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# Doing Business With Chicago Aviation

OPPORTUNITIES TO WORK AND PARTNER WITH THE

CHICAGO DEPARTMENT OF AVIATION









On behalf of Mayor Lori E. Lightfoot and the Chicago Department of Aviation, we are proud to have the opportunity to partner with you as we embark on one of the biggest and most exciting projects in our City's history: O'Hare 21. This historic plan, a collaboration of the City of Chicago and our airline partners, will transform O'Hare with new facilities and modern infrastructure that further increases Chicago's connection to the world.

One of the primary avenues we have for lifting up and improving Chicagoland communities is by advocating for policies that empower small-, minority-, women-, and veteran-owned businesses, as well as those owned by people with disabilities. Through our unprecedented airport capital programs, we have a unique opportunity to put these policies and programs to work for all of our communities.

O'Hare serves more than 260 destinations around the world and is ranked number one in North America and third worldwide for connectivity. O'Hare is also the busiest airport in the world in terms of aircraft operations, with more than 900,000 flights moving 83 million passengers a year through the airport. Not to be outdone, Midway Airport serves more than 22 million passengers annually – meaning more than 105 million travelers use Chicago's airports every year.

By almost any metric you choose, Chicago's airports are booming, and there's never been a better time for a capital investment like O'Hare 21. The \$8.5 billion program is critical to the O'Hare's long-term viability, not to mention Chicago's standing as a destination and hub for commerce and tourism. By working together to deliver the airport of tomorrow, we will create economic opportunity for our communities while furthering momentum behind Chicago as a global leader in air travel.

This program represents an unprecedented opportunity for local participation, including contracting opportunities at all levels and tens of thousands of jobs. CDA is putting a priority on leveraging the scale and scope of this historic project so that businesses throughout Chicago and the Chicagoland area have the opportunity to participate in and benefit from O'Hare 21 and Midway's ongoing capital improvements. This emphasis on inclusion and empowering communities will foster economic growth in the region for years to come.

O'Hare and Midway are catalysts for growth for Chicago's 77 neighborhoods – and the entire region. I have the privilege of knowing firsthand just how hard-working and innovating our thriving CDA community is, and I'm thrilled at the prospect of having you onboard as a new O'Hare takes flight.

Sincerely,
Jamie L. Rhee
Commissioner
Chicago Department of Aviation







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# 1. Safety Requirements

While the CDA and CCA monitor the contractor's safety initiatives, the Contractor shall have sole and complete responsibility for the implementation of a worksite safety plan. The Contractor shall take necessary precautions for the health and safety of employees and fully comply with applicable provisions of:

#### (CAS) Construction and Safety

All sections of 29 CFR 1926-OSHA Safety and Health Regulations for Construction and 29 CFR 1910-OSHA Occupational Safety and Health Standards.

- FAA Advisory Circular 150 Operational Safety on Airports During Construction 5370-2G
- National Fire Protection Association codes
- City of Chicago Fire Prevention Code
- National Electrical Code, all applicable American National Standards Institute standards
- City of Chicago Building Code
- The CDA Construction Safety manual
- All standards or codes referred to in the listed document.
- Any other applicable standards

Specific projects are monitored weekly, monthly and quarterly at review meetings that include the identified Project Manager Office (PMO) and/or Person of Contact (POC) for the project and the identified contractor Safety Manager/POC for any related site safety issues.

Daily on-site inspections are conducted as needed by the contractor and safety specialists.















# 2. Code of Conduct and Ethics Training

The core mission of the Chicago Department of Aviation is to: 1) ensure safe and efficient travel through O'Hare and Midway International airports; 2) enhance economic activity and job creation with the City of Chicago and the region; 3) continue to grow Chicago's airports' competitive positions in the global aviation marketplace; 4) provide world class services and amenities in an environment that reflects Chicago's rich, diverse and unique character; and 5) continue to be the international leader in airport sustainability by integrating environmental best practices into all aspects of the airports. In order for CDA to continue to fulfill its core mission and achieve its goals in connection to its \$8.5 billion terminal expansion program, all of its employees and vendors must be fully committed to high professional and business standards. The CDA Code of Conduct will help CDA employees, vendors and other stakeholders meet their commitment as they make daily decisions to achieve CDA's missions and goals.

# Specifically, the CDA Code of Conduct is intended to serve five purposes for the City of Chicago and the CDA:

- 1. It reflects CDA's strong commitment to high professional and business standards and right conduct by all CDA employees and vendors.
- 2. It is the central guide, rule book and reference for CDA employees and vendors regarding the City's core values, vision and standards of conduct, to assure that all employees and CDA vendors perform their work and conduct business with honesty and integrity.
- 3. It will help CDA employees, vendors and other City stakeholders to learn or

- better understand the legal and ethical policies that govern their decision-making on a daily basis and any misconduct or wrongdoing by CDA employees and vendors.
- 4. It is intended to help CDA employees and vendors from violating City laws and regulations by providing a clear list of actions that are appropriate or expected of them. It also provides the process that employees and vendors can use to report violations or raise concerns about unethical or unlawful behavior.
- 5. It is our hope that the Code will help foster an environment of trust and ethical behavior, as well as, greater diversity and inclusion, by employees who work for CDA and by vendors who do business with CDA.







The CDA Code of Conduct summarizes the City's policies on a variety of topics that govern City and/or CDA employees and CDA vendors. The following topics are discussed:

- Ethical Principles, Core Values and Standards of Conduct this section provides an introduction. It includes an overview
  of the Code of Conduct in the Municipal Code of Chicago,
  and core values of professionalism which apply to every City
  official and employee. Topics included: The Municipal Code of
  Chicago; Professionalism, Fairness and Integrity
- Personnel Policies and Sustainability Practices this
  section highlights specific policies of the City of Chicago that
  govern all City employees. The purpose of these policies is to
  provide a set of principles for establishing and maintaining
  professional, harmonious and productive City employee
  relationships in the conduct of City business. Topics Included:
  Protection and Proper Use of City Assets; Privacy/Confidential
  Information; Sustainability Practices; Personal Appearance
- Conflicts of Interest and Appearance of Impropriety –
   this section discusses the fiduciary duty of City employees
   and elected officials which prohibits them from engaging
   in improper influence, the appearance of impropriety and
   representing other persons. Topics Included: Lobbying;
   Personnel Second Jobs; Post-Employment Restrictions; Gifts
   and Other Favors and Business Travel
- Bribery and Extortion This section discusses how City employees cannot accept bribes and payoffs from City bidders, contractors, and/or subcontractors.
- Harassment, Discrimination and Retaliation This section provides information with regards to the City of Chicago's prohibition against discrimination and harassment in the workplace. Topics Included: Equal Employment Opportunity; Civil Rights Act of 1964; Workplace Harassment; Sexual Harassment; Bullying; Retaliation











- Political and Charitable Activities this section summarizes the
  political rights of City employees, as well as, City laws that restrict
  them from improperly using taxpayer funds and public resources
  in their political activities, and restrictions on outside volunteer
  activities. Topics Included: Campaign financing and political
  contributions; Nepotism; Political Hiring (Shakman
  Accord); Charitable Activities
- Health and Safety this section discusses the City's commitment
  to maintain a safe, healthy and productive work environment for
  its employees, as well as CDA's implementation of airport industryleading initiatives to improve natural resource conservation,
  operational efficiency, social responsibility and economic viability
  at O'Hare and Midway airports. Topics Included: Health and Safety;
  Drug Free Workplace; Violence in the Workplace
- Information Security and Information Technology this section provides information about the City's Information Security Policy, Information Security Program, City employee responsibilities with regards to public records, as well as the City's Social Media Policy. Topics Included: Information Security Policy; Sensitive Security Information; The Illinois Local Records Act and the Illinois Freedom of Information Act
- Enforcement Procedures this section encourages CDA
  employees and contractors to review and comply with the Code and
  it summarizes how CDA's regulatory and enforcement procedures
  work. Topics Included: Reporting Concerns and Penalties; Office of
  Inspector General (OIG); Suspension and Debarment

In order for the City of Chicago and CDA to continue to fulfill its core mission and achieve its goals, each of its employees and vendors must be fully committed to high professional and business standards. All CDA employees and vendors will be required to learn, understand and comply with the CDA Code of Conduct. It is the central guide regarding the department's core values, vision and standards of conduct.



- 1. In order for the City of Chicago and CDA to continue to fulfill its core mission and achieve its goals, each of its employees and vendors must be fully committed to high professional and business standards.
- 2. All CDA employees and vendors will be required to learn, understand and comply with the CDA Code of Conduct.
- **3.** It is the central guide regarding the department's core values, vision and standards of conduct.





# 3. How to Respond to a CDA Opportunity:

The Illinois Municipal Purchasing Act (65 ILCS 5/8-10-1 et seq.) and Chapter 2-92 of the Municipal Code of Chicago, as well as the requirements of applicable state or federal grants govern the City's procurement of goods and services. The Department of Procurement Services (DPS) is the contracting authority for the City of Chicago. DPS working with CDA issues Competitive Bids, Requests for Proposals (RFP), and Requests for Qualifications (RFQ) in order to solicit bids or proposals for the goods and services needed by the Chicago Department Aviation. The majority of CDA's contracts are awarded through competitive bidding. While most of the O'Hare project are \$5M>, there are other projects that fall within small order contracts (<\$100K). Professional Services contracts (contracts requiring a high degree of professional skill or expertise) are solicited through RFPs and RFOs.

Interested companies are encouraged to review bid specifications and conform to the submission requirements. Failure to comply with the submission requirements may result in the rejection of a bid or proposal. For most solicitations, DPS and CDA will hold pre-bid sessions and provide answers to guestions related to the bid documents.

# Interested companies are encouraged to visit <a href="https://www.cityofchicago.org/procurement">www.cityofchicago.org/procurement</a> for upcoming bid opportunities.





## 4. General Contracting Opportunities

Through competitive processes the City awarded contracts for the architecture and design for the ORD 21 Project, and Construction-Manager-At-Risk contracts for much of the terminal construction work. These firms will provide, and in some cases issue, the specifications and solicitation materials that will be advertised to businesses interested in participating in this work.

There are additional opportunities for contractors and subcontractors to submit bids or proposals to provide services in the following areas:

- 1. Professional Services
- Work Service Contracts
- 3. Commodity Contracts
- 4. Construction Contracts

#### **Contracting Opportunities**

1. Professional Services



Includes Architecture and Engineering services, property management services et a

2. Work Service Contracts



Includes facility maintenance and landscaping services et al

3. Commodity Contracts



Includes various construction materials, facility supplies, tools and safety equipment, et al

4. Construction Contracts



of bids of both small and large dollars.





#### **Contracts exist in three areas:**

- 1. Airfield includes the work performed on the area where aircraft move. The major opportunities involve the maintenance, repair and replacement of gate areas, runways and airplane taxi lanes, as well as, snow removal.
- 2. Landside includes the work performed on the property outside of the airfield: Snow removal, landscaping and maintenance, repair and replacement of roadways and sidewalks are examples of opportunities available.
- 3. Terminals include all of the construction, commercial, and maintenance work, performed on the interior and exterior of the terminals.

Also, concession franchises provide a variety of additional opportunities to do business at O'Hare and Midway Airports.





# 5. City of Chicago M/W/DBE Participation

The City sets goals for participation on contracts by Minority- and Women-owned Business Enterprises (M/WBE) as well as participation goals for Disadvantaged Business Enterprises (DBE) on certain federally-funded contracts.

The City of Chicago's Department of Procurement Services (DPS) certifies businesses in the following categories to compete for city contracts:

- Minority-owned Business Enterprises (MBE)
- Women-owned Business Enterprises (WBE)
- Business Enterprises owned or operated by People with Disabilities (BEPD)
- Veteran-owned Business Enterprises (VBE)
- Disadvantaged Business Enterprises (DBE)
- Airport Concession Disadvantaged Business Enterprises (ACDBE)

Interested companies are required to apply for certification in order to be eligible to be counted towards MBE/WBE or DBE goals.

#### For more information visit www.cityofchicago.org/dps











### 6. Bid Incentives and Programs

To support economic growth, workforce development, and increased competition in City contracting, and to encourage greater diversity in the pool of businesses that bid and earn City contracts, the City has a number of programs, preferences, and incentives available to bidders competing to obtain City contracts.

The City's programs include the Diversity Credit Program and Mentor/Protégé Program, which are available on all City-funded contracts, the Small Business Initiative I & II and Mid-Sized Business Initiative I & II Programs, which are designed to provide opportunities for small and mid-sized businesses on City-funded construction projects; and the Target Market Program, which is designed to provide opportunities for MBE and WBE firms on City-funded non-construction projects.

Bid Incentives are available for City-Based Businesses; Local Manufacturers; bidders with a diverse workforce and management; bidders that commit to utilizing Businesses Owned and Operated by Persons with Disabilities (BEPD), Project Area Subcontractors, or Veteran-owned Business Enterprises (VBE); bidders who use alternatively-powered vehicles; bidders who pledge to employ ex-offenders or certain CPS or City Colleges graduates; and bidders that make certain EEO commitments.

Subcontractors and Contractors are required to report verifiable data to prove compliance with the incentive requirements, such as proof of payments to BEPD, VBE, or minority contractors, proof of hours worked by certain employees, or proof of a contractor's place of business.

Failure to meet the commitments made in order to obtain an incentive without proof of circumstances beyond the contractor's control may result a fine equal to 3 times the incentive allocated.

Additional information on bid incentives is available at <a href="https://www.cityofchicago.org/dps">www.cityofchicago.org/dps</a>





### 7. Workforce Requirements

#### **City Residency Requirements**

Section 2-92-330 of the Municipal Code of Chicago, requires that 50% or more of the work hours performed on City-funded construction contracts valued at \$100,000 or more must be performed by workers who are residents of the city.

#### **Project Area Requirements**

Section 2-92-330 also requires that 7.5% of the work hours are performed by residents of the Project Area. City defines project area for each construction project. The City defined Community Areas map is the source used to identify project areas.

Compliance with the City and project area residency requirements is monitored by DPS in conjunction with CDA. Contractors who do not comply with these requirements are subject to liquidated damages.

#### MBE/WBE or DBE Requirements

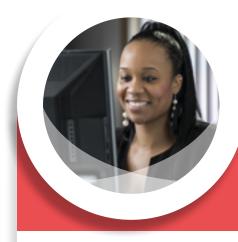
DPS sets contract specific MBE and WBE on all construction projects and all non-construction projects valued at \$10,000 or more, and sets contract specific DBE goals on certain federally funded contracts. DPS also monitors the participation of MBE/WBE or DBE firms in City contracts after award.







## 8. Compliance Process





DPS is responsible for monitoring contracts to ensure compliance with commitments to utilize M/WBEs or DBEs, listed as prime or subcontractors.

DPS also monitors compliance with workforce (residency) and EEO requirements (equal employment opportunity commitments).



#### **Contractor**

Contractors can comply by
using MBE/WBE or DBE
contractors as prime
contractors, joint venture
partners, or subcontractors.
Primes are required to proof
of subcontractor payments,
which may include reports
on subcontractor payments,
certified payrolls, and waivers
of liens. Although DPS has the
authority and responsibility
to monitor compliance, CDA
shares the responsibility on
Airport Contracts.





DPS also monitors compliance with Chicago Residency Ordinance (CRO)

requiring 50% of hours worked to be performed by City residents and 7.5% by project area residents. Contractors submit data on employees' addresses to confirm residency and payrolls are tracked to certify hours worked.

For more information visit www.cityofchicago.org/dps





### 9. Payment Process

To ensure timely payment, contractors should follow the CDA Finance Department's established procedures to review and process payment requests. CDA has issued a letter to all vendors to establish the procedures required to approve vendor payments. There are specific checklists used to process the paperwork required to document payment requests.

#### **Regular Construction Payment Checklists**

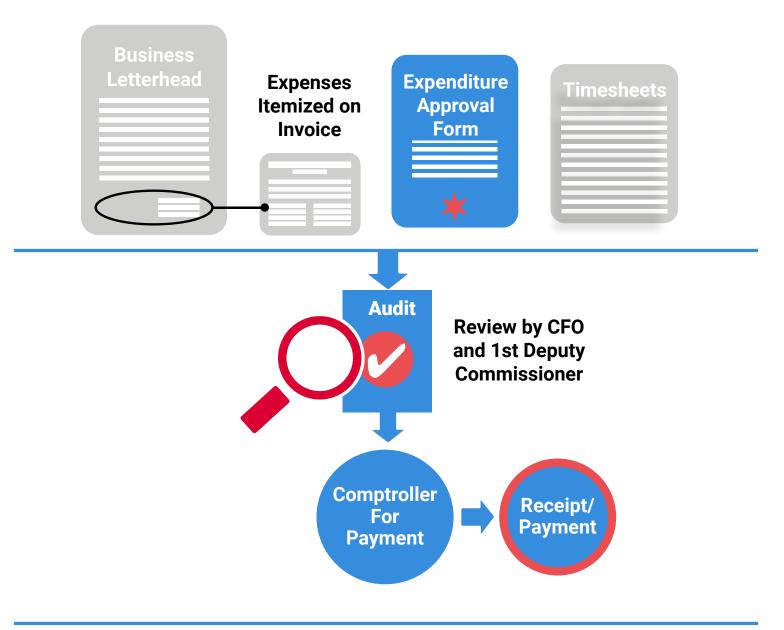
When requesting a Construction payment the contractor must complete the following forms in detail with all supporting documents attached.

Once the Construction Management Office (CMO) has verified all information submitted and current insurance certifications are on file with the CMO, the request is submitted for audit and finally to the Comptroller for payment.









Contractors should follow CDA Finance Division established procedures for submission of Requests for Payment in order to facilitate timely payment.

For more information contact <a href="mailto:Sherry.Nash@cityofchicago.org">Sherry.Nash@cityofchicago.org</a> or at (773) 686-3534 if there are additional questions or concerns.





#### **Construction Payment Requirements**

# **Voucher for Professional Services/Construction and Subcontractor Payment Certification Form**

All payment requests must include the completed Voucher for Professional Services/Construction and Subcontractor Payment Certification Form with each invoice for payment. The form reports the intended payments from prime contractors to subcontractors and suppliers from the invoice. All vendors, for which a Prime contractor is claiming (MBE/WBE/DBE) contract compliance credit, including second-tier subcontractors, must be identified on the payment voucher.

#### **Summary of Estimate Form**

This is the application for payment form. This Form should include: Identification of general contractor, subcontractors, contract number and project; the original contract amount and adjusted contract amount; the date of pay application and the number and period covered by the payment; the amount due to the contractor and subcontractors this pay period; the retainage and liquidated damages computations and, the total value of all work performed to date.

#### **Sworn Contractor's Statement**

The Sworn Contractor's Statement is attached showing the detailed cost breakdown with allocations for previous payments, payments due this period, and total work in place. Sworn Statements cover trades, contractor/subcontractor names, and amounts necessary for the completion of the project. It should be used during the course of construction and submitted with each payment request. The form must be signed and notarized. The change order amounts should also be listed separately on the Contractor's Sworn Statement.

#### Approved Change Order Form/Interoffice Communication

The Approved Change Order Form includes the original contract amount, amount of change orders (current and previous) and the total adjusted contract amount. Change Order Forms must be approved prior to making a request for payment and attached to the payment request. Change orders must be approved and signed by the City and copies must accompany all payment requests and outline the dollar amounts and define the changes to the scope. The change order amounts should also be listed on the Contractor's Sworn Statement.

#### **Payment for Contractor's Work Form**

This form is the Product List/Unit Prices for all items used during the payment period. Items, quantities, and unit prices should be verified on this form.

#### **Copies of Receipts**

Contractors must submit copies of invoices and certifications for payment of materials stored or items reimbursed to individuals.

#### **Certified Payrolls**

Certified payrolls are to be verified for those contracts having this requirement. This information should include the employees prevailing wage, ethnicity, gender, and local residency information. The final payroll must be clearly labeled "FINAL".





#### **Subcontractor Payment Certification**

This Form has the MBE/WBE/DBE utilization information and shows usage and payments for the current and prior pay periods. This form should include information on the owner's ethnicity and subcontractor payment amounts.

#### Wire Transfer Form

If the vendor requests that payments are made through a wire instead of a hard copy check, then the Wire Transfer Form must be completely filled out and submitted with the application for payment.

#### **Blanket Release Copy**

To expedite the payment process, a copy of the Blanket Release is required with the payment application.

#### **Lien Waivers**

Lien Waivers are to be submitted by the contractor/subcontractors with every payment request. At the time of payment requests, the general contractors and subcontractors will be required to sign a lien waiver. Waiver forms should identify the amount of payments made previously and the amount of the current payment request.

#### Retainage

Per Section 2-92-250 of the Municipal Code of Chicago, retainage typically is not utilized on CDA construction contracts and may not be imposed on subcontractors by prime contractors.

#### **Liquidated Damages**

Liquidated Damages are a contractual provision providing for an agreed-upon amount of damages to be paid by the contractor in the event of a failure to meet certain contract requirements. CDA sets liquidated damages amounts based upon an estimate of probable damages to the City in event of a breach of the contract requirement in question; other liquidated damages amounts are set by ordinance based on City Council's estimate of probable damages to the City. They are most often found in the context of missed milestones or delivery dates, City resident worker or project area worker shortfalls, and EEO shortfalls.

#### **Insurance Requirements**

All insurance requirements are verified prior to contract execution. Insurance certificates are to be updated as required by the City and are to be renewed and updated for the duration of the project. Copies of the insurance certifications with valid dates should be kept on file by the CMO and may be requested periodically by OMP Finance.

#### **Contract Compliance/Audit Checks**

The City reserves the right to canvass sites, verify inventory, check unit prices, monitor MBE/WBE or DBE usage, monitor local residency requirements, and verify that all contract requirements are being satisfied. OMP Finance may requests this information throughout the duration of the contract. As defined in the General Conditions of the contract, a final canvass report and certified payroll report must be submitted with the final payment.

#### Final Site Clean-up

The site and adjacent premises should be cleaned of any construction debris or equipment and restored to pre-construction condition. The final costs of cleaning up should be included in the original price bid and not billed as a separate charge.





#### **Professional Services Contracts Invoicing Checklist**

- Voucher For Professional Services (Contractual Payments) and Subcontractor Payment Certification Form.
- Consultant Invoice on Consultant letterhead detailing for each employee his/her name, classification, hourly rate, hours, and total raw labor. The invoice must show and apply the current overhead rate to the raw labor amount, show and apply the contract profit rate, and the total labor, overhead and profit amount for the month. All labor billings must be supported by approved timesheets.
- Payroll registers or other satisfactory evidence of the hourly rate paid to employees will be required with the first invoice.
- Status Rate Change forms for all employee hourly rate increases should accompany the Consultant and Sub-Consultant(s) invoices when hourly rate increases are approved by the CDA.
- Invoices and receipts for ALL reimbursable expenses invoiced must be included and itemized on the Consultant's Invoice. Refer to your contract for the Reimbursable Expenses threshold requiring specific CDA approval through the Vendor Portal. The Expenditure Approval form should be included with the invoice.
- All travel expenses must include ALL airfare, hotel, car rental, taxi, meals and other trip
  expense invoices and receipts. Travel expenses should be listed on a company travel
  expense form listing all the trip expenses. All out of town travel requires pre-approval through
  the Vendor Portal. Travel Expense Reimbursements are limited to the amounts shown in the
  City of Chicago Travel Guidelines.
- Sub-consultant invoices on sub-consultant letterhead detailing the sub-consultant's labor and reimbursable expenses. The format, content, and detail of the sub-consultant's invoice(s) are the same as the Consultant's invoice requirements.
- M/WBE Report.





#### **Term Contract Invoicing Checklist**

- Voucher For Construction Payments and Subcontractor Payment Certification Form.
- Contractor Invoice on Contractor letterhead detailing invoice quantities, unit of measure, unit price, and amount for each item as listed in the contract. If invoicing Price List/Catalog items indicate the price list/catalog number, item number, price list/catalog date and price list/catalog page number on the invoice.
- Signed Work Tickets, Timesheets, Manufacturer's Invoice, if applicable.
- Subcontractor invoice(s) on subcontractor letterhead with the same details as the contractor invoice requirements.
- Partial Waivers of Lien from subcontractors.
- Final Waivers of Lien from subcontractors with final invoice.
- Certified payrolls.
- M/WBE Report.







#### **CDA Invoicing Memo**

Dear Chicago Department of Aviation Vendor:

The CDA is responsible for processing and paying vendor invoices in a timely and efficient manner. Accurate and punctual payments are critical to maintaining excellent vendor relationships, as well as year-end financial reporting needs.

In keeping with the City's prompt payment initiative, we request all vendors submit invoices no later than 30 days after a given service period.

Please include as a standard rule the following information that must be included on your invoice:

- Vendor Name
- Vendor Number
- Remittance Address
- Amount Due
- Detail of goods and services
- Purchase Order number (if applicable)
- Voucher of Professional Service Form (if applicable)
- Blanket Release
- Name of City Department ordering goods and services
- Name and phone number of company contact person
- In addition, please continue to forward invoices along with all supporting documents to:

Department of Aviation Attn: Finance / Accounts Payable 10510 W. Zemke Road Chicago, IL 60666

Requests for payment by Term Contract or Supplier Request Forms follow steps similar to those above.

For more information contact <a href="mailto:Sherry.Nash@cityofchicago.org">Sherry.Nash@cityofchicago.org</a> or at (773) 686-3534 if there are additional questions or concerns regarding prime contractor payments.





## 10. Change Order Process

#### **Consultant Amendments and Contractor Construction Manager Changes**

It is imperative that all contractors understand that the CDA has established procedures when issues arise that require a change to the scope of work for which a contract has been approved. In the context of a contract for construction work, the process begins with a Request for Information (RFI) submitted by the contractor to the Project Engineer (PE) or Construction Manager (CM). The review of the RFI occurs. It is examined, evaluated and a decision is made by the review team which includes the Project Engineer (PE), Construction Manager (CM), Architect (AIA), City Law Department (Legal Counsel), Department of Procurement Services (DPS), and others who meet weekly to review ongoing activities related to construction projects. After the City approves additional work, a formal Notice to Proceed (Change Order) is issued to the contractor. Work performed by change order is incorporated into the contractor's original contract. There are guidelines in the original contract that determine how compensation is calculated for the work to be performed under the change order. In some circumstances time and material costs are fixed in the original contract are applicable. Other circumstances require negotiations with the contractor to develop agreement on price. Negotiations on the cost of the change order involve the PE, CM, Contractor and the Review team.

#### **The Change Order Process**



Request for Information (RFI) submitted by the contractor to the Field Engineer (PE) or Construction Manager (CM).

The review of the RFI occurs. It is examined, evaluated and a decision is made by the review team which includes the PE, CM, AIA, Legal Counsel, and others who meet weekly to review ongoing activities related to construction projects.

Once it is determined that additional work is required, a formal Notice to Proceed (Change Order) is issued to the contractor.





#### 11. Close-Out Process

When the City executes a contract, the work is monitored as the work progresses. The Closeout process begins with the Contractor informing the Project Engineer (PE) that the project is completed. The PE reviews the work to determine that it has been completed as per contract including any approved Change Orders. CDA and Design team members review the PE reports and approve submission to DPS. DPS requires the Contractor to obtain and submit all subcontractor final waivers, and all completed certified payrolls week 1 to final. Documents are reviewed and certified as complete by DPS.

Once financials are finalized the Comptroller makes final payout. This process typically takes one year.

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#### Resources

For more information contact <u>Sherry.Nash@cityofchicago.org</u> or at (773) 686-3534 if there are additional questions or concerns regarding prime contractor payments.

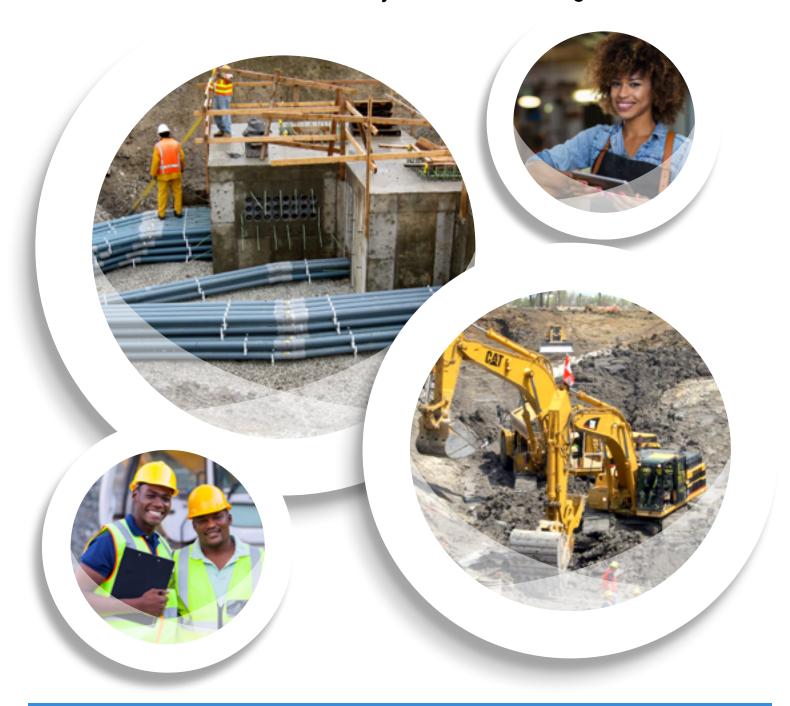
#### Links

Additional information on bid incentives is available at <a href="www.cityofchicago.org/dps">www.cityofchicago.org/dps</a>



# **Join Our Team**

O'Hare 21 and Midway Modernization Program







For more information email ORDMDWsmallbiz@cityofchicago.org