechanical, plumbing, electrical, and fire protection systems. Plumbing scope included the renovation of the existing facilities domestic water and sanitary systems to accommodate programming.

Kent Hall, University of Chicago, Chicago, Illinois.

Plumbing Engineer for a renovation to multiple lab spaces within Kent Hall as well as ADA upgrades. Plumbing scope involved design of facilities in support of the lab renovations including a replacement of 38 fume hoods. Various assessments were required to determine what infrastructure piping upgrades are necessary to maintain trouble free lab use.

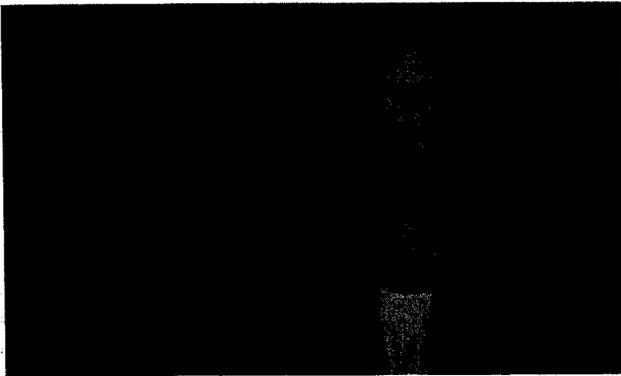
Advocate South Suburban Hospital, Advocate Health Care, Hazel Crest, Illinois

Lead Plumbing Engineer for a 9-phase project that consisted of upgrading an air handling unit which serves three floors of one wing of the hospital. There was a complete ceiling replacement on all three floors, with the addition of a new mechanical soffit in all perimeter rooms and three new mechanical duct shafts on two floors. All toilet rooms were upgraded and a new ADA complete shower room was installed on each floor. The fixture upgrades required tight coordination with existing conditions to achieve the installation. The design addressed specific project scheduling and construction phasing issues as much of the renovation was required to be located in occupied building spaces adjacent to the renovated areas.

Macaque Exhibit and West Gate, Lincoln Park Zoo, Chicago, Illinois.

Plumbing Engineer for the existing facility demolition and design of a new 5,000 square foot animal holding building for the Macaque exhibit. Additional support buildings included an events building and two viewing and demonstration shelters. The West Entry involved an information kiosk, and ticketing platform. Plumbing scope included animal waste considerations, wash down hoses, animal drinkers, and keeper program requirements. The design included hot water supply and drainage in support of an outdoor exhibit hot tub for the monkeys. The hot water supply and drainage is routed and controlled through the holding building so keepers have quick access to exhibit functions.

Amanda C. Beck, PE, CET, CFPS FIRE PROTECTION ENGINEER



Amanda Beck is Primera's Fire Protection and Life Safety Group Lead. She is a registered Professional Engineer and Certified Fire Protection Specialist who views her role as an opportunity to save lives. Certified in water based fire systems by the National Institute for Certification in Engineering Technologies (NICET), her work has included engineering, design and construction administration of fire protection and life safety systems for institutional, educational, healthcare, commercial, residential, and light industrial facilities.

Amanda's Credentials

- Bachelor of Science in Mechanical Engineering, Aurora State University, 2006
- Professional Engineer, State of Illinois, 000-065340
- Certified Fire Protection Specialist, National Fire Protection Association (NFPA)
- Fire Protection Engineering Technology Water-Based Systems Level 1, National Institute for Certification in Engineering Technologies (NICET)
- Executive Board of Directors, Chicago Chapter, Society of Fire Protection Engineers
- Professional Member, Chicago Chapter, Society of Fire Protection Engineers

Project Experience // Higher Education

Center for Care and Discovery, The University of Chicago Medicine, *Chicago, Illinois*; 11/2010 – 02/2013
Fire Protection Engineer for an advanced 1.2-million-square-foot medical facility involving operating rooms, complex medical procedures, and intensive care including innovative approaches to minimally invasive surgery, gastrointestinal disease, investigational

therapies for cancer and other diseases, and advanced medical imaging. Fire Protection Scope included a standpipe system, wet and dry automatic sprinkler systems, clean agent systems for data centers, and pre-action systems for MRI, CT, and operating room spaces, and a heliport AFFF foam system.

Rosenwald Hall Upgrades, The University of Chicago, *Chicago, Illinois*; 11/2013 – 12/2013

Lead Fire Protection Engineer for the two phase renovation and relocation of the economics department. Phasing of the project proved challenging as Admissions continued to occupy the first floor during program improvements in that area. Floors 2, 3, and 4 were converted to serve a future academic department. Fire Protection scope included conceptual design and pricing of a centrally located fire pump system to serve the sprinkler systems in multiple buildings in the quad, beginning with Rosenwald Hall. In this manner, as buildings were renovated they could also be equipped with new automatic sprinkler systems in the process.

Applied Health Sciences Building Fire Sprinkler Upgrades, University of Illinois, *Chicago, Illinois*; 08/2011 – 09/2012

Fire Protection Engineer for the installation of a fire sprinkler system throughout the building including electrical upgrades in this eight-story building to ensure compliance with applicable State of Illinois Fire Marshall, City of Chicago, NFPA, and ADA codes. This project also includes the expansion of the existing fire alarm system.

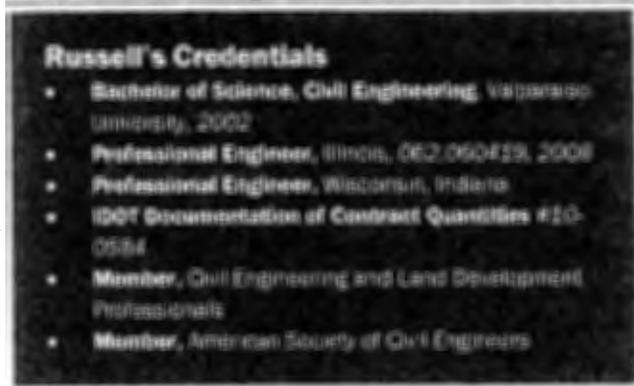
Neurosciences Center Renovation, Rush University Medical Center, *Chicago, Illinois*; 08/2011 – 05/2012

Lead Fire Protection Engineer for the renovation of an approximately 15,000-square-foot space located on the eighth floor of a professional office building. The space housed exam rooms, offices, record storage, workrooms, registration, conference rooms, soiled utility, and patient toilets. Fire Protection scope included modification to the existing automatic wet sprinkler system to accommodate sprinkler head additions and relocations of existing sprinkler heads. The standpipe system was also modified to provide two additional hose valves to maintain hose reach within the renovated floor plan.

Russell J. Pozen, P.E., CIVIL/MUNICIPAL LEAD



Russell Pozen is a Professional Engineer with over 12 years of experience in the areas of site civil, municipal and stormwater engineering design relating to the development of residential, industrial, institutional, park district, municipal, private utility and commercial projects as well as resurfacing and designs for roadways for IDOT and the Illinois Tollway.



Project Experience

Residential Treatment Space Dixon and Pontiac Correctional Center, Capital Development Board (CDB), Dixon and Pontiac, Illinois.

Civil Engineer for the renovation of both Pontiac and Dixon Correctional Centers. Dixon Correctional Center work was done on the Dietary Building, a two story 12,615 square foot building. The scope of work included remodeling the existing building into a treatment facility for mentally ill offenders including exam rooms, nurse's stations, offices, medicine dispensary and a classroom. Pontiac Correctional Center work was done on the North Cell House, a 109,638 square foot two story building, and Residents Dining Room, a 36,220 square foot three story building. The scope of work included the remodeling of approximately 48 existing cells and an existing dining hall for use as housing and treatment of mentally ill offenders. Both facilities included modification

or replacement of mechanical, plumbing, electrical, and fire protection systems. Civil scope includes site hardscape restoration & specifications for the utility upgrades.

Navy Pier Pierscape, Navy Pier, Inc., Chicago, Illinois.

Project Engineer for the redevelopment at Navy Pier that will provide more park-type amenities, with heavy emphasis on creating more green space and informally programmed space. As part of the James Corner Field Operation team, Primera provided civil engineering, mechanical, electrical and plumbing engineering, and architectural code consulting services as well as permitting assistance. Responsibilities included grading and utility design, erosion control, permeable pavement design, stormwater calculations & permitting and the design of underground StormTrap Chambers that were used for detention and water harvesting storage.

Goethe School Sustainable Schoolyard, Chicago Public Schools, Chicago, Illinois.

Project Manager for the development of a new sustainable schoolyard at the Goethe Elementary School that is located at 2236 North Rockwell Street in Chicago, IL. This campus area will have an area for either artificial turf or enhanced natural turf, playgrounds, ADA curb cut along Talman, rain gardens, cistern system, permeable walking paths, and permeable hard surfaces for basketball & general area and within the CDOT ROW for parking. Detention for this development will be underground and in the voids of aggregate. *This project received an ASCE IL Section Award for Sustainable Design and an ACEC-IL 2014 Engineering Excellence Merit Award.*

Altgeld Gardens and Murray Homes Redevelopment, Chicago Housing Authority, Chicago, Illinois.

Project Engineer for a proposed renovation and redevelopment of 160 acres of Section 8 housing owned by the Chicago Housing Authority. The work encompassed the renovation of 162 separate buildings and construction of 7 new laundry buildings in 6 phases. Responsibilities included the preparation of detailed design plans and specifications, utility and survey review, utility coordination, site demolition, erosion control, grading, paving, design to achieve full ADA accessibility compliance for 20% of the building units, ADA ramps, design of sanitary and storm sewers, water service lines, and stormwater management design utilizing underground StormTrap Chambers and surface parking lot detention.

John P. Belmonte, S.E., P.E.
Project Structural Engineer

Education

B.S. in Civil Engineering, University of Wisconsin, Madison, WI, 1973

Experience

Mr. Belmonte has more than 40 years of experience as a structural engineer. His skills have been applied to industrial, commercial, institutional and residential foundation and building design including structures within large scale waste water treatment plants. In addition to new structure design Mr. Belmonte has applied his extensive structural engineering experience in the evaluation and structural reinforcing of existing structures. In his position as a structural engineer Mr. Belmonte has served as a designer and coordinator with broad experience in taking projects from concept to completion. A thorough problem solver and analyst; proficient in formulating structural analysis and design calculations manually and on computer software, develops productive working relationships with colleagues and clients.

RME

Related Projects

6 N. MICHIGAN AVENUE. Project Engineer. Responsible for all the structural rehabilitation and renovation of this 18 story building originally built in 1898. Scope of work consisted of:

- Existing foundation, columns and floor system evaluation for increased loads
- Structural design for the 4 new additional floors added
- Perform lateral analysis for the increased story height from 18 to 22 stories
- Structural reinforcing of the existing structure for gravity and lateral forces
- Evaluation of the existing flat tile arch floor system for added openings and reinforcing thereof
- Structural design of new vehicle ramp for access to the lower 5 floor tenant parking areas
- Structural design of new balconies
- Evaluation and redesign of the sidewalk vaulted framing system at ground level
- Exterior facade evaluation and restoration
- Project specifications and construction documents.

EVELYN EDWARDS MEDICAL CENTER - Chicago, IL. Senior Project Engineer. RME is the Structural Engineer for the Renovation of the Evelyn Edwards Medical Center. Evelyn Edwards Center is located at 2020 W. Roosevelt Road in Chicago, Illinois. The existing building is a 2 story structure with a partial basement, approximately 50 feet in width by 100 feet in length, along the North end of the building. First and second story heights are 10'-0" and 10'-3" respectively for a total building height of 20'-3". The structural aspect of this renovation project consisted of two parts. The first being to remove existing stairs from the first to second floor and relocating the stairs to the South of their present location. Secondly, RME provided services to construct a new passenger elevator that will transport the building occupants to the second floor. The elevator's overrun projected above the roof.

GWENDOLYN BROOKS COLLEGE PREPARATORY ACADEMY Chicago, Illinois. As Structural Engineer provided structural engineering services for the renovation of the original building and the new East and West Wing additions to the

school. The structural engineering design of the new wings maintained the existing utility tunnel below the new first floor levels. The East Wing is a three story structure with a Mechanical Penthouse on the roof. The first floor houses a new library, on the second, classrooms are situated and the third floor contains laboratories. Building construction is comprised of composite concrete slab and steel beam supported from steel columns. For lateral stability and forces, diagonal steel braced frames were utilized. The West Wing is a three story structure with a Mechanical Penthouse on the roof. Dining facilities for both students and faculty are located on the first floor. A gymnasium is situated at the second floor and vaults 30 feet to the roof. South of the gymnasium floor area at the second the locker room facilities are located. At the third floor directly above the locker rooms, Art Rooms are situated. The building construction for the West Wing is comprised of composite slab and steel beams supported from steel columns. For lateral stability and forces, diagonal steel braced frames were utilized.

STATE EMERGENCY OPERATION CENTER. As Project Engineer provided structural engineering services including services during construction for this State of the Art State Emergency Operation Center. This two story, approximately 50,000 sf, building is a combined steel and concrete building. Most critical issue for this building was the design of building for high tornado winds of 250 miles per hour. Structural framing consists of steel beams and columns supporting composite slabs at floor and roof level. Shear walls of masonry and concrete, resist lateral loads. Roof slabs and walls were designed for high wind pressure and projectiles.

WALTER PAYTON HIGH SCHOOL. Project Engineer for this four story braced steel frame structure. The structure consists of two buildings that are attached with an atrium. The north building consists of a recital hall, gymnasium, library, art room, music room, administration rooms, and mechanical rooms. The south building consists of classrooms and laboratories and mechanical rooms. The foundation of the structure consists of drilled caissons with bells and cast-in-place concrete grade

John P. Belmonte, SE, PE
Page 2 of 2

beams. This high school can accommodate up to 900 students with over 100,000 sq. ft. of total floor space and a total construction cost of \$25 million.

RME

SOUTH SHORE HIGH SCHOOL. Senior Project Engineer, RME provided structural engineering services for the new \$60 million High School, which was design as the prototype for future schools. The structure consists of a precast hollow core planks on steel framing. The gymnasium is being converted to a 1,200-seat auditorium. Deep long span joists were used to cover 120' X 120' square Gymnasium/Auditorium, steel frame, and lateral resistance was provided by steel braced bents. Shallow spread footings were used for the columns foundations and continuous "strip footing" / "Retaining walls" supporting the masonry walls. The building will allow enrollment for 1,700 students. The project is being develop using the latest innovations in "green design" LEED.

UIUC IKENBERRY COMMONS RESIDENCE HALL No. 3 WITH TAFT & VAN DOREN DEMOLITION. Senior Project Engineer. RME is providing Structural Engineering Services. The project consists of a new LEED Gold building to be located near the intersection of Gregory Drive and 1st st. The new

residence hall will offer minimally 490 beds in a combination of semi-suite, single and double room configurations with common facilities. The new residence hall will continue to incorporate transitional room in the design, to help facilitate integration of students with physical disabilities into the mainstream student population. Once the new Residence #3 is complete, Taft and Van Doren Halls will be demolished which will allow for continued development of the site.

IDOT CARLINVILLE HIGH SPEED RAIL STATION. as Project Structural Engineer, is providing Phase I and Phase II Structural Engineering Design Services. The engineering services include the design of two (2) buildings, a one (1) story passenger train station and a one (1) story Union Pacific office building. Due to passenger train platforms and the buildings being situated on both sides of the Union Pacific railroad tracks a connecting viaduct (tunnel) beneath the railroad tracks is to be designed with access from within the buildings. To accommodate the American Disability Act (ADA) ramps will be designed from grade level to a depth of 15 feet to the tunnel floor. A enclosed canopy structure will cover the ramps.

REGISTRATIONS:

Registered Structural Engineer - Illinois Reg. No. 081-005048, 1993
Registered Professional Engineer - Illinois Reg. No.062-046058, 1990
Registered Professional Engineer - Wisconsin Reg. No. 20237, 1981



Jigar M. Shah, CIH, CSP

Sr. Industrial Hygienist

18 Years' Experience
Joined GSG in May 2005

Areas of Expertise:

Indoor Environmental Quality
Assessment
Mold/ Microbial Studies
Asbestos and Lead-Based Paint
Management
Water Quality Surveys
OSHA Compliance/
Occupational Safety
Construction/ Community Air
Quality Monitoring
Exposure Studies
Hazard Assessments
Safety Training

Education:

Master of Science,
Environmental Engineering,
Illinois Institute of
Technology, Chicago, 1996

Bachelor of Science,
Civil Engineering, Gujarat
University, India, 1993

Training/Registrations:

Board Certified Industrial
Hygienist (CIH)

Board Certified Safety
Professional (CSP)

Qualifications Summary:

Mr. Shah is the Director of GSG's Industrial Hygiene Department and is a Board Certified Industrial Hygienist and a Board Certified Safety Professional. His 18 years of experience includes performing and overseeing hundreds of projects involving indoor air quality, asbestos, lead, mold, bacteria, noise, ambient air quality, silica, diesel exhaust, radon, mercury, drinking water quality, building ventilation, contaminant exposure monitoring as well as performing OSHA training, safety audits, environmental assessments, and abatement designs. His experience includes working with both public and private clients as well as regulatory and legal authorities. His practice focuses on the assessment of worker safety, personal protection, and impacts due to construction activities as well as the development of administrative and engineering controls to eliminate unsafe working conditions and unacceptable public environmental impacts.

Representative Project Experience:

Managing Environmental Consultant for Chicago Public Schools (CPS)

Industrial Hygiene Technical Lead

Mr. Shah is currently leading our team of environmental remediation professionals providing daily environmental consulting services to manage asbestos, lead-based paint, indoor air quality, mold, mercury, pigeon excrement in more than 700 schools of the Chicago Public School system. As a senior consultant to the school system, Mr. Shah participates in assessment of the existing conditions, development of the remedial design documents, and supervision of the implementations of corrective measures in order to abate or mitigate the existing environmental concerns by providing effective, economical, and compliant solutions. Mr. Shah is also assists in developing the technical specifications for the remediation of the hazardous materials.

Environmental Consultants for Public Building Commission of Chicago (PBCC)

Industrial Hygiene Technical Lead

Mr. Shah leads our environmental consulting services to manage asbestos, lead-based paint, indoor air quality, mold, mercury, pigeon excrement in numerous buildings for the PBCC. Mr. Shah participates in assessment of the existing conditions, development of the remedial design documents, and supervision of the implementations of corrective measures in order to abate or mitigate the existing environmental concerns by providing effective, economical, and compliant solutions. Mr. Shah is also assists in developing the technical specifications for the remediation of the hazardous materials.

Environmental Consultants for Chicago Housing Authority (CHA)

Industrial Hygiene Technical Lead

Mr. Shah leads our environmental consulting services for system wide capital construction projects for the CHA. Mr. Shah participates in assessment of the existing conditions, development of the remedial design documents, and supervision of the implementations of corrective measures in order to abate or

Licensed Industrial Hygienist
(LIH)

Licensed Asbestos Project
Designer, IDPH

Licensed Asbestos Project
Manager, IDPH

Licensed Asbestos Management
Planner, IDPH

Licensed Asbestos Building
Inspector, IDPH

Training/Registrations [Continued]:

Licensed Air Sampling
Professional, IDPH

Licensed Lead Risk Assessor,
IDPH

OSHA Construction Outreach
Trainer

OSHA 10-Hour Construction
Safety Certificate

Advanced Fungal Workshop
Certificate

Lead Paint Inspection System
Certificate

Mold, Allergens, Sampling, and
Report Interpretation
Certificate

DOT Title 49 CFR Hazardous
Material Transportation
Certificate

RCRA Hazardous Waste
Management Certificate

Nuclear Density Gauge Safety
Training Certificate

mitigate the existing environmental concerns by providing effective, economical, and compliant solutions.

Environmental Microbiological Investigations, Various Locations, IL

Project Manager/Technical Lead

Mr. Shah has been responsible for investigating and consulting on various projects involving bacteria and mold contamination. Investigations included visual inspections, moisture measurement, air and surface sample collection, HVAC inspection, data interpretations, literature search, and report preparation. Projects were performed in commercial, public school and residential settings.

Exposure Monitoring, Manufacturing Clients, IL

Project Manager/Technical Lead

Managed several projects to identify the worker exposure to toxic fumes and particulate contaminants. Projects were situated within occupational environments of industrial and manufacturing settings. Worker exposure was evaluated in order to recommend appropriate engineering control and personal protective equipments for the concerned employees.

Emergency Asbestos Clean-up Design, 23-story High-Rise Building, City of Chicago

Asbestos Project Designer

Designed the remedial actions and clean-up methods for a 23-storey building contaminated with friable asbestos materials, assessed existing conditions of the contamination, reviewed IDPH evacuation orders, negotiated clean-up plan with regulatory authorities, oversaw clean-up, and reviewed project reports.

Investigation for Microbiological Contamination in Hospitals, Jesse Brown VAMC, Hines VAMC, North Chicago VAMC

Certified Industrial Hygienist

Managed investigations to identify mold and bacteria levels in various critical areas of the hospitals. Scope of work included visual inspection, collection of representative number of environmental samples, review of HVAC system, data analysis, reporting of finding to the client, follow-up testing.

Occupational Safety Training, Various Locations, IL

Project Manager/Technical Lead

Mr. Shah has led environmental and occupational safety training programs for various municipal agencies as well as private clients. The training programs have covered matters such as Hazard Communication Right to Know, Universal Waste, Asbestos Awareness, Lead Awareness, Control of Hazardous Energy (lockout/tag out), National Incident Management System (NIMS) Awareness, Incident Command System (ICS) Support, Ladder Safety, Fall Protection, Aerial Devices, and Forklift Safety. The training programs have included audio/visual training tools, quizzes and examinations, and handouts customized to meet each client's specific needs.

RÉSUMÉ

Christopher Harris, MRICS

Operations Director

Chris has more than 30 years in the construction industry. His experience covers cost estimating through all stages of design, on-site cost control, bid documentation and value engineering on various projects for both government and private sectors.

He has provided cost control and construction consultancy services on a diverse range of projects both domestic and overseas. These include laboratories, office development, hotels, aquariums, baseball parks, courts, jails, hospitals, schools, and universities, sheltered housing, factory estates and retail stores. The work covered new build, renovation, additions and conversions with a total value of these projects going well into the hundreds of millions of dollars. In his previous experience, Chris has not only worked as a consultant but also as a contractor and construction manager, specializing in cost control and procurement.

Representative Experience

Government/Corrections/Courthouse/Historic

- 7th District Police Station, Chicago, Illinois
- 8th District Police Station, Chicago, Illinois
- 9th District Police Station, Chicago, Illinois
- 12th District Police, Chicago, Illinois
- 15th District Police Station, Chicago, Illinois
- 17th District Police Station, Chicago, Illinois
- 23rd District Police Station, Chicago, Illinois
- Illinois Capitol Development Board, Proposal for Pontiac and Dixon Prisons, Chicago, IL
- Cook County, Women's Justice Service Department of Corrections South Campus; Chicago, Illinois
- Brown County Jail Addition, Green Bay, Wisconsin
- General Services Administration, Dirksen Building AHU Replacement; Chicago, IL
- GSA, Kluczynski USPO Project 34th Floor, Estimating Services; Chicago, IL
- Capitol Complex Master Plan, Springfield, Illinois
- Dolton Police Station, Dolton, Illinois
- Public Building Commission, Fire Station 109, Chicago, Illinois
- General Services Administration, Kluczynski Federal Building Office Renovation, Chicago, Illinois
- General Services Administration, Rockford Courthouse PDS Study, Rockford, Illinois
- GSA, Anthony J. Celebrezze Federal Building, Cleveland, Ohio
- GSA Jefferson City US Courthouse, Jefferson City, Missouri
- Indiana Judicial Center, Indianapolis, Indiana
- J.P. Kinneary U.S. Federal Courthouse, Stone Façade Restoration & Building Accessibility Upgrade, Columbus, Ohio

Education

BSc (Hons), Building Economics and Measurement, Aston University, Birmingham, England, 1977

Certifications / Affiliations

Professional Associate, Royal Institution of Chartered Surveyors, 1988

Years of Experience

30+

APPENDIX D

DISADVANTAGE BUSINESS ENTERPRISE COMMITMENT POLICY

AND GOALS/UTILIZATION PLANS

I. POLICY AND GOALS

- A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County Contracts and to eliminate arbitrary barriers for participation in such Contracts by businesses certified as Disadvantaged Business Enterprise (DBE) as both prime and sub-contractors pursuant to the requirements of the federal regulations, 49 CFR part 26.
- B. **The County has set a contract-specific goals, based on the availability of DBEs that are certified to provide commodities or services specified in this solicitation document. The DBE participation goals for this Agreement is 35%. A Bid, Quotation, or Proposal shall be rejected if the County determines that it fails to comply with this General Condition in any way, including but not limited to: (i) failing to state an enforceable commitment to achieve for this contract the identified DBE Contract goals; or (ii) failing to include a Petition for Reduction/Waiver, which states that the goals for DBE participation are not attainable despite the Bidder or Proposer Good Faith Efforts, and explains why. If a Bid, Quotation, or Proposal is rejected, then a new Bid, Quotation, or Proposal may be solicited if the public interest is served thereby.**
- C. To the extent that a Bid, Quotation, or Proposal includes a Petition for Reduction/Waiver that is approved by the Office of Contract Compliance, the Contract specific DBE participation goals may be achieved by the proposed Bidder or Proposer's status as an DBE; by the Bidder or Proposer's enforceable joint-venture agreement with one or more DBEs; by the Bidder or Proposer entering into one or more enforceable subcontracting agreements with one or more DBE; by the Bidder or Proposer establishing and carrying out an enforceable mentor/protégé agreement with one or more DBE; by the Bidder or Proposer actively engaging the Indirect Participation of one or more DBE in other aspects of its business; or by any combination of the foregoing, so long as the Utilization Plan evidences a commitment to meet the DBE Contract goals set forth in (B) above, as approved by the Office of Contract Compliance.
- D. Intentionally Left Blank
- E. Unless specifically waived in the Bid or Proposal Documents, this Exhibit shall control.
- F. A Consultant's failure to carry out its commitment regarding DBE participation in the course of the Contract's performance may constitute a material breach of the Contract. If such breach is not appropriately cured, it may result in withholding of payments under the Contract, contractual penalties, disqualification and any other remedy provided for in Division 4 of the Procurement Code at law or in equity.

II. REQUIRED BID OR PROPOSAL SUBMITTALS

A Bidder or Proposer shall document its commitment to meeting the Contract specific DBE participation goals by submitting a Utilization Plan with the Bid or Proposal. The Utilization Plan shall include (1) one or more Letter(s) of Intent from the relevant DBE firms; and (2)

current Letters of Certification as a DBE. Alternatively, the Bidder or Proposer shall submit (1) a written Petition for Reduction/Waiver with the Bid, Quotation or Proposal, which documents its preceding Good Faith Efforts and an explanation of its inability to meet the goals for DBE participation. The Utilization Plan shall be submitted at the time that the bid or proposal is due. **Failure to include a Utilization Plan will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.**

A. DBE Utilization Plan

Each Bid or Proposal shall include a complete Utilization Plan, as set forth on Form 1 of the DBE Compliance Forms. The Utilization Plan shall include the name(s), mailing address, email address, and telephone number of the principal contact person of the relevant DBE firms. If the Bidder or Proposer submits a Bid or Proposal, and any of their subconsultants, suppliers or consultants, are certified DBE firms, they shall be identified as an DBE within the Utilization Plan.

1. Letter(s) of Intent

Except as set forth below, a Bid or Proposal shall include, as part of the Utilization Plan, one or more Letter(s) of Intent, as set forth on Form 2 of the DBE Compliance Forms, executed by each DBE and the Bidder or Proposer. The Letter(s) of Intent will be used to confirm that each DBE shall perform work as a Subcontractor, supplier, joint venture, or consultant on the Contract. Each Letter of Intent shall indicate whether and the degree to which the DBE will provide goods or services directly or indirectly during the term of the Contract. The box for direct participation shall be marked if the proposed DBE will provide goods or services directly related to the scope of the Contract. The box for indirect participation shall be marked if the proposed DBE will not be directly involved in the Contract but will be utilized by the Bidder or Proposer for other services not related to the Contract. Indirect Participation shall not be counted toward the participation goal. Each Letter of Intent shall accurately detail the work to be performed by the relevant DBE firm, the agreed dollar amount, the percentage of work, and the terms of payment.

Failure to include Letter(s) of Intent will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.

All Bids and Proposals must conform to the commitments made in the corresponding Letter(s) of Intent, as may be amended through change orders.

The Contract Compliance Director may at any time request supplemental information regarding Letter(s) of Intent, and such information shall be furnished if the corresponding Bid or Proposal is to be deemed responsive.

2. Letter(s) of Certification

Only current Letter(s) of Certification from the one of the following entities may be accepted as proof of certification for DBE status:

* Illinois Department of Transportation
* City of Chicago
* Chicago Transit Authority
* Metra
* Pace

These five state agencies established the Illinois Unified Certification Program or called (IL UCP).

The Contract Compliance Director may reject the certification of any DBEs on the ground that it does not meet the requirements of the federal regulation, 49 CFR Part 26 or the policies and rules promulgated thereunder.

3. Joint Venture Affidavit

In the event a Bid or Proposal achieves DBE participation through a Joint Venture, the Bid or Proposal shall include the required Joint Venture Affidavit, which can be downloaded from www.cookcountyl.gov/contractcompliance. The Joint Venture Affidavit shall be submitted with the Bid or Proposal, along with current Letter(s) of Certification.

B. Petition for Reduction/Waiver

In the event a Bid or Proposal does not meet the Contract specific goals for DBE participation, the Bid or Proposal shall include a Petition for Reduction/Waiver, as set forth on Form 3. The Petition for Reduction/Waiver shall be supported by sufficient evidence and documentation to demonstrate the Bidder or Proposer's Good Faith Efforts in attempting to achieve the applicable DBE goals, and its inability to do so despite its Good Faith Efforts.

Failure to include Petition for Reduction/Waiver will render the submission not Responsive and shall be cause for the CPO to reject the Bid or Proposal.

III. REDUCTION/WAIVER OF MBE/WBE GOALS

A. Granting or Denying a Reduction/Waiver Request.

1. The adequacy of the Good Faith Efforts to utilize DBE firms in a Bid or Proposal will be evaluated by the CCD under such conditions as are set forth in the federal regulation 49 CFR Part 26, the policies and rules promulgated thereunder, and in the "Petition for Reduction/Waiver of DBE Participation Goals" – Form 3 of the DBE Compliance Forms.

2. With respect to a Petition for Reduction/Waiver, the sufficiency or insufficiency of a Bidder or Proposer's Good Faith Efforts shall be evaluated by the CCD as of the date upon which the corresponding Bid or Proposal was due.
3. The Contract Compliance Director or his or her duly authorized Waiver Committee may grant or deny the Petition for Reduction/Waiver based upon factors including but not limited to: (a) whether sufficient qualified DBE firms are unavailable despite good faith efforts on the part of the Bidder or Proposer; (b) the degree to which specifications and the reasonable and necessary requirements for performing the Contract make it impossible or economically infeasible to divide the Contract into sufficiently small tasks or quantities so as to enable the Bidder or Proposer to utilize DBE firms in accordance with the applicable goals; (c) the degree to which the prices or prices required by any potential DBE are more than 10% above competitive levels; and (d) such other factors as are determined relevant by the Contract Compliance Director or the duly authorized Waiver Committee.
4. If the Contract Compliance Director or the duly authorized Waiver Committee determines that the Bidder or Proposer has not demonstrated sufficient Good Faith Efforts to meet the applicable DBE goals, the Contract Compliance Director or the duly authorized Waiver Committee may deny a Petition for Reduction/Waiver, declare the Bid or Proposal non-responsive, and recommend rejection of the Bid, Quotation, or Proposal.

IV. CHANGES IN CONSULTANT'S UTILIZATION PLAN

- A. A Consultant, during its performance of the Contract, may not change the original DBE commitments specified in the relevant Utilization Plan, including but not limited to, terminating a DBE Contract, reducing the scope of the work to be performed by a DBE, or decreasing the price to a DBE, except as otherwise provided by the Ordinance and according to the policies and procedures promulgated thereunder.
- B. Where a Person listed under the Contract was previously considered to be a DBE but is later found not to be, or work is found not to be creditable toward the DBE goals as stated in the Utilization Plan, the Consultant shall seek to discharge the disqualified enterprise, upon proper written notification to the Contract Compliance Director, and make every effort to identify and engage a qualified DBE as its replacement. Failure to obtain an DBE replacement within 30 business days of the Contract Compliance Director's written approval of the removal of a purported DBE may result in the termination of the Contract or the imposition of such remedy authorized by the federal regulation, unless a written Petition for Reduction/Waiver is granted allowing the Consultant to award the work to a Person that is not certified as an DBE.

V. NON-COMPLIANCE

If the CCD determines that the Consultant has failed to comply with its contractual commitments or any portion of the federal regulation, the policies and procedures promulgated thereunder, or

this Exhibit, the Contract Compliance Director shall notify the Consultant of such determination and may take any and all appropriate actions as set forth in the federal regulation or the policies and procedures promulgated thereunder which includes but is not limited to disqualification, penalties, withholding of payments or other remedies in law or equity.

VI. REPORTING/RECORD-KEEPING REQUIREMENTS

The Consultant shall comply with the reporting and record-keeping requirements in the manner and time established by the Contract Compliance Director. Failure to comply with such reporting and record-keeping requirements may result in a declaration of Contract default. Upon award of a Contract, a Consultant shall acquire and utilize all Cook County reporting and record-keeping forms and methods which are made available by the Office of Contract Compliance. DBE firms shall be required to verify payments made by and received from the prime Consultant.

VII. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with DBE requirements will not diminish or supplant other legal Equal Employment Opportunity and Civil Rights requirements that relate to Consultant and Subcontractor obligations.

Any questions regarding this section should be directed to:
Contract Compliance Director
Cook County
118 North Clark Street, Room 1020
Chicago, Illinois 60602
(312) 603-5502

DBE UTILIZATION PLAN (SECTION 1)

BIDDER/PROPOSER HEREBY STATES that all DBE firms included in this Plan are certified DBEs by at least one of the entities listed in the Illinois Unified Certification Program (IL UCP DBE Directory).

I. **BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

_____ Bidder/Proposer is a certified DBE firm. (If so, attach copy of appropriate Letter of Certification)

_____ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified DBE. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the DBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available from the Office of Contract Compliance)

X Bidder/Proposer is not a certified DBE firm, nor a Joint Venture with DBE partners, but will utilize DBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II and III).

II. X Direct Participation of DBE Firms _____ Indirect Participation of DBE Firms

Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

DBEs that will perform as subcontractors/suppliers/consultants include the following:

DBE Firm: RUBINOS & MESIA ENGINEERS, INC.

Address: 200 South Michigan Avenue, Suite 1500, Chicago, Illinois 60604-2482

E-mail: _____

Contact Person: Farhad Rezai, SE, PE, Principal / Exec.Vice President Phone: 312-870-660

Dollar Amount Participation: \$ 206,244

Percent Amount of Participation: 32 %

*Letter of Intent attached? Yes X No _____

*Letter of Certification attached? Yes x No _____

DBE Firm: GSG Consultants, Inc.

Address: 855 West Adams Street, STE 200 Chicago, IL 60607

E-mail: asaenz@gsg-consultants.com

Contact Person: Arturo Saenz Phone: 312-733-6262

Dollar Amount Participation: \$ 17,038

Percent Amount of Participation: 3 %

*Letter of Intent attached? Yes x No _____

*Letter of Certification attached? Yes X No _____

Attach additional sheets as needed.

***Additionally, all Letters of Intent, Letters of Certification and documentation of Good Faith Efforts omitted from this bid/proposal must be submitted to the Office of Contract Compliance so as to assure receipt by the Contract Compliance Administrator not later than three (3) business days after the Bid Opening date.**

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

DBE Firm: GSG Consultants, Inc. Certifying Agency: Metra

Address: 855 W. Adams Street Certification Expiration Date: 04/06/2016

City/State: Chicago, Illinois Zip: 60607 FEIN #: 36-3844476

Phone: (312) 733-6262 Fax: (312) 733-5612 Contact Person: Arturo Saenz

Email: asaenz@gsg-consultants.com Contract #: RFP# 1555-14596

Participation: Direct Indirect

Will the DBE firm be subcontracting any of the performance of this contract to another firm?

No Yes If "Yes", please attach explanation. Proposed Subcontractor: _____

The undersigned DBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Environmental Engineering Consulting

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

\$17,038 (3%) Milestone Payment Schedule

(If more space is needed to fully describe DBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Ala Sassila

Signature (M/WBE)

Ala Sassila

Print Name

GSG Consultants, Inc.

Firm Name

July 8, 2015

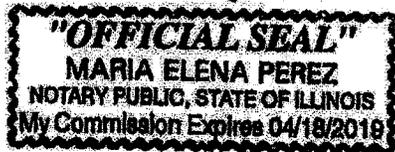
Date

Subscribed and sworn before me

this 8th day of July, 2015

Notary Public *Maria Elena Perez*

SEAL



Lourdes M. Gonzalez

Signature (Prime Bidder/Proposer)

Lourdes M. Gonzalez

Print Name

Primera Engineers, Ltd.

Firm Name

July 8, 2015

Date

Subscribed and sworn before me

this 8th day of July, 2015

Notary Public *Maribel Medina*

SEAL



COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

DBE Firm: RUBINOS & MESIA ENGINEERS, INC. Certifying Agency: Metra
Address: 200 S. Michigan Ave., Suite 1600 Certification Expiration Date: October 1, 2015
City/State: Chicago, Illinois Zip: 60604 FEIN #: 36-3164138
Phone: 312-870-8800 Fax: 312-663-1473 Contact Person: Farhad Rezaei, SE, PE - Principal
Email: FRezaei@RME-I.com Contract #: _____

Participation: Direct Indirect

Will the DBE firm be subcontracting any of the performance of this contract to another firm?

No Yes If "Yes", please attach explanation. Proposed Subcontractor: _____

The undersigned DBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

Structural Engineering Services

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

\$206,244 (32%) Milestone Payment Schedule

(If more space is needed to fully describe DBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

Signature (DBE) _____
Print Name
Farhad Rezaei, SE, PE - Executive Vice President
Firm Name
RUBINOS & MESIA ENGINEERS, INC.

Date July 8, 2015
Subscribed and sworn before me
this 8th day of July, 2015
Notary Public Javier Romero
SEAL



Signature (Prime Bidder/Proposer) _____
Print Name
Lourdes M. Gonzalez
Firm Name
Primera Engineers, Ltd.

Date July 8, 2015
Subscribed and sworn before me
this 8th day of July, 2015
Notary Public Maribel Medina
SEAL





547 W. Jackson Blvd. Chicago, IL 60661 (312) 322-6900 TTY# 1-312-322-6774

October 13, 2014

Dipak S. Shah
Rubinos & Mesia Engineers, Inc.
200 S. Michigan Avenue – STE 1500
Chicago, IL 60604-3607

Dear Mr. Shah:

Metra has reviewed your annual No Change Affidavit and supporting documentation and is pleased to inform you that your firm continues to meet the Disadvantaged Business Enterprise (DBE) program certification eligibility standards set forth in 49 CFR Subpart D 26.61. Your next No Change Affidavit is due October 1, 2015. Notification will be sent to you sixty (60) days prior to this date.

This certification allows your firm to participate as a DBE in the Illinois Unified Certification Program (IL UCP). The participating agencies include the Illinois Department of Transportation, the City of Chicago, the Chicago Transit Authority, Metra and Pace.

If there is any change in your certification that affect your ability to meet size standards, disadvantaged status, ownership, or control requirements or any material change in the information provided in your initial application, you must provide written notification to this agency within thirty (30) days of the occurrence of the change. Failure to provide this information is grounds for removal of certification based on failure to cooperate pursuant to 49 CFR 26.109(c).

Your firms name will appear in the IL UCP directory, which is used by prime contractors/consultants, as well as other agencies, to solicit participation of DBE firms. The Directory can be accessed at www.metrarail.com under the Business Diversity DBE link. Your firm's name will appear in the IL UCP DBE Directory under the following:

NAICS Code: 541330

Specialty: 541330 – Structural and Civil Engineering Services, Construction
Inspection/Management

Your participation on contracts will only be credited toward DBE contract goals when your firm performs in a Commercially Useful Function (CUF) in its approved area(s) of specialty.

Sincerely,

Jayrice R. Thomas, CPPB
Senior Director
Office of Business Diversity and Civil Rights

JRT:ms/kb

2020



547 W. Jackson Blvd. Chicago, IL 60661 (312) 322-6900 TTY# 1-312-322-6774

April 7, 2015

Guillermo Garcia
GSG Consultants, Inc.
855 W. Adams Street – STE 200
Chicago, IL 60607

Dear Mr. Garcia:

Metra has reviewed your annual No Change Affidavit and supporting documentation and is pleased to inform you that your firm continues to meet the Disadvantaged Business Enterprise (DBE) program certification eligibility standards set forth in 49 CFR Subpart D 26.61. Your next No Change Affidavit is due **April 6, 2016**. Notification will be sent to you sixty (60) days prior to this date.

This certification allows your firm to participate as a DBE in the Illinois Unified Certification Program (IL UCP). The participating agencies include the Illinois Department of Transportation, the City of Chicago, the Chicago Transit Authority, Metra and Pace.

If there is any change in your certification that affect your ability to meet size standards, disadvantaged status, ownership, or control requirements or any material change in the information provided in your initial application, you must provide written notification to this agency within thirty (30) days of the occurrence of the change. Failure to provide this information is grounds for removal of certification based on failure to cooperate pursuant to 49 CFR 26.109(c).

Your firms name will appear in the IL UCP directory, which is used by prime contractors/consultants, as well as other agencies, to solicit participation of DBE firms. The Directory can be accessed at www.metrarail.com under the Business Diversity DBE link. Your firm's name will appear in the IL UCP DBE Directory under the following:

NAICS Code: 541620, 541330, 238910, 541690

Specialty: 541620 – Environmental Consultants
541330 – Geotechnical Engineering, Civil Engineering, Construction Inspection,
Industrial Hygiene
238910 – Drilling Services
541690 – Safety Consulting Services

Your participation on contracts will only be credited toward DBE contract goals when your firm performs in a Commercially Useful Function (CUF) in its approved area(s) of specialty.

Sincerely,

Janice R. Thomas, CPPB
Senior Director

Office of Business Diversity and Civil Rights

2015



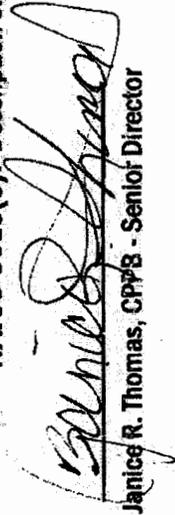
GSG Consultants, Inc.

**Is hereby certified as a
Disadvantaged Business Enterprise**

**This certificate is valid under current firm ownership and operational control and
supersedes any authorization or listing previously issued.**

541620, 541330, 238910, 541690

NAICS Code(s): Description of company products/services as defined by the North American Industry Classification System (NAICS)


Janice R. Thomas, CPPB - Senior Director

APPENDIX E
PROJECT SCHEDULE

PART 4
PROPOSED SCHEDULE FOR THE WORK

**PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES
 LEIGHTON CRIMINAL COURT BUILDING HOLDING CELLS - ADA RENOVATION**

Proposer: Primera Engineers, Ltd.

SCHEDULE SUMMARY (Calendar Days)

1. The Proposer will include a Gantt chart in this section detailing the project by phase. Durations will be calculated in calendar days (7-day work weeks).
2. The Proposer will summarize its Gantt chart below. Below are some general guidelines for internal County activities:
 - a. The County reviews all milestone submittals. A review can take between 7 to 10 working days depending on the complexity of the project.
 - b. A project to be bid out for work can take up to 60 days from the time the bid documents are complete to the time a contract is executed.
3. The Proposer will include an estimated time for permitting, if any is required, based on its experience for this type of project.
4. Any Notice to Proceed (NTP) dates shown in the Gantt chart by the Proposer will be considered a reference only for the purposes of electronic scheduling and will not obligate the County to meet the date shown.
5. In the event of a conflict between the information shown below and on the Gantt chart, the information below will govern.
6. Activities summarized below and on the Proposer's Gantt chart will not serve to reduce, limit or cause exceptions to the successful Proposer's obligations to provide all services required. The County will not be responsible for additional fees or costs incurred by the successful Proposer during the project due to under-estimation of durations.
7. If the County's RFP includes a proposed project duration and the Proposer considers that changes in the County's schedule are required; the Proposer must submit an explanation for the variance in time with its Gantt chart schedule for the County's review. The County is under no obligation to accept revised schedules.
8. The successful Proposer will provide an itemized schedule in Primavera or Microsoft Project for County review and approval for inclusion in the Agreement. Minimally, the agreed upon schedule will include task IDs, task descriptions, estimated durations, actual durations, remaining durations, actual start dates, actual finish dates, milestone activities and a bar chart.

SUMMARY OF Proposer'S PROPOSED SCHEDULE

LINE	DESCRIPTION OF TASK OR MILESTONE	CAL. DAYS
1	Notice to Proceed	0
2	Begin Programming and document reviews	2
3	Site Visits - Our team will pre-plan all areas to visit to maximize data gathering.	4
4	Finalize programming, including meetings with Key Stakeholders. Assessment Report Submitted	14
5	Owner review	7
6	Schematic Design	23

7	Owner Review	7
8	Design Development	53
9	Owner Review	7
10	Construction Documents 50%	53
11	Owner Review	7
12	Construction Documents 95%	53
13	Owner Review	7
14	Issue for Bid (3 bid packages) - 100%	0
15	Pre-Bid Walk through (10 days after document release)	2
16	Bids Due	60
17	NTP for Contractor	120
18	Construction - Mobilization and begin Shop Drawings	30
19	Construction Phase I	180
20	Punchlist	10
20	Construction Phase II	180
20	Punchlist	10
21	Construction Phase III	180
22	Punchlist & Finalize construction	10
23	Warranty & Closeout	360
	ESTIMATED CALENDAR DAYS (MUST MATCH TOTAL ON GANTT CHART):	1379
	APPROXIMATE NUMBER OF MONTHS:	46

APPENDIX F
FEE PROPOSAL

CONSULTANT COST PROPOSAL			
RFP # 1555-14596			
Consultant: <u>Primera Engineers, Ltd.</u>		Title of Project: A/E SERVICES -CCB Holding Cell ADA Renovation	
Detail Description			
1. Direct Labor Personnel (Professional or Technical)	Estimated Hours	Rate Per Hour	Estimated Cost
Senior Project Manager	150	\$69.45	\$10,417.50
Project Manager/Architect	600	\$54.26	\$32,556.00
Architect 2	800	\$30.39	\$24,312.00
Engineer 2	525	\$49.92	\$26,208.00
Engineer 3	1000	\$54.26	\$54,260.00
TOTAL LINE 1	4118		\$147,754
2. Direct Labor Personnel (Clerical)	Estimated Hours	Rate Per Hour	Estimated Cost
Project Coordinator	120	\$30.39	\$3,646.80
		\$	\$
		\$	\$
TOTAL LINE 2	160		\$3,647
3. Burden (Overhead)	Burden Rate	X Base =	Burden (\$)
	118.52%	\$151,400	\$179,439.64
			\$
	%		\$
TOTAL LINE 3			\$179,440
4. "In-House" Cost	ADD TOTAL LINES 1 + 2 + 3		\$330,840
5. Profit (%) of Line 4			\$33,083.99
6. Other Direct Costs/ Reimbursable Expenses	Estimated Cost		
Site Visit travel			\$1,000
			\$
			\$
TOTAL LINE 6			\$1,000
7. Additional Services	Estimated Cost		
			\$
			\$
TOTAL LINE 7			\$
8. Subcontractor Cost (from subcontractor's Line 8)			\$ 253,886.15
9. Subcontract Profit (from subcontractor's Line 9)			\$ 26,088.01
10. Total Project Cost			\$ 585,726.09
11. Total Project Profit			\$59,152.00
12. Total "Not-to-Exceed" Contract			\$644,878.09

KRPanucci

Signature of Authorized Representative of Consultant

May 19, 2015
Date

Kenneth R. Panucci
Printed Name of Authorized Representative of Consultant

SUB-CONSULTANT COST PROPOSAL

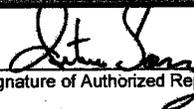
RFP # 1555-14596

Subcontractor: <u>GSG Consultants, Inc.</u>	Title of Project: A/E SERVICES -CCB Holding Cell ADA Renovation
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Detail Description			
1. Direct Labor Personnel (Professional or Technical)	Estimated Hours	Rate Per Hour	Estimated Cost
Principal	4	\$ 150.00	\$ 600.00
Project Manager	12	\$ 72.50	\$ 870.00
Licensed Asbestos Designer	24	\$ 72.50	\$ 1,740.00
Licensed Asbestos/Lead Inspector	60	\$ 34.25	\$ 2,055.00
Draftsperson	40	\$ 25.00	\$ 1,000.00
TOTAL LINE 1	140		\$ 6,265.00
2. Direct Labor Personnel (Clerical)	Estimated Hours	Rate Per Hour	Estimated Cost
Administrative	8	\$ 24.50	\$ 196.00
		\$	\$
		\$	\$
TOTAL LINE 2	8		\$ 196.00
3. Burden (Overhead)	Burden Rate	X Base =	Burden (\$)
	% 129.31	6,461.00	\$ 8,354.72
	%		\$
	%		\$
TOTAL LINE 3	129.31		\$ 8,354.72
4. "In-House" Cost	ADD TOTAL LINES 1+2+3		\$ 14,815.72
5. Profit (15 %) of Line 4			\$ 2,222.36
6. Other Direct Costs			Estimated Cost
			\$
			\$
			\$
			\$
		TOTAL LINE 6	\$ 0
7. Additional Services			Estimated Cost
			\$
			\$
		TOTAL LINE 7	\$ 0
8. Total Project Cost			\$ 14,815.72
9. Total Project Profit			2,222.36
10. Total "Not-to-Exceed" Contract			\$ 17,038.08

5/14/2015

Date


 Signature of Authorized Representative of Subcontractor

Arturo Saenz
 Printed Name of Authorized Representative of Subcontractor

SUB-CONSULTANT COST PROPOSAL

RFP # 1555-14596

Subcontractor: <u> Faithful + Gould </u>	Title of Project: A/E SERVICES -CCB Holding Cell ADA Renovation
--	--

Detail Description			
1. Direct Labor Personnel (Professional or Technical)	Estimated Hours	Rate Per Hour	Estimated Cost
Chief Estimator	150	\$ 66.98	\$ 10,047.00
Mechanical Estimator	140	\$ 44.00	\$ 6,160.00
Electrical Estimator	140	\$ 44.00	\$ 6,160.00
		\$	
		\$	
TOTAL LINE 1			\$ 22,367.00
2. Direct Labor Personnel (Clerical)	Estimated Hours	Rate Per Hour	Estimated Cost
		\$	\$
		\$	\$
		\$	\$
TOTAL LINE 2			\$
3. Burden (Overhead)	Burden Rate	X Base =	Burden (\$)
	%	1.2973	\$ 29,016.71
	%		\$
	%		\$
TOTAL LINE 3			\$ 29,016.71
4. "In-House" Cost	ADD TOTAL LINES 1+2+3		\$ 51,383.71
5. Profit (10 %) of Line 4			\$ 5,138.37
6. Other Direct Costs			Estimated Cost
Travel expenses			150
			\$
			\$
			\$
TOTAL LINE 6			150
7. Additional Services			Estimated Cost
			\$
TOTAL LINE 7			\$
8. Total Project Cost	ADD TO LINE 4		\$ 51,533.71
9. Total Project Profit			\$ 5,138.37
10. Total "Not-to-Exceed" Contract			\$ 56,672.08

C. Hansen

May 19, 2015
Date

Signature of Authorized Representative of Subcontractor

Chris Hansen
Printed Name of Authorized Representative of Subcontractor

APPENDIX G

INSURANCE CERTIFICATES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/14/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Illinois, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: PHONE (A/C No. Ext): 1-877-945-7378 FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company	NAIC # 20443
INSURED Primera Engineers, Limited Mr. Pedro Cavallos 100 S Wacker Dr, Ste 700 Chicago, IL 60606	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W1030826

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			AEH591882549	12/03/2014	12/03/2015	\$3,000,000 Per Claim \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

REF No. 1555-14596.

Re: Professional Architectural & Engineering Services Leighton Criminal Court Building Holding Cells ADA Renovation, 26th and California Avenue, Chicago, Illinois.

CERTIFICATE HOLDER

CANCELLATION

Cook County Government
 Attn: Danuta Rusin - Contract Negotiator
 Office of the Chief Procurement Officer
 118 N. Clark Street, Room 1018
 Chicago, IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh Sponsored Programs a division of Marsh USA Inc. 701 Market Street, Ste. 1100 St. Louis MO 63101	CONTACT NAME PHONE (A/C No. Ext): 800-338-1391 FAX (A/C No): 888-621-3173 E-MAIL ADDRESS: acecclientrequest@marsh.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Primera Engineers, Ltd. 100 S. Wacker Drive Chicago IL 60606	INSURER A: Sentinel Ins. Co. 11000	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Cyber Risk GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y	84SBWRU0387 PROFESSIONAL LIAB EXCL	12/03/2014	12/03/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/>	Y	Y	84UEGPY0867	12/03/2014	12/03/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000			84SBWRU0387	12/03/2014	12/03/2015	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		Y	84WEGBW0378	12/03/2014	12/03/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: RFP No. 1555-14596. Professional Architectural & Engineering Services Leighton Criminal Court Building Holding Cells ADA Renovation, 26th and California Avenue, Chicago, Illinois
Cook County, its officials, employees and agents are named as additional insured on the above referenced policies on a primary and non-contributory basis when required by written contract. Waiver of subrogation is included in favor of the additional insured when required by written contract. 30 day notice of cancellation is included in favor of the additional insured when required by written contract.

CERTIFICATE HOLDER Cook County Government Attn: Danuta Rusin Contract Negotiator Office of the Chief Procurement Officer 118 N. Clark Street, Room 1018 Chicago, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

APPENDIX H
TRAVEL POLICY



**COOK COUNTY
TRANSPORTATION
EXPENSE REIMBURSEMENT
AND TRAVEL REGULATIONS
POLICY**

Adopted: FY2009

COOK COUNTY TRANSPORTATION EXPENSE REIMBURSEMENT

SECTION I. AUTOMOBILE REIMBURSEMENT PLAN

- A. Any employee who is required and authorized to use their personally owned automobile in the conduct of official County Business shall be allowed and reimbursed. The number of County business miles driven per ½ month will be compensated at the standard IRS deduction for business related transportation currently in effect and authorized by the Bureau of Administration. IRS mileage rates adjusted midyear will not be made retroactive.
- B. In addition, parking and tolls shall be allowed for reimbursement if items are supported by receipts. Proof of IPASS charges shall be submitted along with the Transportation Expense Voucher.

SECTION II. GUIDELINES

A. **Commuting Expenses**

Commuting expenses between an employee's home and regular place of assignment will not be reimbursed, even if an employee's regular place of assignment is at different locations on different days within the County.

***Example:** An employee working for the Assessor's Office is regularly assigned to the Assessor's Office in Markham on Mondays and to the Assessor's Office in Maywood on Tuesdays through Fridays. Travel expenses to and from the employee's home and Assessor's Office on any day will not be reimbursed when assignments are permanent.*

B. **Temporary and Minor Assignments (residence to temporary duty point)**

Employees who are required to perform County business in the form of temporary and minor assignments beyond the general area of their regular place of assignment in the County may be reimbursed for their transportation expenses between home and their first or last stop, for such travel attributed to County business.

Mileage to first stop or from last stop between home and temporary place of assignment may be allowed and reimbursed.

Authorization for reimbursement for transportation between home and first or last stop shall only be allowed when, in the judgment of the Department head, reporting to the regular place of assignment is not reasonable because of the elements of time, place, business purpose and employee effectiveness. The assignment must be temporary and not indefinite.

C. Temporary and Minor Assignments (mileage between temporary duty points)

Employees who receive one or more temporary assignments in a day may be reimbursed for transportation for getting from one place to the other. Mileage from the employee's regular place of assignment, or first duty point, to all temporary duty points and back to regular place of assignment, or last duty point, is entitled to reimbursement.

D. General Guidelines

1. Mileage must be computed on the basis of the most direct route. Any mileage incurred solely for personal reasons is not reimbursable.
2. Employees must bear the cost of their normal commuting expenses between residence and official place of assignment.
3. Close supervision shall be maintained over the use of privately owned vehicles by the Department Heads. Authorization for use of privately owned vehicles shall only be given when deemed a service and benefit to Cook County Government. Reimbursements for transportation shall only be as compensation for services performed for the County.

SECTION III. TRANSPORTATION EXPENSE VOUCHER

A. Preparation

1. All claims for compensation of transportation expenses including the use of privately owned automobile and incidental parking fees and tolls, and taxicab and bus fares shall be submitted and itemized in the Transportation Expense Voucher. (For each stop of business use, enter date, started from location, finished at location, miles and expense between each stop. Total the dollar amount and enter in the space for "Total.")
2. When travel between home and first or last temporary duty point is authorized, the employee's residence shall be entered on the Transportation Expense Voucher, "Started from Location" or "Finished at Location."
3. The Transportation Expense Voucher shall be supported by receipts for all items, individually.
4. The Transportation Expense Voucher shall be prepared and signed by the individual who has incurred the expense and signed by their Supervisor. The original Voucher shall be submitted to the Comptroller's Office and a copy should be retained by the employee and by the department. Falsification of a Transportation Expense Voucher is considered a major cause infraction subject to disciplinary action up to and including discharge.

5. The individual submitting the Transportation Expense Voucher is personally responsible for its accuracy and priority. Trip details shall be entered immediately following automobile use to eliminate possibility of errors. The form must be completed in its entirety, e.g., insurance coverage.

B. Approval and Submission

1. The Transportation Expense Voucher shall be approved by the Department Head or a designated representative, who shall sign the original copy of the Transportation Expense Voucher. The original Voucher shall be sent to the Comptroller's Office by the 10th day of the following month in which the travel expense was incurred. Transportation Expense Vouchers submitted 60 days after the end of the month in which travel expense was incurred will not be reimbursed. A copy of the Transportation Expense Voucher shall be retained by the department and the employee.
2. Any Transportation Expense Voucher not prepared in accordance with these regulations, including the proper signatures, will be returned to the originator for corrections.

C. Authorized Attendance at Seminars, Meetings, Conventions, etc., on County Business

These expenses shall be detailed in accordance with the procedure relating to "Cook County Travel Regulations."

SECTION IV.

COUNTY-OWNED AUTOMOBILE

Section 162(a)(2) of the Internal Revenue Code requires that any employee who is assigned a County-owned vehicle for use in performance of the employee's duties and who uses the vehicle for use in performance of the employee's duties and who uses the vehicle to commute from home to work and/or from work to home must include in their compensation the value to the employee (as provided for by the IRS) for each day such vehicle is used for commuting purposes, and Cook County must include this compensation on employee W-2 form.

The use of County-owned vehicles for personal use is prohibited.

COOK COUNTY TRAVEL REGULATIONS

SECTION I TRAVEL EXPENSES

- A. Travel expenses are ordinary and necessary expenses for transportation, hotel accommodations, meals and incidental expenses for travel that is longer than an ordinary day's work, and the employee needs to get sleep or rest during non-working time while away.

Reimbursements shall be allowed if the following requirements are met:

1. Travel is for periods more than or equal to be employee's scheduled workdays hours, plus 2 hours (usually 10 hours).
2. The employee must get sleep or rest while away in order to complete County business. (This does not mean napping in the car.)
3. Lodging and air travel shall be arranged through a County travel vendor, as specified by the Purchasing Agent.

SECTION II RESPONSIBILITY OF DEPARTMENT HEAD

- A. The Department Head is responsible for the execution of all travel regulations as well as such other policies and guidelines regarding travel as published by the Bureau of Administration.
- B. All travel subject to these regulations shall be authorized in advance by the Department Head in accordance with current County directives.
- C. Each Department shall develop a system for the prior authorization and control of travel to prevent expenses exceeding appropriations and to hold travel to the minimum required for efficient and economical conduct of County business.
- D. The rates for reimbursements set forth in these regulations represent the maximums permitted under IRS guidelines.

SECTION III ALLOWABLE TRANSPORTATION EXPENSE

- A. Modes of transportation authorized for official travel in the course of County business will include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance. Transportation may include fares and expenses incidental to transportation such as baggage transfer, official telephone messages in connection with items classed as transportation, and reasonable tips.
- B. All taxicab fares shall be accompanied by a receipt indicating the amount paid.

- C. Transportation between place of lodging and place of business at a temporary work location shall be allowed as a transportation expense.

SECTION IV MODE OF TRAVEL

- A. All travel shall be by the most direct route.
- B. In cases where an individual for their own convenience travels by an indirect route or interrupts travel by direct route, that individual shall bear the extra expense. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and economical route.
- C. All travel shall be by the most economical mode of transportation available, considering travel time, costs, and work requirements.

SECTION V ACCOMMODATIONS ON AIRPLANES, TRAINS, AND BUSES

- A. First class travel is prohibited
- B. Travel on airplanes shall be coach class.
- C. Any charges incurred as a result of changes to an original airline reservation made prior to or during travel are subject to Department Head approval.

SECTION VI USE OF PRIVATELY OWNED OR RENTED CONVEYANCE

- A. When an individual rendering service to the County uses privately owned motor vehicles in the conduct of official business and such use is authorized or approved as advantageous to the County, payment shall be made on a mileage basis at rates not to exceed those published by the Bureau of Administration.
- B. Reimbursement for the cost of automobile parking fees and tolls shall be allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is on official business, shall be allowed only to the extent that the fee does not exceed the cost of public transportation.
- C. When a privately owned automobile is used for travel, the total transportation cost (including mileage allowance, parking fees, tolls and per diem expenses) shall not exceed the cost of public transportation, if reasonable public transportation is available.
- D. The use of rented automobiles will be kept to an absolute minimum and rented only in an emergency upon prior approval of the responsible Department Head. Every effort shall be made to obtain other suitable transportation rather than to use rented vehicles. Where emergencies require the use of a rented vehicle, the most economical vehicle available and suitable for the conduct of County business shall be obtained.

SECTION VII

LIVING EXPENSES

A. Meals and Incidental Expense (M&IE)

Employees assigned to out of town travel shall receive a per diem set by the current U.S. General Services Administration in their Federal Travel Regulations (FTR) Meal and Incidental Expense (M&IE) rate. Travel rates differ by travel location and are periodically revised by the Federal Government. These rates can be found at the GSA "Domestic Per Diem Rates" website page at www.gsa.gov/perdiem.

The per diem rate is intended to include all meals and incidental expenses during the period of travel. There will be no reimbursement for meals and incidental expenses beyond this rate.

In addition, the traveler may receive reimbursement for special expenses as provided in Paragraph "C-3" below.

B. Travel Without Lodging

When lodging is not required, the per diem M&IE allowance is not permitted. Travel shall be on "actual expenses incurred."

C. Reimbursable Expenses

- 1. Lodging - Reasonable costs of hotel accommodations incurred will be allowed. Lodging shall be reimbursed by receipt up to the limits of the current Federal Travel Regulations as shown on the GSA "Domestic Per Diem Rates" website page at www.gsa.gov/perdiem.

Questions of reasonable hotel accommodations should be referred to the Bureau of Administration. Receipts are to be submitted with the Invoice Form to support accommodation expenses claimed.

- 2. Transportation - Transportation to and from duty point; between places of lodging, business and meals shall be allowed.
- 3. Special Expenses - The reasonable cost of miscellaneous expenses incurred shall be allowed to a traveler. The following are examples of miscellaneous expenses that may be deemed reimbursable or non-reimbursable:

<u>Reimbursable</u>	<u>Non-Reimbursable</u>
Stenographic and Typing Services	Entertainment
Storage of Baggage	Alcoholic Beverages
Hire of Room for Official Business	Traffic Tickets
Telephone Calls on Official Business	

All special expenses shall be itemized on the Conference and Travel Reimbursement Voucher with receipts attached.

SECTION VIII CONFERENCES

When the cost of meals for approved seminars or official meetings is an integral part of the Registration Fee, the "per diem" traveler shall deduct such amounts from the "cost of meals and incidental expenses" allowance, and the traveler on "actual expenses incurred" shall not claim meals which are included in the conference fee.

SECTION IX CONFERENCE AND TRAVEL REIMBURSEMENT VOUCHER

A. Memorandum of Expenditures

A memorandum of all travel expenditures properly chargeable to the County shall be kept by individuals subject to these regulations. The information thus accumulated shall be available for proper Invoice Form preparation.

B. Conference and Travel Reimbursement Voucher Preparation

1. All claims for reimbursement of travel expenses shall be submitted on the Conference and Travel Reimbursement Voucher and shall be itemized in accordance with these regulations.
2. The Conference and Travel Reimbursement Voucher shall show the purpose of travel, the dates of travel, the points of departure and destination, mode of transportation, and the cost of the transportation secured or mileage allowance if automobile is used.
3. The Conference and Travel Reimbursement Voucher shall be supported by receipts in all instances for railroad and airplane transportation, for lodging, meals and incidental expense (M&IE) items, and all other items. Also, a copy of the travel authorization is to be included for out-of-state travel.
4. The Conference and Travel Reimbursement Voucher shall be prepared and signed by the individual who has incurred the expenses.
5. The individual submitting the Conference and Travel Reimbursement Voucher is personally responsible for accuracy and propriety. A misrepresentation shall be cause for disciplinary or legal action.

C. Approval and Submission of Invoice Form

1. The Conference and Travel Reimbursement Voucher shall be approved by the Department Head or a designated representative, who shall sign the original Voucher and submit to the Comptroller's Office. A copy of the Voucher shall be retained by the Department as well as the person submitting the Voucher.
2. Any Conference and Travel Reimbursement Voucher not prepared in accordance with these regulations or not properly supported by receipts where required will be returned to the originator for correction.

D. Frequency of Submission

The original Conference and Travel Reimbursement Voucher shall be sent to the Comptroller's Office by the 10th day of the following month in which the travel expense was incurred. Conference and Travel Reimbursement Vouchers submitted 60 days after the end of the month in which travel expense was incurred will not be reimbursed. A copy of the Conference and Travel Reimbursement Voucher shall be retained by the department and the employee.

APPENDIX I
IDENTIFICATION OF SUBCONSULTANTS

Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form

OGPO ONLY:
<input type="radio"/> Disqualification
<input type="radio"/> Check Complete

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract. In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: RFP 1555-14596	Date: July 14, 2015
Total Bid or Proposal Amount: \$644,878.09	Contract Title: 1555-14596 ADA Renovation Leighton Criminal Courts Building
Contractor: Primera Engineers, Ltd.	Subcontractor/Supplier/ Subconsultant to be added or substitute: RME, Inc.
Authorized Contact for Contractor: Lourdes M. Gonzalez	Authorized Contact for Subcontractor/Supplier/ Subconsultant: Farhad Rezai
Email Address (Contractor): lgonzalez@primeraeng.com	Email Address (Subcontractor): frezai@rme-i.com
Company Address (Contractor): 100 S. Wacker Drive, Suite 700	Company Address (Subcontractor): 200 S. Michigan Ave. Suite 1500
City, State and Zip (Contractor): Chicago, IL 60606	City, State and Zip (Subcontractor): Chicago, IL 60604
Telephone and Fax (Contractor): 312/606-0910; 312/606-0415	Telephone and Fax (Subcontractor): 312/870-6600; 312/663-1473
Estimated Start and Completion Dates (Contractor): August 2015 through November 2018	Estimated Start and Completion Dates (Subcontractor): August 2015 through November 2018

Note: Upon request, a copy of all written subcontractor agreements must be provided to the OGPO.

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Structural Engineering Services	\$206,244.00

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.

Contractor **Primera Engineers, Ltd.**

Name **Lourdes M. Gonzalez, Senior Vice President**

Title

Prime Contractor Signature

July 14, 2015

Date

Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form

OCPO ONLY:
<input type="radio"/> Disqualification
<input type="radio"/> Check Complete

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract. In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: RFP 1555-14596	Date: July 14, 2015
Total Bid or Proposal Amount: \$644,878.09	Contract Title: 1555-14596 ADA Renovation Leighton Criminal Courts Building
Contractor: Primera Engineers, Ltd.	Subcontractor/Supplier/ Subconsultant to be added or substitute: GSG Consultants, Inc.
Authorized Contact for Contractor: Lourdes M. Gonzalez	Authorized Contact for Subcontractor/Supplier/ Subconsultant: Arturo Saenz
Email Address (Contractor): lgonzalez@primeraeng.com	Email Address (Subcontractor): fasaenz@gsg-consultants.com
Company Address (Contractor): 100 S. Wacker Drive, Suite 700	Company Address (Subcontractor): 855 w. Adams Street
City, State and Zip (Contractor): Chicago, IL 60606	City, State and Zip (Subcontractor): Chicago, IL 60607
Telephone and Fax (Contractor): 312/606-0910; 312/606-0415	Telephone and Fax (Subcontractor): 312/733-6262; 312/733-5612
Estimated Start and Completion Dates (Contractor): August 2015 through November 2018	Estimated Start and Completion Dates (Subcontractor): August 2015 through November 2018

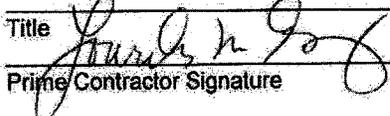
Note: Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Environmental Engineering Services	\$17,038.08

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.

Contractor Primera Engineers, Ltd.

Name Lourdes M. Gonzalez, Senior Vice President

Title 
 Prime Contractor Signature

July 14, 2015

Date

Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form

OCPO ONLY:
<input type="radio"/> <u>Disqualification</u>
<input type="radio"/> <u>Check Complete</u>

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract. In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: RFP 1555-14596	Date: July 14, 2015
Total Bid or Proposal Amount: \$644,878.09	Contract Title: 1555-14596 ADA Renovation Leighton Criminal Courts Building
Contractor: Primera Engineers, Ltd.	Subcontractor/Supplier/ Subconsultant to be added or substitute: Faithful+Gould
Authorized Contact for Contractor: Lourdes M. Gonzalez	Authorized Contact for Subcontractor/Supplier/ Subconsultant: Christopher Harris
Email Address (Contractor): lgonzalez@primeraeng.com	Email Address (Subcontractor): chris.harris@fgould.com
Company Address (Contractor): 100 S. Wacker Drive, Suite 700	Company Address (Subcontractor): 20 N. Wacker Drive, Suite 2243
City, State and Zip (Contractor): Chicago, IL 60606	City, State and Zip (Subcontractor): Chicago, IL 60606
Telephone and Fax (Contractor): 312/606-0910; 312/606-0415	Telephone and Fax (Subcontractor): 312/612-6319; 312/655-9037
Estimated Start and Completion Dates (Contractor): August 2015 through November 2018	Estimated Start and Completion Dates (Subcontractor): August 2015 through November 2018

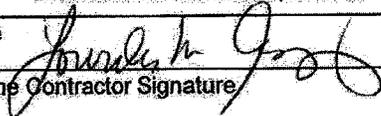
Note: Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

<u>Description of Services or Supplies</u>	<u>Total Price of Subcontract for Services or Supplies</u>
Cost Estimating	\$56,672.08

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.

Contractor: Primera Engineers, Ltd.

Name Lourdes M. Gonzalez, Senior Vice President

Title 
 Prime Contractor Signature

July 14, 2015

Date

APPENDIX J

CERTIFICATION FOR CONSULTING OR AUDITING SERVICES

**COOK COUNTY
OFFICE OF THE CHIEF PROCUREMENT OFFICER
CERTIFICATION FOR CONSULTING OR AUDITING SERVICES**

This Certification is made and required pursuant to Section 34-193 of the Procurement Code, and must be completed by any Contractor providing Consulting or Auditing Services for Cook County or Elected Officials. For purposes of this Certification, the following definitions shall apply:

“Auditing” means the formal examination of accounting records or financial statements for compliance with financial accounting standards applicable to governmental entities, which functions are generally exclusively performed or supervised by Persons licensed and authorized to do business as public accounts in the State. Auditing shall also include any independent reports and management recommendations derived or resulting from the performance of auditing services and which reports and recommendations are included within the scope of the Contract for Auditing Services.

“Consulting” means the rendering of analysis and advice requiring specialized expertise in a particular subject area or field. Such expertise may have been gained by education or experience in the area or field. Consulting expressly excludes auditing services.

“Elected Official” means the President and Commissioners of the Cook County Board, Assessor, Board of Review, Chief Judge, Clerk of the Circuit Court, County Clerk, Recorder of Deeds, Sheriff, State’s Attorney, Treasurer and any other elected official included in the Cook County Appropriations Ordinance.

“County” shall mean the offices which are administered by the President of the County Board.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers to.

SECTION 1: CONTRACTOR’S INFORMATION

COMPANY NAME: Primera Engineers, Ltd.
ADDRESS: 100 S. Wacker Drive, Suite 700
TELEPHONE: 312-606-0910
CONTACT NAME: Lourdes M. Gonzalez
CONTACT EMAIL: lgonzalez@primeraeng.com

SECTION 2: AFFILIATE INFORMATION

If the Contractor has any “Affiliates” please provide the names, addresses and telephone numbers of each Affiliate below. For purposes of this Certification “Affiliates” shall mean any Person that directly or indirectly through one or more intermediaries Controls, is Controlled by, or is under Control with the Person specified. “Control” shall mean a Person that has the power to directly or indirectly affect the management or the policies of the other through ownership of voting securities or voting rights, by contract or otherwise. “Person” means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

N/A

SECTION 3: CONTRACT INFORMATION

- a. This Certification relates to the following Contract: #1555-14596
- b. The Contractor is providing the following type of Services: [] Auditing or [X] Consulting
- c. The Contractor is providing the Services under the Contract for the following Cook County Business Unit or Elected Official: Cook County Government
- d. Is the Contractor or its Affiliates, if any, providing Consulting or Auditing Services, either directly, or as a subcontractor to the County or Elected Official under any other Contracts? [X] Yes or [] No.
If yes, please state the other Contract Number(s) and the Nature of Services.
Please see attached list
-

THE CONTRACTOR ACKNOWLEDGES, UNDERSTANDS AND AGREES AS FOLLOWS:

- a. It has read Section 34-193 (a)-(b) of the Procurement Code, which provides as follows:

The County will not enter into any Contract for Auditing Services, nor shall it consent to a subcontract for such Auditing Services, with any Person, if such Person, or any Affiliate of such Person, has a Contract or subcontract for consulting services for or with the County. Additionally, the County will not enter into any Contract for Consulting Services, nor shall it consent to a subcontract for such Consulting Services, with any Person, if such Person, or any Affiliate of such Person, has a Contract or subcontract for Auditing Services for or with the County. For purposes of this provision, "County" shall refer only to offices which are administered by the President of the County Board and shall not refer to offices which are administered by Elected Officials.

The County shall not enter into any Contract for Consulting Services on behalf of any Elected Official, nor shall it consent to a subcontract for such Consulting Services on behalf of an Elected Official with any Person, if such Person, or any Affiliate of such Person, has a Contract or subcontract to provide Auditing Services for the Elected Official.

- b. The Contractor's Services under the Contract shall not violate Section 34-193 of the Procurement Code.
- c. The information provided herein is a material inducement to the CPO's execution of the Contract, and the CPO may rely on the information provided herein. The Contractor warrants that the information contained herein is true and correct. If the CPO determines that any information provided herein is false, incomplete, or incorrect, the CPO may terminate the Contract.

Lourdes M. Gonzalez

Signature

Lourdes M. Gonzalez

Name (Type or Print)

Senior Vice President

Title

August 7, 2015

Date

Current Cook County Contracts for Primera Engineers

1. Chicago Botanic Garden, Forest Preserve District of Cook County
Commissioning Services
2. Swallow Cliff, Forest Preserve District of Cook County
Mechanical, Electrical, Plumbing Engineering Services
Project # 13-80-01 Group 7R2-D (Sub to Ross Barney Architects)
3. Master Plan for Oak Forest Preserve, Forest Preserve District of Cook County
Civil Engineering (Sub to Conservation Design Forum)
4. North Branch Chicago River Trail Bridges, Forest Preserve District of Cook County
Civil Engineering (Sub to URS Corporation)
5. Thorn Creek Bike Trail Bridges, Forest Preserve District of Cook County
Civil Engineering (Sub to URS Corporation)
6. Stroger Hospital Campus Energy Performance, Cook County Health and Hospital System
Retro Commissioning (Sub to Johnson Controls)

APPENDIX K

ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

**COOK COUNTY
ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 - 12
4	Contract and EDS Execution Page	EDS 13-15
5	Cook County Signature Page	EDS 16

SECTION 1
INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

Definitions. Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

Affiliate means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

Code means the Code of Ordinances, Cook County, Illinois available on municode.com.

Contract shall include any written document to make Procurements by or on behalf of Cook County.

Contractor or *Contracting Party* means a person that enters into a Contract with the County.

Control means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

EDS means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

Joint Venture means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

Lobby or *lobbying* means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

Lobbyist means any person who lobbies.

Person or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

Prohibited Acts means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

RFP means a Request for Proposals issued pursuant to this Procurement Code.

RFQ means a Request for Qualifications issued to obtain the qualifications of interested parties.

**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

Section 1: Instructions. Section 1 sets forth the instructions for completing and executing this EDS.

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 3: Economic and Other Disclosures Statement. Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

Required Updates. The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyil.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20% or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE APPLICANT HEREBY CERTIFIES THAT: The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE APPLICANT HEREBY CERTIFIES THAT: In accordance with 720 ILCS 5/33 E-11, neither the Applicant nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

C. DRUG FREE WORKPLACE ACT

THE APPLICANT HEREBY CERTIFIES THAT: The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

D. DELINQUENCY IN PAYMENT OF TAXES

THE APPLICANT HEREBY CERTIFIES THAT: *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

E. HUMAN RIGHTS ORDINANCE

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq.*).

F. ILLINOIS HUMAN RIGHTS ACT

THE APPLICANT HEREBY CERTIFIES THAT: *It is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at www.municode.com.

I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at www.municode.com.

J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons that have made lobbying contacts on your behalf with respect to this contract:

Name	Address
Alvarez & Associates	6139 North Kilpatrick Avenue, Chicago, IL 60646

2. LOCAL BUSINESS INFORMATION STATEMENT

Local business means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

a) Is Applicant a "Local Business" as defined above?
Yes: No:

b) If yes, list business addresses within Cook County:

100 S. Wacker Drive, Suite 700, Chicago, IL 60606

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?
Yes: No:

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Applicant in Cook County:

PERMANENT INDEX NUMBER(S): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX
NUMBERS)

OR:

- b) The Applicant owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Applicant is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Applicant must explain below:

N/A

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the Applicant or Stock/Beneficial Interest Holder

This Statement is an: Original Statement or Amended Statement

Identifying information:

Name Primera Engineers, Ltd.

D/B/A: _____ FEIN NO/SSN (LAST FOUR DIGITS): 36.3520747

Street Address: 100 S. Wacker Drive, Suite 700

City: Chicago State: IL Zip Code: 60606

Phone No.: 312.606.0910 Fax Number: 312.606.0415 Email: _____

Cook County Business Registration Number: _____
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): _____

Form of Legal Entity:

Sole Proprietor Partnership Corporation Trustee of Land Trust

Business Trust Estate Association Joint Venture

Other (describe) _____

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each Person having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
Michael F. DeSantiago,	100 S. Wacker Drive, #700, Chgo, 60606	47.64%
Pedro J. Cevallos-Candau,	100 S. Wacker Drive, #700, Chgo, 60606	47.64%

2. If the interest of any Person listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
N/A		

3. Is the Applicant constructively controlled by another person or Legal Entity? Yes No
 If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Corporate Officers, Members and Partners Information:

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Michael F. DeSantiago,	100 S. Wacker, #700	Co-CEO	Indefinitely
Pedro J. Cevallos-Candau,	100 S. Wacker, #700	Co-CEO	Indefinitely
Lourdes M. Gonzalez,	100 S. Wacker, #700	Senior Vice President	Indefinitely

Declaration (check the applicable box):

- I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Michael F. DeSantiago

Name of Authorized Applicant/Holder Representative (please print or type)

M. F. DeSantiago

Signature

mdesantiago@primeraeng.com

E-mail address

Subscribed to and sworn before me
this 05 day of 15, 2015

x *Debra Z. Thompson*
Notary Public Signature

Co-CEO

Title

5.15.15

Date

312.606.0910

Phone Number

My commission expires:



Notary Seal



COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

"Familial relationship" means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- | | | |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Grandparent | <input type="checkbox"/> Stepfather |
| <input type="checkbox"/> Child | <input type="checkbox"/> Grandchild | <input type="checkbox"/> Stepmother |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law | <input type="checkbox"/> Stepson |
| <input type="checkbox"/> Sister | <input type="checkbox"/> Mother-in-law | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt | <input type="checkbox"/> Son-in-law | <input type="checkbox"/> Stepbrother |
| <input type="checkbox"/> Uncle | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister |
| <input type="checkbox"/> Niece | <input type="checkbox"/> Brother-in-law | <input type="checkbox"/> Halfbrother |
| <input type="checkbox"/> Nephew | <input type="checkbox"/> Sister-in-law | <input type="checkbox"/> Halfsister |

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY

Name of Person Doing Business with the County: Primera Engineers, Ltd.

Address of Person Doing Business with the County: 100 S. Wacker Dr. Suite 700, Chicago, IL 60606

Phone number of Person Doing Business with the County: 312-606-0910

Email address of Person Doing Business with the County: lgonzalez@primeraeng.com

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

Lourdes M. Gonzalez, Senior Vice President, 312-242-6364, lgonzalez@primeraeng.com

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: _____

RFP#1555-14596, A/E Services for Leighton Criminal Courts Building ADA Holding Cell Renovations

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ \$644,878.09

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: Danuta 'Donna' Rusin Contract Negotiator, Cook County
Office of the Chief Procurement Officer
danuta.rusin@cookcountyil.gov (312) 603-3948

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: _____

TBD

C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS

Check the box that applies and provide related information where needed

- The Person Doing Business with the County is an individual and there is no familial relationship between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.
- The Person Doing Business with the County is a business entity and there is no familial relationship between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

- The Person Doing Business with the County is an individual and there is a familial relationship between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more space is needed, attach an additional sheet following the above format.

- The Person Doing Business with the County is a business entity and there is a familial relationship between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows:**

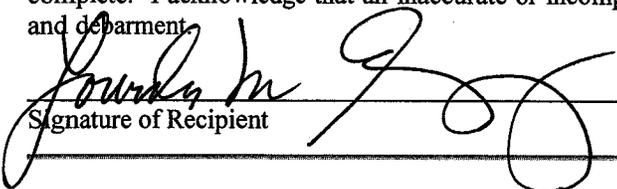
Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more space is needed, attach an additional sheet following the above format.

VERIFICATION: To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.



 Signature of Recipient

7/27/2015

 Date

SUBMIT COMPLETED FORM TO: Cook County Board of Ethics
 69 West Washington Street, Suite 3040, Chicago, Illinois 60602
 Office (312) 603-4304 – Fax (312) 603-9988
 CookCounty.Ethics@cookcountyil.gov

* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE PAGES 13, 14, & 15

The Applicant hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

Primera Engineers, Ltd.

Corporation's Name

312.606.0910

Telephone

Secretary Signature

Michael F. DeSantiago

President's Printed Name and Signature

mdesantiago@primeraeng.com

Email

July 15, 2015

Date

Execution by LLC

LLC Name

*Member/Manager Printed Name and Signature

Date

Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name

*Partner/Joint Venturer Printed Name and Signature

Date

Telephone and Email

Execution by Sole Proprietorship

Printed Name and Signature

Date

Telephone

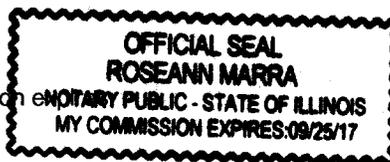
Email

Subscribed and sworn to before me this 15 day of July, 2015

Notary Public Signature

My commission expires

Notary Seal



If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

SECTION 5
COOK COUNTY SIGNATURE PAGE

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

John E. M.

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 11 DAY OF August, 2015

IN THE CASE OF A BID/ PROPOSAL/RESPONSE, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL/RESPONSE AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

1555-14596

OR

ITEM(S), SECTION(S), PART(S): _____

TOTAL AMOUNT OF CONTRACT: \$ 644,878.09

(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

JUL 29 2015