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Request for
Qualifications
(RFQ) #2019-15-M

Construction Manager
At Risk-
The Tap @ Hyatt

Metropolitan Pier and Exposition
Authority (MPEA)

May 13, 2019

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EXHIBITS:

1. RFQ/RFP TIMELINE
2. FORM OF AGREEMENT (Posted as separate Word document)

ATTACHMENTS

1. Color Floor Plan, dated May 13, 2019
2. Concept Drawing Set, dated May 13, 2019
3. Concept Narrative, dated May 13, 2019
4. GMR Technology Operational Narratives, dated April 18, 2109
5. Design Schedule, dated April 11, 2019

SECTION I. DEFINITIONS AND INTERPRETATIONS

DEFINITIONS

The following terms in this Solicitation shall be defined as follows:

"Agreement" or "Contract" means the Agreement that is to be entered into between the Authority and the selected Respondent pursuant to this RFQ.

"Authority" means the Metropolitan Pier and Exposition Authority.

"BEPD" means a Business Enterprises owned by People with Disabilities

"Contractor" refers to the Respondent that is selected to provide the Services and will enter into the Agreement or Contract with the Authority

"Include" Whenever the term "include" (in any of its forms) is used, it means "include, without limitation."

"Laws" means City, State and Federal statutes, ordinances, codes, rules and regulations.

"MBE" means Minority Owned Business Enterprise.

"MPEA" means Metropolitan Pier and Exposition Authority.

"Respondent" means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit Qualifications pursuant to this RFQ.

"Qualifications" means all materials submitted in response to this RFQ.

"Responsive" Responsiveness is determined by the Authority and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions. The rule is that conformity in material respects or substantial compliance suffices. Absolute or precise conformity is not required. The Authority reserves the right to reject any submission that it deems materially non-responsive.

"Responsible" Responsibility is determined by the Authority and relates primarily to the ability of a Respondent to successfully carry out a proposed contract, and whether the Respondent has the character, reputation, and integrity to receive an award. The Authority may determine in its sole discretion that a Respondent, otherwise able to perform, who has been convicted of a felony, or violation of the public procurement requirements of any federal or state governmental entity, is not responsible and therefore disqualified from the RFQ process. Other considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms available to measure a Respondent's responsibility are the utilization of reference checks, vendor performance on previous contracts and availability of financial credit information.

"RFQ" means this Request for Qualifications, including all Exhibits and addenda.

"Selected Respondent" or "Successful Respondent" or "Successful Contractor" means the Respondent selected for award of an Agreement pursuant to the subsequent RFP issued to Respondents shortlisted pursuant to this RFQ.

"Trade Reference" means a reference concerning the creditworthiness of the Respondent given by another business that extends credit to the Respondent, such as a supplier.

"WBE" means Women Owned Business Enterprise.

INTERPRETATIONS

- A. Any headings in this RFQ are for convenience of reference only and do not define, limit, control or affect the meaning of the RFQ provisions. In this RFQ, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFQ refer to this RFQ. All section references, unless otherwise expressly indicated, are to sections of this RFQ. Words of any gender shall be deemed and construed to include correlative words of the other genders. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFQ and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFQ.
- B. Unless a contrary meaning is specifically noted elsewhere, the words "as required," "as directed," "as permitted" and similar words used in the RFQ mean that requirements, directions of and permission of MPEA are intended; similarly, the words "approved," "acceptable," "satisfactory" or words of like import mean "approved by," "acceptable to" or "satisfactory to" MPEA. Words "necessary," "proper" or words of like import as used with respect to extent, conduct or character of Services specified shall mean that the Services as outlined in Section III must be conducted in a manner or be of character which is "necessary" or "proper" in the option of MPEA.
- C. Unless a contrary meaning is specifically noted elsewhere, the words "approved," "reasonable," "suitable," "acceptable," "properly," "satisfactory" or words of like effect and import used in the RFQ mean reasonable, suitable, acceptable, proper or satisfactory in the judgment of MPEA.

SECTION II. – BACKGROUND INFORMATION

The Metropolitan Pier and Exposition Authority, hereinafter referred to as the “Authority” or “MPEA”, is a political subdivision, unit of local government, body politic and municipal corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 *et seq.* (the “MPEA Act”). The Authority was established to promote, operate and maintain fairs, expositions, meetings and conventions in Cook County, Illinois.

The Authority is governed by a nine-member Board appointed by the Governor of Illinois and the Mayor of Chicago. Current Board Members are listed on the Authority’s website at http://www.mpea.com/mpea_board/board.html. The Chairman of the Board is selected by fellow Board members and a Chief Executive Officer, who is responsible for the day-to-day management of the Authority, is appointed by the Board.

The Authority owns McCormick Place[®], an exhibition and convention center located at 23rd Street and Martin Luther King Drive in the City of Chicago, which is managed and operated by SMG, a private convention management company. McCormick Place[®] is North America’s premier convention facility that generates 66,000 jobs and \$10 billion in annual economic activity for the City and State. The McCormick Place Complex (“MPC”) comprises four buildings, the South, West, North buildings and the Lakeside Center. These buildings have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making it the nation’s largest convention center. McCormick Place[®] hosts approximately 125-150 events and attracts more than 4 million trade and public show visitors annually. McCormick Place[®] features the Arie Crown[®] Theater, a renovated proscenium arch theatre which seats approximately 4,200. Two separate buildings, the Energy Center and the Corporate Center, are also part of the MPC. Two new facilities opened in 2017: a 1,206-room Marriott Marquis Chicago Hotel and the 10,000 seat Wintrust Arena, a multi-purpose facility that will serve as a first-class NCAA basketball arena and general assembly hall for large business meetings and other major special events.

The Authority also owns the Hyatt Regency McCormick Place, a recently renovated and expanded 1,258-room hotel and conference center located adjacent to McCormick Place. The Hyatt Corporation is responsible for the operation and management of this Hotel under a management agreement with the Authority.

In 2010, the Illinois General Assembly passed the MPEA Reform Act – 70 ILCS 210/5.4, as amended by Public Acts 096-0898 and 096-0899 (“Legislative Reforms”). The Legislative Reforms authorized a restructuring of the Authority, which resulted in a transformation of the way business is conducted at McCormick Place[®]. The Reforms further solidified McCormick Place’s competitive standing in the convention and trade-show industry and strengthened Chicago’s ability to attract corporate and association business.

Historic Navy Pier[®], the Midwest’s #1 tourist and leisure destination that attracts more than 8.6 million visitors a year, is also owned by the MPEA but is now governed and managed by an independent not-for-profit organization known as Navy Pier, Inc. (“NPI”).

SECTION III. – OBJECTIVE AND SCOPE OF SERVICES

OBJECTIVE

The MPEA seeks experienced and qualified firms to provide Construction Management at Risk ("CMAR") services to construct an interior space of approximately 15,000 square feet on the 3rd floor of the MPEA Corporate Center located at 301 E Cermak Road. Contractor must coordinate all activities with the Architect of Record ("AOR"), Gensler and other design subcontractors. The new space will be managed by the Hyatt Regency at McCormick Place.

The MPEA anticipates award of the CMAR contract at its July 23, 2019 Board meeting and beneficial occupancy must be available by January 26, 2020.

SCOPE OF SERVICES

The Contractor will be responsible for all work related to demolition of the current office space (cubicles, offices, meeting rooms, and kitchen) and convert the space into an open lounge area with seating, meeting rooms, integrated technology, interactive lighting, and a food and beverage component/bar.

MPEA will purchase the furniture directly through a dealer that will deliver to the site. Contractor will be responsible for wiring all furniture. Contractor will be responsible for supply and installation of all other FF&E for the space. Technology will be designed by GMR and their suppliers and included in the Gensler design drawings. Contractor may install some of the technology and is responsible for coordinating schedule and other trades' work with GMR.

The Construction Manager shall provide Construction Management at Risk Services to assist the MPEA, and the Architect of Record ("AOR") with coordination, scheduling, development of a complete budget, estimating and budgeting the probable construction costs for the project, coordination and value engineering with the design team, and construction planning. The Construction Manager will also be responsible for reviewing the design documents for constructability, identifying possible cost savings, and supporting the MPEA and the AOR to obtain all necessary permits and approvals.

Additional responsibilities may include, but not be limited to:

- Acquisition of certain Furniture, Fixtures, and Equipment;
- Project Management;
- Planning and coordination of all services, utilities, fixtures, furnishings, and equipment, necessary to complete the Project;
- Reporting; Document Management
- Collection, Review, and Approval of Shop Drawings, As-Built Drawings, Project Warranties;
- Commissioning; and
- Close-out.

Trade Contract Award and Management: All subcontractor awards will be to trade contractors in accordance with a competitive process, in compliance with the MPEA's Project Labor Agreement ("PLA") and the MPEA's program for use of Minority and Women Owned Business Enterprises (25% MBE and 5% WBE goals).

PROJECT SCHEDULE

The MPEA requires the CMAR and its subcontractors to conform to a limited schedule for the completion of this project in order to achieve the earliest possible beneficial occupancy. Contractors are required to coordinate with event and show schedules. Failure to perform work within an agreed-upon schedule could result in the assessment of damages and other remedies as described in the General Conditions.

- a. Coordinating the project schedule with the MPEA project manager and AOR

- b. Providing the MPEA project manager with construction schedule updates and a two-week look-ahead schedule throughout the duration of the project
- c. Defining the issues and developing corrective actions and/or contingency plans when problems develop in order to get the project back on schedule

INSPECTION, REVIEW, and CLOSEOUT

- a. Submitting shop drawings and samples to the AOR and MPEA for final approval
- b. Completing punch list work in a timely manner
- c. Obtaining final sign-off upon completion of punch list
- d. Preparing and submitting (1) all applicable record documents, including as-built record drawings in CAD and .pdt formats; (2) operating and maintenance manuals; (3) warranties; and (4) attic stock and tools required for all installations.
- e. Being available for problem resolution for six (6) months after final inspection

MBE/WBE PARTICIPATION

In accordance with the Metropolitan Pier and Exposition Authority Act (70 ILCS 210/23.1(b)), the Authority has adopted and maintains a Minority- and Women-owned Business Enterprise procurement program for any and all work undertaken by the Authority. The Authority's goals for MBE and WBE participation in the performance of the Services are 25% and 5% respectively.

The Authority also encourages the participation by Business Enterprises owned by People with Disabilities (BEPD) and accepts the certification issued by the City of Chicago, Cook County, and the State of Illinois.

PROJECT LABOR AGREEMENT AND PREVAILING WAGE

This project is subject to the terms of the Authority's Project Labor Agreement. Wages of laborers, mechanics and other workers employed under subcontract awarded pursuant to this RFQ/P shall be subject to the provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

TERM

The term of the CMAR contract is until project completion, however occupancy is targeted for January 26, 2020.

SECTION IV. – RFQ PROCESS AND SUBMISSION REQUIREMENTS

RFQ and RFP PROCESS

The Respondent's written response, which details the experience and qualifications of the Respondent no later than **12:00 noon central time on Monday, June 10, 2019**. A timeline showing the key dates for the RFQ is attached as Exhibit 1.

Requirements and procedures for providing submittals in response to this RFQ are described herein. RFQ documents will be available for downloading at the MPEA website at www.mpea.com under the link "Doing Business" beginning on Monday May 13, 2019. The Authority requests that all Respondents that choose to download and print the document from the MPEA website register their company as a document holder by contacting the MPEA, DEPARTMENT OF PROCUREMENT by email at mpeaprocurement@mpea.com, referencing **RFQ #2019-15-M CONSTRUCTION MANAGER AT RISK**.

If it becomes necessary to revise or amend any part of this RFQ, including the due dates, the Authority will publish a revision by written addendum on its website and notify all prospective Respondents who have registered as a document holder and provided the Authority with valid contact information. It will be the responsibility of the Respondent to obtain all such addenda and to acknowledge receipt of any addenda that have been issued. (If none are issued, indicate "NONE" on REQUIRED FORM A, Form of Transmittal Letter.)

Respondents are to contact only the MPEA Procurement Department, at mpeaprocurement@mpea.com concerning this RFQ and should not rely on representations, statements, or explanations other than those made in this RFQ or in any written addendum to this RFQ.

The Authority will accept questions, in writing via e-mail, until **12:00 noon central time on Monday, May 20, 2019**. Questions should be submitted in writing to mpeaprocurement@mpea.com. A summary of questions received, noted without source, and answers will be issued as an addendum on the MPEA procurement website.

RFQ submittals are due no later than **12:00 noon central time on Monday, June 10, 2019**. Interested parties must submit one (1) original unbound hard copy (do not use spiral plastic or metal binding, secure the submittal with a binder clip or rubber band), three (3) similarly unbound hard copies, and an identical electronic version (PDF) of the same Qualifications submitted via email to mpeaprocurement@mpea.com before the deadline. The email must reference the **RFQ #2019-15-M**. All versions of Respondent's submittal must be identical; any discrepancies may render the submission non-responsive. Please do not submit 3 ring binders, use spiral binding, or other materials that are non-recyclable.

All Qualifications must be submitted with a table of contents identifying page numbers with section dividers for each item under the Submission requirements. Hard copy submittals and supporting documentation must be submitted in a sealed package/envelope labeled "Request for Qualifications #2019-15-M Construction Management at Risk".

Submittals shall be delivered to the Authority at the following address:

METROPOLITAN PIER AND EXPOSITION AUTHORITY
ATTN: PROCUREMENT DEPARTMENT
301 EAST CERMAK ROAD
CHICAGO, ILLINOIS 60616

Based on the responses submitted, the Authority may select a short list of Respondents for further consideration and may elect to conduct oral interviews with short-listed Respondents.

The responsibility for submitting a response to this RFQ on or before the stated time and date will be solely and strictly that of the Respondent. The Authority will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. Qualifications received after **12:00 noon central time on Monday, June 10, 2019** may be deemed non-responsive and ineligible for consideration.

By submitting Qualifications, Respondent agrees to accept and abide by the terms of this RFQ. The Authority reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any responsive submittals which it may deem to be in the best interest of the Authority. Only submittals from responsible Respondents complying with the provisions of this RFQ will be considered.

Submittals will be considered incomplete if they do not bear the signature of an agent of the Respondent who is in a position to contractually bind the Respondent. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

Interested Respondents are to provide a thorough submittal using the guidelines presented herein. Submittals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. Emphasis should be on conforming to the RFQ instructions, responding to the RFQ requirements/scope of services, and the completeness and clarity of content. The Respondent is expected to expand on the scope in their Qualifications, incorporating their expertise and proposed method or approach.

RFQ SUBMISSION REQUIREMENTS

Interested Respondents are to provide a thorough submittal using the guidelines presented herein. Submittals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. Emphasis should be on conforming to the RFQ instructions, responding to the RFQ requirements/scope of services, and the completeness and clarity of content. The Respondent is expected to expand on the scope in their Qualifications, incorporating their expertise and proposed method or approach.

Proposal Submission

The following provides an outline of the information to be included to demonstrate the qualifications of the Respondent. This outline is not all-inclusive and Respondents can add information as deemed appropriate.

- 1. Executive Summary** Include an Executive Summary detailing the Respondent's competence, qualifications, and past experience in providing the Services similar to those described in this RFQ. The summary should explain the Respondent's understanding of MPEA's needs and objectives, and how Respondent's qualifications and approach would assist MPEA in meeting those objectives.
- 2. Experience, Qualifications, and References:** Contractor must provide detailed information regarding its previous experience providing services as a Construction Manager at Risk with a GMP, including cost estimating, and value engineering.
 - a.** In addition to completing Form C, Statement of Qualifications, include information for each project including 1) Scope of work, 2) Value of initial project, 3) Total value of change orders, 4) Whether there were any disputes

and how they were resolved, 5) Name, title, phone number and email of person who can be contacted regarding Proposer's work on the referenced project.

- b. Provide information regarding Proposer's previous experience constructing projects with similar levels of integrated technology and interactive lighting. Provide project details and references.
3. **Project Team:** Provide an organizational chart, the names, titles, description of role, and brief description of each proposed team member's experience qualifying him/her for the contract along with his/her resume. Indicate which company the individual works for if Respondent's team is a joint venture or includes subcontractors. The team must at the very least include the project manager, superintendent, and estimator.
 - a. **Subcontractors and Commitment to MBE and WBE Goals:** Describe how respondent would ensure a fair, competitive process to ensure that subcontracts meet MPEA requirements (PLA, MBE/WBE goals).
 4. **Financial Stability:** Furnish audited financial statements for your firm, including a balance sheet and profit and loss statements for the last three (3) years. If audited financial statements are not available, submit the equivalent along with a brief explanation of Respondent's financial stability.
 5. **Bonding Capacity:** Provide a letter from a surety demonstrating the Respondent's capability to provide a payment and performance bond for construction services, the letter should also state the Respondent's overall bonding capacity.
 6. **Criminal or Civil Actions:** Detail any criminal or civil investigation or pertinent litigation pending against your firm, or individuals within your firm, conducted within the past three (3) years. Also describe the nature of any conflicts of interest that you believe exist or may arise.
 7. **Other:** Respondent may include any other relevant factors the Respondent believes should be considered by the Authority.

GUARANTEED MAXIMUM PROJECT COST PROPOSAL

For the RFQ, Proposers must submit a partially completed cost proposal, including the General Conditions, and Construction Manager's Fee. An RFP will be issued upon completion of 100% drawings to the Proposer deemed most qualified for completion of the remainder of the GMP cost proposal including the Payment and Performance Bond and Cost of the Work.

Minority & Women Owned Business Utilization Plan

The Authority's MBE/WBE utilization requirements are set forth with particularity in Required Form I, SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES.

For the RFQ phase, a compliance plan is only required for the portions of the cost proposal with definitive dollar amounts.

All proposers must commit to and include a plan for insuring that the 25% MBE and 5% WBE goals are met for the construction phase.

Required Forms

The State of Illinois and the Authority require that certain Certifications and Disclosures be filled out and included with your proposal. In addition to the information required above, Proposals must contain the following completed items provided in Section VI of this RFQ:

- Required Form A Form of Transmittal Letter
- Required Form B Statement of Business Organization
- Required From C Statement of Qualifications
- Required Form D Proposer Certifications
- Required Form E Disclosure of Lobbyists
- Required Form F GMP Cost Form
- Required Form G Notification of Exceptions
- Required Form H Insurance Requirements / Certificate of Insurance

SECTION V. – RFQ EVALUATION

EVALUATION PROCESS

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFQ. The Authority will first review the proposals to assess Proposer's responsiveness and compliance with the administrative requirements of the RFQ. The Authority will also determine whether the Proposer is one with whom the Authority can or should do business.

The Authority will then use an Evaluation Committee to review and evaluate the Proposals. Evaluations will be based on criteria outlined herein and all proposals will be evaluated using the same criteria. Throughout the evaluation and selection period, each Proposer may be required to furnish additional information, make presentations and attend meetings as requested by the Authority.

Evaluation Criteria

In evaluating, the Authority will consider the following:

1. Qualifications and Experience of Proposed Team: Respondent must have personnel qualified and experienced in the various aspects of the Services, proper licenses, and the capacity to perform the scope/scale of work required within the defined schedule. Resumes of the project manager, superintendent, and estimator will be reviewed for experience with similar projects with large technology components.
2. Quality of Past Performance: Whether the Respondent has provided appropriate reference examples of prior similar projects with large technology components and the past performance on its engagements. The Authority may solicit from previous clients, including the MPEA or any available sources, relevant information concerning Respondent's record of past performance.
3. Project Approach: Strength of the Proposer's approach to completing the project in a timely and successful manner, and capacity to provide the cost estimating, value engineering, construction management, and other required services described herein. Projected project plan on how to work with and schedule the outside designers and vendors of the various technology components.
4. Financial Stability: Whether the Respondent has provided sufficient evidence of their company's financial capacity to finance, insure, and/or bond the work.
5. Fee Proposal: Best value and reasonable for the scope and complexity of the work within the allotted schedule.

Evaluation and Award Process

The evaluation and award process is as follows:

1. Review of the Responses/Qualifications to assess compliance with mandatory administrative requirements;
2. Detailed evaluation by the Committee of Proposer's qualifications;
3. Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee);
4. MPEA issues RFP, request to submit a GMP Price Proposal to selected proposer.
5. Evaluation Committee award recommendation to the Authority's CEO and Board;
6. Award decision by the Board;
7. Final agreement executed;

SECTION VI. – CONDITIONS, DISCLAIMERS AND DISCLOSURES

This RFQ does not represent a commitment or offer by the Authority to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFQ. The Authority also reserves the right to seek new submittals when such a request is in the best interest of the Authority and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFQ. The Proposer assumes the responsibility for all costs incurred in responding to this RFQ. It is understood and agreed that the Authority assumes no liability for the Proposer's costs incurred in responding to this RFQ. The RFQ and the selected Proposer's response to the RFQ will, by reference, become a part of the final Agreement between the selected Proposer and the Authority resulting from this solicitation process.

Signing Forms

Proposal forms must be properly completed and the Form of Transmittal Letter (See REQUIRED FORM A) must be in the required form and signed by persons with the authority to bind the Proposer(s). Special requirements apply depending on the nature of the Proposer's organization. The Proposal and Form of Transmittal Letter shall be signed as follows:

- If the Proposer is a **corporation or limited liability company**, the Proposal and Form of Transmittal Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Response and Form of Transmittal Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the Response shall show whether or not the Proposer is licensed to transact business in the State of Illinois.
- If the Proposer is a **firm or partnership**, the Proposal and Form of Transmittal Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter.
- If the Proposer is an **individual**, he/she shall sign the Proposal and Form of Transmittal Letter in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, the representative's Power of Attorney or other authorization shall be stated and shall be proven if requested.
- If the Proposer is a **joint venture**, the Proposal and Form of Transmittal Letter shall be signed by each of the persons or firms that are a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal and Form of Transmittal Letter. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Proposal Form sheet and Form of Transmittal Letter and contains provisions for one of the parties to the joint venture to be in full direction of the services and to exercise this direction through a single individual to be appointed manager of operations with the consent of all parties to the joint venture agreement.
- In every case, the Proposal and Form of Transmittal Letter shall show the present business address of the Proposer at which address communications shall be received and service of notices accepted.
- Where the Proposal and Form of Transmittal Letter are signed by an **agent of the Proposer**, evidence of the agent's authority to sign must accompany the Proposal. If the Proposer is a corporation, such evidence shall be a certified copy of that section of corporate bylaws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer on behalf of the corporation. The name of each person signing the Proposal shall be typed or printed below his/her signature.

Ownership of Proposals

The timely submittals and any information made a part of the Proposals will not be returned to the sender. The Authority reserves the right to retain all submittals and to retain any ideas in a submittal regardless of whether a Proposer is selected. Submittal of a response to this RFQ indicates acceptance by the Proposer of the conditions contained within the RFQ document.

Improper Practices

The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Authority, the Authority's appointed evaluation committee, SMG, the City of Chicago, Choose Chicago, State of Illinois, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFQ response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by the Authority. The prohibition is not intended to preclude joint ventures or subcontracts.

Interpretation

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFQ, the Authority's decision shall be final.

No Criminal / Civil Liability

Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer's organization has been convicted of or entered into a plea agreement for a criminal offense incident to the application for or performance of a contract or subcontract with a governmental or private entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

Vendor Ethics

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, Proposers must disclose ownership interests. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended (70 ILCS 210/25.5).

Freedom of Information Act

This RFQ and any subsequent agreement are subject to disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/ (FOIA) and other applicable laws and rules. The Proposal may be made available for public inspection and copying and if the Proposer believes certain information is exempt from public disclosure under FOIA, the Proposer must clearly mark those portions of its Proposal as being "Confidential" and request confidential treatment. The Proposer must show the specific grounds under FOIA or other law or rule that support exempt treatment. The Authority is not obligated to honor requests for confidential treatment, even if the information is exempt from public disclosure. The Proposer will be responsible for any costs or damages associated with the Authority's defending the Proposer's request for exempt treatment.

Confidentiality

Except with the Authority's approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than the Authority or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFQ process concerning any matter relating to the work or regular business of the Authority.

Taxes

The Successful Proposer will be responsible for all existing and future applicable federal, state, and local taxes, whether direct or indirect, incurred in connection with the Agreement. The Authority, however, is exempt by law from Illinois Retailers Occupation Tax, Use Tax, Service Occupation Tax, Service Use Tax, and Municipal and Regional Transportation Authority Retailers Occupation Tax on materials or services purchased in connection with the Services.

Rejection of Proposals

Proposals that do not comply with the submittal requirements of the RFQ, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. The Authority, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to the Authority in relation to this or any other procurement, or which has been barred from doing business with the Authority, the City of Chicago or State of Illinois, or which has been convicted of a felony or entered into a plea agreement related to procurement contracting with any unit of government, may be rejected.

Protests

Any and all protests or challenges with respect to the selection of the Successful Proposer(s) and this RFQ, any of the procedures or requirements stated herein, or any other terms and conditions related to the transactions stated or contemplated herein must be asserted in writing to:

Metropolitan Pier and Exposition Authority
Attn: Director of Procurement
301 E. Cermak Rd., Chicago, IL 60616
mpeaprocurement@mpea.com

All protests or challenges concerning the process, ambiguities or defects of the RFQ must be submitted within seven (7) calendar days after publication of the RFQ. All protests or challenges concerning the selection of the Successful Proposer must be asserted within seven (7) calendar days after the notification of award of the Successful Proposer. Protests shall contain a statement of reason(s) for the protest identifying any alleged violation and any specific relief sought. Failure to file any action, protest or challenges within the time frames set forth above shall constitute a full and absolute waiver to take action against, protest or challenge the RFQ process or selection of the Successful Proposer(s).

SECTION VII. – REQUIRED FORMS

Proposals must contain the completed items listed below that are provided in the following pages of this Section VI:

- A. FORM OF TRANSMITTAL LETTER
- B. STATEMENT OF BUSINESS ORGANIZATION
- C. STATEMENT OF QUALIFICATIONS
- D. PROPOSER CERTIFICATIONS
- E. DISCLOSURE OF LOBBYISTS
- F. PRICE PROPOSAL
- G. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROFILE
- H. INSURANCE REQUIREMENTS
- I. SPECIAL CONDITIONS REGARDING MBE AND WBE PARTICIPATION

REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

To be duplicated and completed on Proposer's firm letterhead

(Date)

Metropolitan Pier and Exposition Authority
301 East Cermak Road
Chicago, Illinois 60616
Attention: Procurement Department

Re: **Construction Management at Risk – Tap at Hyatt**

RFQ #2019-15-M

On behalf of (Full legal name of Proposer), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's Request for Qualifications ("RFQ") for **CONSTRUCTION MANAGEMENT AT RISK** services. In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Qualifications and any oral or written presentations and representations made to the Authority.
2. (Full legal name of Proposer) has read and understands the Request for Qualifications and is fully capable and qualified to provide the goods and or services as described within this Request for Qualifications.
3. I have read and understand the Request for Qualifications, including addenda numbers _____. If none were issued, indicate "NONE".
4. (Full legal name of Proposer) understands that the Metropolitan Pier and Exposition Authority will rely on Proposer's response to the Request for Qualifications and Proposer agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. If requested by the Authority, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Proposal.
6. If selected by the Authority, Proposer agrees to negotiate and enter into an Agreement for **CONSTRUCTION MANAGEMENT AT RISK** services with the Authority to supply all of the required items and/or services.
7. Neither I nor Proposer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.
8. Proposer understands that the Authority will rely upon the material representations set forth in the Request for Qualifications and that Proposer has a continued obligation to update any information which changes or which Proposer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Qualifications have been submitted for consideration. Proposer warrants that all copies are identical to the original in all respects.
10. Our firm commits to meeting the 25% MBE and 5% WBE participation goals on this project and to ensure a fair and competitive process for awarding all trade subcontracts.

I declare that all Required Forms A-I have been examined by me and to the best of my knowledge and belief are true, correct and complete.

Signed: _____

Typed/lettered name of signatory

As: _____
(Relationship to Proposer/Title/etc.)

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

NAME OF PROJECT: CONSTRUCTION MANAGEMENT AT RISK

PROJECT NUMBER: 2019-15-M

PROPOSER: _____

Note: Each Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Agreement term.

1. If the Proposal is submitted by an individual, answer questions listed below:

- (a) Name _____
- (b) Official Address _____
- (c) Telephone _____ Email address _____
- (d) Fax Number _____
- (e) FEIN or SSN _____
- (f) Is the individual authorized to do business in Illinois? YES NO

2. If the Proposal is submitted by a partnership, answer questions listed below:

- (a) Firm Name _____
- (b) Official Address _____
- (c) Fax Number _____
- (d) Telephone Number _____
- (e) FEIN _____
- (f) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".
 - i. Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).
 - ii. Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

PROPOSER: _____

(g) List the names of all managing partners:

(h) Is partnership authorized to do business in Illinois? YES NO

3. If the Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:

(a) Corporate or Company Name _____

(b) Date of Incorporation _____

(c) State of incorporation _____

(d) If incorporated in another State, are you authorized to do business in the State of Illinois?

YES NO

(e) Name and address of registered agent _____

(f) Fax Number _____

(g) Telephone _____ Email address _____

(h) FEIN _____

(i) List the names of all officers and directors:

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

PROPOSER: _____

- (j) List each individual having a beneficial interest directly or indirectly of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

4. Identify below the person with authorized signature to bind Proposer's agreement, if selected:

Signatory's Name _____

Title _____

Address _____

Email Address: _____

Phone Number: _____

The person identified here will be sent the contract for electronic signature/execution via DocuSign or similar system.

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

NAME OF PROJECT: **CONSTRUCTION MANAGEMENT AT RISK**

PROJECT NUMBER: **2019-15-M**

PROPOSER: _____

Proposer must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Agreement.

1. The number of consecutive years that Proposer has been engaged in the business under the present firm name.

Number of consecutive years at this location: _____

Date when business was organized _____

2. List all pertinent organizations and associations of which Proposer is currently a member:

3. Provide the overall ratio of managers to personnel. _____

4. List below one (1) bank reference:

Company Name _____

Contact _____

Title _____

Address _____

Telephone _____ Email address _____

Length of Relationship _____

(Questions 5 through 7 relate only to Proposer's contracts for the type of services requested in this RFQ)

5. Has Proposer ever refused to sign a contract? Y ___ N ___ At the original price? Y ___ N ___

If yes to either question, provide details. _____

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

6. Has Proposer ever been terminated for cause? _____ If yes, provide details. _____

7. Has Proposer ever defaulted on a contract? _____ If yes, provide details. _____

8. Has Proposer or any related or affiliated entity ever been adjudged bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? If yes, provide details.

9. Is Proposer or any related or affiliated entity at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? If yes, provide details.

10. Detail any criminal or civil investigation or pertinent litigation pending or that has concluded within the last three (3) years against Proposer's organization or individuals within the organization or any related or affiliated entity.

11. Proposer has attached copies of its annual financial statement, including balance sheet, profit and loss statement, statement of cash flows, and notes to the Financial Statements for the last three (3) years. Yes No

12. Proposer has attached a completed IRS W-9 Yes No

13. Identify how Proposer was made aware of this RFQ: _____ Newspaper Ad _____ Website _____ Email Notification
Other _____

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

14. Identify below the Proposer's contact person for purposes of responding to any questions the Authority may have:

Contact Name _____

Title _____

Address _____

Telephone _____ Email address _____

REQUIRED FORM D – PROPOSER CERTIFICATIONS

NAME OF PROJECT: **CONSTRUCTION MANAGEMENT AT RISK**

PROJECT NUMBER: **2019-15-M**

PROPOSER: _____

CHECK BOXES TO CERTIFY:

- Proposer certifies that it is fully authorized to enter into an Agreement with the Authority, has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:**

- Neither Proposer nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Proposers.

- Pursuant to 70 ILCS 210/25.3, neither Proposer nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.

- Proposer, its affiliated entities and affiliated persons of Proposer's organization have not made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois in violation of the restrictions in 70 ILCS 210/25.5(a).

- Neither Proposer, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging, as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3) or of bid-rotating, as defined in Section 33E-4 (720 ILCS 5/33E-4) or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.

- Proposer will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.

- Pursuant to 775 ILCS 5/2 105, Proposer complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.

- Proposer will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Proposer certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of \$5000 or more with individuals, and to entities with twenty-five (25) or more employees.

- Proposer or its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

- [] Proposer, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the Proposer's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

- [] Proposer is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Proposer has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago.

REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

NAME OF PROJECT: **CONSTRUCTION MANAGEMENT AT RISK**

PROJECT NUMBER: **2019-15-M**

PROPOSER: _____

The Board of the Metropolitan Pier and Exposition Authority (“MPEA”) has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists, as that term is defined in Section A below. Lobbyists retained in connection with the award of the contract are agents of the Proposer and are therefore subject to the same rules as the Proposer, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. The only officials, employees or agents of the MPEA who may be contacted regarding outstanding procurement projects are the Director of Procurement, to whom questions for clarification regarding an outstanding procurement may be submitted in writing, and members of the MPEA’s Business and Workforce Diversity Department, who may be contacted regarding the Proposer’s Minority and Women’s Business Enterprise participation.

A. DEFINITIONS AND DISCLOSURE REQUIREMENTS

1. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) of whose duty, or any part of whose duty, as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or sub-contractors hired by the Proposer who do not fit this definition are not considered Lobbyists.
2. In particular, the Proposer must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid.
3. If the Proposer is uncertain whether a disclosure is required, the Proposer must either ask the MPEA whether disclosure is required or make the disclosure. The Proposer is not required to disclose employees who are paid solely through the Proposer's regular payroll or sub-contractors that will be assisting in performance of the work without providing **CONSTRUCTION MANAGEMENT AT RISK SERVICES**
4. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract, namely through contingency fee agreements.

B. CERTIFICATION

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Proposer is listed below [begin list here, add sheets as necessary]. Indicate by check below if any such person is retained for or in connection with lobbying for the award of the contract that is the subject of this RFQ.

Name	Business Address	Fees (indicated whether paid or estimated)	Check if retained directly for award of this contract
_____	_____	_____	[]
_____	_____	_____	[]
_____	_____	_____	[]
_____	_____	_____	[]

CHECK HERE IF NO SUCH PERSON HAS BEEN RETAINED DIRECTLY BY THE PROPOSER OR IS ANTICIPATED TO BE RETAINED DIRECTLY BY THE PROPOSER.

REQUIRED FORM F – F EE PROPOSAL

GUARANTEED MAXIMUM PRICE PROPOSAL

1. General Conditions	\$
2. Construction Manager's Fee _____%	TBD
3. Payment and Performance Bond	
4. Construction Costs	
TOTAL GMP	

For responses to the RFQ, please only complete items 1 & 2..

The GMP Fee Proposal will be requested only from the CMAR selected pursuant to this RFQ when 100% drawings are complete. This cost proposal must include a completed MBE/WBE plan with all first tier subcontractors identified.

REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

PROJECT NUMBER: 2019-02-M

PROPOSER: _____

The Proposer understands and agrees that Exhibit 2 Form of Agreement will govern the relationship with the MPEA and the Successful Proposer.

PLEASE CHECK ONLY ONE:

-] PROPOSER ACKNOWLEDGES THAT THERE ARE **NO EXCEPTIONS OR ADDITIONS** TO EXHIBIT 2, FORM OF AGREEMENT, OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2019-15-M. PROPOSER ACCEPTS THE TERMS AND REQUIREMENTS OF THIS RFP AND THE FORM OF AGREEMENT AND AGREES TO SIGN THE AGREEMENT IN SUBSTANTIALLY THE FORM OF EXHIBIT 2 IF IT RECEIVES THE CONTRACT AWARD. ADDITIONALLY, PROPOSER UNDERSTANDS THAT CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.
-] PROPOSER ACKNOWLEDGES THAT **THERE ARE EXCEPTIONS OR ADDITIONS** TO EXHIBIT 2, FORM OF AGREEMENT, INCLUDING CONFLICTS OF INTEREST, OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2019-15-M. PROPOSER HAS SUBMITTED A DETAILED REDLINE MARK-UP IN MICROSOFT WORD OR COMPATIBLE PROGRAM OF ALL EXCEPTIONS AND/OR ADDITIONS, A DETAILED EXPLANATION OF SAID EXCEPTIONS WITH ALTERNATIVE LANGUAGE AND PLACEMENT IN THE EXCEPTED AGREEMENT TERMS TO THIS REQUIRED FORM G, NOTIFICATION OF EXCEPTIONS. ADDITIONALLY, PROPOSER UNDERSTANDS THAT ADDITIONAL CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.

REQUIRED FORM H – INSURANCE REQUIREMENTS

NAME OF PROJECT: CONSTRUCTION MANAGEMENT AT RISK

PROJECT NUMBER: 2019-15-M

RESPONDENT: _____

[] **RESPONDENT ACKNOWLEDGES THAT IT HAS PROVIDED EVIDENCE OF THE ABILITY TO PROVIDE INSURANCE COVERAGE (i.e., CERTIFICATE OF INSURANCE), AS SPECIFIED BELOW. RESPONDENT FURTHER ACKNOWLEDGES AND AGREES THAT THE SPECIFICATIONS SET FORTH BELOW SHALL BE INCORPORATED INTO THE AGREEMENT FOR THE SERVICES.**

INSURANCE REQUIREMENTS

1. The Selected Contractor must procure and maintain, at its own expense, until final completion of the Services covered by this Contract and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance, in amounts specified by the Authority's Risk Manager. The Selected Contractor must provide the Authority with certificates evidencing such coverage prior to receiving the contract:

a. Commercial General Liability

<u>Coverage</u>	<u>Limit</u>
General Aggregate	\$2,000,000.00
Products Liability/Completed Oper.. Aggregate	\$2,000,000.00
Each Occurrence	\$2,000,000.00
Premises-Operations	
Personal & Advertising Injury	
Contractual Liability	
Independent Contractors	

b. Workers' Compensation and Employer's Liability

<u>Coverage</u>	<u>Limit</u>
Workers' Compensation in compliance with the statutory requirements of the state of operation	
Employer's Liability	
Each Accident	\$ 1,000,000.00
Per Employee - Disease	\$ 1,000,000.00
Annual Aggregate – Disease	\$ 1,000,000.00

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against the Authority.

c. Automobile Liability

Coverage Limit

Bodily Injury and Property Damage Combined Single Limit – each accident	\$2,000,000.00
Uninsured/Underinsured Motorist - Occurrence	\$2,000,000.00

This Policy must cover all owned, non-owned, and hired vehicles used in connection with this Agreement.

d. **Umbrella Coverage** \$5,000,000.00

Coverage must be in excess and at least as broad as the primary Commercial General Liability, Auto Liability and Employers Liability.

e. **Professional Liability/Errors & Omissions**
Per Claim and Aggregate \$2,000,000.00
Covering the negligent acts, errors and/or omissions of Contractor in the provision of professional services under this agreement

2. All insurance companies must be rated A-VIII or better by the A. M. Best Company.
3. Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this Contract, or otherwise. All amounts owed by Contractor to the Authority as a result of the liability provisions of the Contract shall be paid on demand.
4. Contractor insurance shall be primary and non-contributory with any insurance or program of self-insurance that may be maintained by the Authority and agrees that any insurance or self-insurance programs maintained by the Authority shall apply in excess of and not contribute with insurance provided by them under the Agreement.
5. Policies should be written on an occurrence basis with the exception of professional liability coverage.
6. All coverages must contain a Waiver of Subrogation in favor of the MPEA
7. All policies must be Primary and Non Contributory for any liability arising directly or indirectly from the Services.
8. The Metropolitan Pier and Exposition Authority, its trustee, facilities, agents, officers, board members and employees are named as an additional insured on the commercial general liability, automobile liability and umbrella liability insurance required by this Agreement.
9. Contractor shall require any Subcontractors performing services for the selected contractor to obtain and maintain the same coverage with the same terms and limits as required of the Contractor, including the MPEA as an additional insured. Contractor will provide MPEA with copies of all Subcontractors certificates of insurance
10. Contractor or its insurers shall provide MPEA with thirty (30) days prior written notice of cancellation, non-renewal or material adverse change in any of the policies required by this Agreement. Such notice shall be sent via certified mail to the attention of MPEA's Risk Management Department.

FORM I – MBE WBE SPECIAL CONDITIONS

EXHIBIT 1 – RFQ TIMELINE

The anticipated timeline for the RFQ process is set forth below. These are target dates and are subject to change.

Request for Qualifications (RFQ) issued	Monday May 13, 2019
Mandatory Pre-Bid Meeting	Thursday May 16, 2019 at 11:00 am
Pre-Submittal questions due by	12:00 Noon, Monday, May 20, 2019
Answers to questions issued by	Wednesday May 22, 2019
Proposals due by	12:00 Noon, Monday June 10, 2019
[Interviews if deemed necessary]	June 18-20
RFP, Request for GMP only from selected proposer	Issued July 2, 2019
Board approval and notification of selection by	July 23, 2019