



CHICAGO HOUSING
AUTHORITY™

Department of Procurement & Contracts

Pre-Bid Conference

Event No. 3272 CHA RAD Building Signage

Thursday, March 13, 2025

Note: This presentation is for informational purposes, respondents shall refer to the formal solicitation package

Meeting Housekeeping & Reminders



1. Copies of this IFB are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
2. Must registered to [CHA Supplier Portal](#) to download IFB
3. A copy of this presentation and solicitation updates will be posted on the [CHA Supplier Portal](#) and the CHA website.
4. If you have any questions during the presentation, please write them down. We will address them during the Q&A session at the end.
5. Any questions that cannot be answered today will be addressed in an addendum.
6. All communication pertaining to the bidding process for Event #3272 must be issued via the [CHA Supplier Portal](#)

For assistance with the CHA Supplier Portal, please contact Procurement Coordinator, Harrette Herron-King at hherron@thecha.org

Pre-Bid Conference Participants & Agenda

- 1. Carlos Campos (Senior Manager, Special Projects)**
 - Project Background and Scope of Services
- 2. Teresa Lipsey (Senior Procurement Specialist)**
 - Bid Requirements
 - Key Dates
 - Submission Information
- 3. Luetha Aytch (Contract Compliance Specialist)**
 - Compliance Requirements
- 4. James Matheny (Program Specialist/WORC Advisor)**
 - Workforce Opportunity Resource Center (WORC)
- 5. Questions and Answers**

PROJECT BACKGROUND

After the naming of the Dr Mildred Harris Apartments, my team was tasked to provide a plan to implement consistent signage for our properties across our portfolio. For 2023, the Public Housing Senior portfolio was chosen.

With the completion in January 2024 of the installation of 19 signs, it was decided to expand the 2023 CHA signage procurement to include replacing awnings and/or placards at the original sites and provide new signage at several of our RAD Senior Housing properties.

PROJECT SCOPE OF WORK

Scope of work to include:

- Furnish and Install seventeen (17) post and panel aluminum signs at seventeen (17) RAD Senior Housing sites.
- Furnish and Install two (2) sign panels in existing frames at one (1) RAD Senior Housing site. Paint existing frame to match existing CHA standard.
- Upon award and prior to construction, vendor must submit verification of the sign construction and method of installation certified by a Structural Engineer licensed in the State of Illinois. Basis of Design: Dr. Mildred C. Harris Apartments, 6360 S Minerva Ave 60637.
- Furnish and Install eight (8) vinyl coated polyester awnings to replace existing at seven (7) Senior Housing sites. Basis of Design: Dr. Mildred C. Harris Apartments, 6360 S Minerva Ave 60637.
- The demolition of existing signs and site restoration are as indicated in the document provided by the CHA.

Key Dates

- Question Due Date: **Monday, March 17, 2025, at 11:00 AM Central**
- CHA Issue Addendum : **Tuesday, March 18, 2025, at 2:00 PM Central**
- Bid Opening Due Date*: **Thursday, March 27, 2025, at 11:00 AM Central**

***Late bids after the bid due date and time will be rejected without being read**

Submittal Requirements

- All bids must be in accordance with Bid Submittal Requirements*
- Bid Respondents must submit/upload their response online at: CHA Supplier Portal
- Manual or paper submissions will not be accepted
- Failure to submit all submittal requirements may deem a bid non-responsive

***Non-compliance with BF/7 Submittal Requirements may deem a proposal non-responsive**

Submittal Requirements Key Reminders

- The Fee Form **must** be submitted in excel format. Handwritten submission will not be accepted.
- Submit ONE (1) original copy of the “Bid Submittal” form comprising all pages (including the Bidder’s completed BF pages). PLEASE NOTE: Each Page within shall bear an original (not photocopied) signature.
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents
- BID EXECUTION AND ACCEPTANCE FORM BF/13
 - **Failure to submit the Bid Execution and Acceptance page shall result in the entire Bid Package being deemed non-responsive.**

Review Bidder Submittal Requirements

- Submittal Requirements are also listed on page BF/12. -- ACKNOWLEDGMENT OF BID DOCUMENTS AND INSTRUCTIONS
- Forms not included in the IFB may be downloaded on the CHA website
- Submit all required documents
- Financial Information
 - Accountant's Report
 - Balance Sheet (last 2 years)
 - Income Statement (last 2 years)
 - Cash Flow Statement (last 2 years)
 - Financial Statement Footnotes (if applicable)
- ❖ For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the IRS tax transcript.
- ❖ For proposals or contract awards valued at less than \$1,000,000 the Respondent must provide compiled financial statements.
- ❖ For proposals or contract awards valued at less than \$2,500,000.00, the Respondent must provide reviewed financial statements.
- ❖ For proposals or contract awards valued in excess of \$2,500,000.00, the Respondent must provide audited financial statements.



CHA

CHICAGO HOUSING
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Contract Requirements

CHA is committed to:

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

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

Contract Requirements

In accordance with the Chicago Housing Authority **contract requirements**, the following are required:

M/W/DBE utilization requirement is:

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

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

Section 3 Supplemental Business subcontractor participation requirement is:

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

Contract Requirements- Section 3

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

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

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

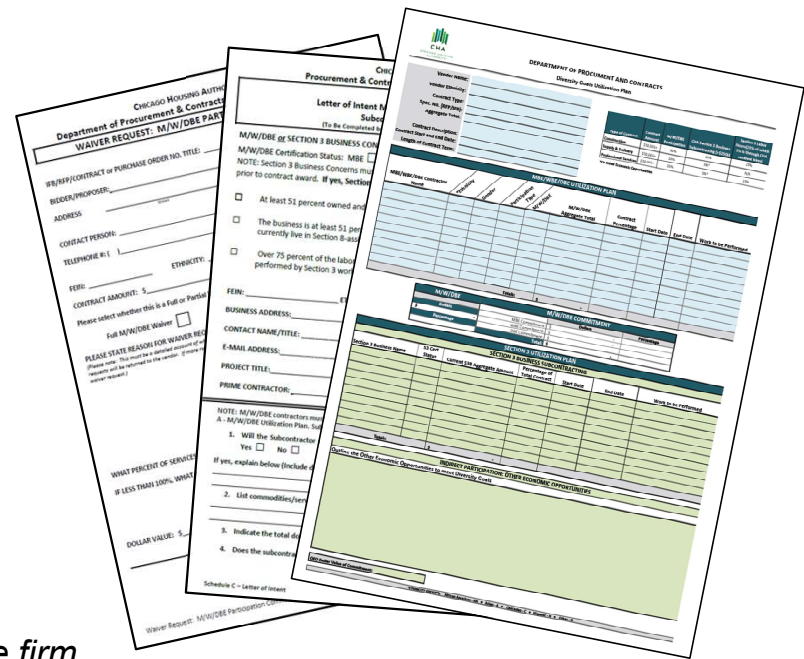
*Further regulation details can be found at the provided link:
https://www.hud.gov/program_offices/field_policy_mgt/section3*



Required Documents

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

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



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

Required Document - Contract Compliance Certification

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

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

Required Document - Utilization Plan

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

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

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

INDIRECT PARTICIPATION: OTHER ECONOMIC OPPORTUNITIES
Outline the Other Economic Opportunities to meet Diversity Goals

DEO Dollar Value of Commitment: _____ Diversity Goals Utilization Plan



DEPARTMENT OF PROCUREMENT AND CONTRACTS
UTILIZATION PLAN

Prime Contractor Name: _____ Vendor Ethnicity: _____ Contract Type: _____ Document Date: _____ Proposal Type: _____ Spec. No. (RFP/IFB): _____ Aggregate Total: _____ Contract Description: _____ Contract Start and End Date: _____ Length of Contract Term: _____	<table border="1"> <thead> <tr> <th>Type of Contract</th> <th>Contract Amount</th> <th>M/W/DBE Participation</th> <th>CHA Section 3 Business Subcontracting (\$250k)</th> <th>Section 3 Labor Hours (25% of which 5% is targeted)***</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>\$50,001*</td> <td>20%</td> <td>10%</td> <td>20%</td> </tr> <tr> <td>Supply & Delivery</td> <td>\$50,001*</td> <td>20%</td> <td>3%**</td> <td>N/A</td> </tr> <tr> <td>Professional Services</td> <td>\$50,001*</td> <td>20%</td> <td>3%**</td> <td>20%</td> </tr> </tbody> </table> <p><small>*0 indirect **includes direct support service providers*** Required regardless of contract amount</small></p> Compliance Contact Name: _____ Contact Phone Number: _____ Contact E-mail: _____	Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting (\$250k)	Section 3 Labor Hours (25% of which 5% is targeted)***	Construction	\$50,001*	20%	10%	20%	Supply & Delivery	\$50,001*	20%	3%**	N/A	Professional Services	\$50,001*	20%	3%**	20%
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MBE/WBE/DBE UTILIZATION PLAN									
MBE/WBE/DBE Contractor Name	* Ethnicity	Gender	Participation on Type	M/W/DBE	M/W/DBE Aggregate Total	Contract Percentage	Start Date	End Date	Work to be Performed

The Prime Contractors are required to subcontract 10% of the total contract value for construction contracts and 3% of the total contract value for professional contracts that total over \$250,000 to Section 3 Business Concerns. A Prime Contractor who has demonstrated its attempts, to the maximum extent feasible, to meet its CHA Section 3 contracting goals may satisfy Section 3 obligations by proposing Mentorship Program Participation, and/or Other Results-Oriented Economic Opportunities as alternative means to achieving Section 3 goals.

Required Document - Letter of Intent

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

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

<p>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION</p> <p>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (TO BE COMPLETED BY SUBCONTRACTOR AND/OR SELF-PERFORMING PRIME CONTRACTOR)</p> <p>M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____</p> <p>M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO</p> <p><i>NOTE:</i> Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</p> <p>At least 51 percent owned and controlled by low-or very low-income persons</p> <p>The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.</p> <p>Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.</p> <p>FEIN: _____ ETHNICITY: _____ GENDER: _____</p> <p>BUSINESS ADDRESS: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____</p> <p>PROJECT TITLE: _____ DATE FORM COMPLETED: _____</p> <p>PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)</p> <hr/> <p><i>NOTE:</i> M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</p> <p>1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No</p> <p>If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____</p> <p style="text-align: center;">Page 1 of 2</p> <p style="text-align: left;">Revised 12,2022</p>	<p>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION</p> <p>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (TO BE COMPLETED BY SUBCONTRACTOR AND/OR SELF-PERFORMING PRIME CONTRACTOR)</p> <p>M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____</p> <p>M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO</p> <p><i>NOTE:</i> Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</p> <p>At least 51 percent owned and controlled by low-or very low-income persons</p> <p>The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.</p> <p>Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.</p> <p>FEIN: _____ ETHNICITY: _____ GENDER: _____</p> <p>BUSINESS ADDRESS: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____</p> <p>PROJECT TITLE: _____ DATE FORM COMPLETED: _____</p> <p>PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)</p> <hr/> <p><i>NOTE:</i> M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</p> <p>1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No</p> <p>If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____</p> <p style="text-align: center;">Page 2 of 2</p> <p style="text-align: left;">Revised 12,2022</p>
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Required Document - M/W/DBE Waiver Request

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

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

CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS	
IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: _____	CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS I, _____, do hereby certify under penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge and belief. _____ DATE: _____ COUNTY OF _____ _____ 20____ I have read and understand the contents of the foregoing affidavit, and did state that he/she/it is true and correct to the best of my knowledge and belief. _____ (SEAL) _____ CHICAGO HOUSING AUTHORITY USE ONLY REVIEW: Compliance Manager _____ DATE: _____
BIDDER/PROPOSER: _____	
ADDRESS _____ Street _____ City _____ State _____ Zip _____	
CONTACT PERSON: _____ TITLE: _____	
TELEPHONE #: () _____ FAX #: () _____	
FEIN: _____ ETHNICITY: _____ GENDER: _____	
CONTRACT AMOUNT: \$ _____	
Please select whether this is a Full or Partial Waiver Request: Full M/W/DBE Waiver <input type="checkbox"/> Partial M/W/DBE Waiver <input type="checkbox"/>	
PLEASE STATE REASON FOR WAIVER REQUEST: <small>(Please note: This must be a detailed account of why you are unable to meet the requirements of the contract. Any incomplete or inconclusive requests will be returned to the vendor. If more room is needed than what is provided below, please attach a clearly printed document to this waiver request.)</small>	
WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? _____ % IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER? _____	
DOLLAR VALUE: \$ _____ CONTRACT TERM: _____	
Page 1 of 2 Waiver Request: M/W/DBE Participation Commitments Revised 12.2022	Page 2 of 2 Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

The Workforce Opportunity Resource Center (WORC)

SECTION 3

3/13/2025

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WORC: Assistance for Contractors

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

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

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/residents/worc

Key Dates

- Questions Due Date: **Monday, March 17 2025, by 11AM (CST).**
- Bid Opening Date*: **Thursday, March 27, 2025, at 11AM (CST)**

***Late bids after the bid due date and time
will be rejected without being read**

Supplier Portal Reminders

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

- Log in to the Supplier Portal. <https://supplier.thecha.org>
- Submit all questions via the Supplier Portal before the posted deadline
- Edit Bids as often as necessary but Responses must be submitted before the posted deadline
- Limit file names to 50 characters
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e.: bidder financials should be a stand-alone file, and the file name should include Financials)
- **For issues with the Portal, contact Harrette Herron-King at hherron@thecha.org**

Question & Answers – Open to Attendees

- Open the floor for questions.
- Any questions that cannot be answered today shall be answered in the form of an addendum