

June 20, 2014

**ADDENDUM NO. 1
TO
REQUEST FOR CONCEPT DESIGN PROPOSALS ("RFP")
FOR A
CITY-WIDE LIGHTING FRAMEWORK PLAN
SPECIFICATION NO. 124831**

For which Submittals are due to be received no later than 4:00p.m., Central Time on July 7, 2014 in the Department of Procurement Services, Bid and Bond Room 301, City Hall, 121 N. LaSalle Street Chicago, Illinois 60602.

The following revisions are incorporated into the above-referenced RFP document. All other provisions and requirements as originally set forth remain in full force and are binding.

RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER LETTER OF ITS SUBMITTAL

REVISIONS:

Revision No. 1. Remove Submittal Requirements, and Replace with the attached Submittal Requirements - Revised.

Revision No. 2. Remove Exhibit 4, EDS Instructions and Replace with the attached Exhibit, 4, EDS Instructions.

QUESTIONS & ANSWERS:

Question 1. If a company is involved in the engineering/design of the "City-Wide Lighting Framework Plan" can that same company be involved later on in the construction of the project?

Response: As stated in Section II. Required Information, Subpart E. Phase 3 Requirements (Finalists) – Design Proposal, Subpart 3. Fee Proposal, the City's intent is that the selected team will participate in the implementation of the project as the City's owner's representative.

Question 2. Is there a detailed list of deliverables that will be required from teams in Phases 2 and 3?

Response: Teams that are selected to continue in the RFP process will receive information during the appropriate phase. The Submittal Checklist lists deliverables for all Phases. Please see p.12 for detailed description of Phase 2 requirements and p. 13 for Phase 3 requirements.

Question 3. Are all the consultancies listed in the RFP required or suggested?

Response: Suggested.

Question 4. Page 3, Section E - Compensation, states that the successful team will serve as the City's owners representative for further design and construction work necessary to implement the concept design once funding for such implementation has been established. Page 14, Section E.3 - Fee Proposal, states that the successful team will be involved in concept design, schematic design, design development (and possibly construction documents and construction administration) for each of the five elements listed in the plan. The two descriptions above seem to be in conflict with one another, with one being an Owner Representative role and the other a design role for the actual projects generated by the Plan. Please clarify the expected role of the selected team.

Response: Proposals should include a detailed description of scope the team will provide to the City and an appropriate schedule of compensation.

Question 5. Will a team who is selected to prepare the Framework Plan be able to pursue design contracts for individual projects that are generated by the Plan?

Response: The City's current intent is that a design-builder will complete the design and implement the project. Firms involved in developing the concept design are typically not permitted to be part of the design-build team.

Question 6. Who will be in charge of maintaining installations that are generated out of the Framework Plan and how will maintenance be funded?

Response: Propose options for consideration

Question 7. There is quite a bit of redundancy in the information required in Volumes 1 and 2. For example:

- Volume 1. 4., an overview of each design team member is required as well as an organization chart
- Volume 11.1, an overview of the respondent, description of organization structure, description of proposed personnel who will provide services.
- Is the information required in Volume 11.1 for the entire team or just the respondent?
- Volume 11.2, description of professional qualifications and experience of the individuals, organization chart, resumes. Is there a way to limit the redundancy and only describe the team and the individuals in one volume and then reference it in the other volume?

Response: Proposals should include all required information to be eligible for Phase 2 of the RFP process

Question 8. Exhibit 2 is the City of Chicago Travel Guidelines. However on the Submittal Checklist, Schedule of Compensation (Cost Proposal) is listed at Exhibit 2. Please clarify.

Response: See Revision No. 1. Submittal Checklist has been revised.

Question 9. Volume 11.7 requests Audited Financial Statements. If a firm does not have Audited Financial Statements, will financials compiled by independent accountants be acceptable?

Response: Yes.

Question 10. The reference to limited liability companies, does that also include limited liability partnerships?

Response: Yes.

Question 11. Clarify the request for the “development of a master plan” in Volume 1.4.

Response: Development of the Lighting Framework plan.

Question 12. Volume 11.8 describes the need for an Economic Disclosure Statement and Affidavit, if applicable and refers to Exhibit 4. Exhibit 4 says “When submitting your response to this request for qualifications for Professional Municipal Code Compliance Review Services, Specification No. 124831.” Is this an incorrect reference? Can you confirm that a disclosure statement is required for this project? If the respondent is a Limited Liability Partnership, is a Disclosure Affidavit required for all partners?

Response: See Revision No. 2. Exhibit 4 has been corrected with the correct title. An EDS is required for all members of an LLP.

Question 13. When will the answers to the questions be posted to the City of Chicago website?

Response: Addendum will be made available on Friday, June 20, 2014.

Question 14. Can you please clarify if the City is asking the respondents to the CITY-WIDE LIGHTING FRAMEWORK PLAN RFP to provide financing for project, or to help the city identify potential financing opportunities?

Response: Proposals that include financing or suggestions on financing will be well received. Teams that include members to assist in developing financial strategy will be well received. Financing is not required.

Question 15. In the overview, it is stated that “Design Teams ... should be comprised of professionals with expertise in ... art and art preservation”. Does this mean that the framework plan should propose new art, beyond lighting that might be considered art? Or does this refer to art that already exists and that may be lit?

Response: The City is open to receive new art installations as part of a proposal.

Question 16. Can a Manufacturer be a part of multiple teams?

Response: The City is requesting holistic approach to framework plan, therefore team members should be inclusive of experts from various disciplines.

Question 17. What is the funding for implementing the design?

Response: To be determined

Question 18. Are requirements in place for not disturbing the aquatic life in the Chicago River with bridge lighting?

Response: There are no requirements, however proposals that are sensitive to the ecology of the river as well as birds will be well received.

Question 19. Will the light out program be taken into consideration when evaluating the designs?

Response: Per Exhibit 1, yes. The key to Lights Out's success in reducing bird fatalities during bird migration seasons is twofold:

- Reducing exterior lighting on tall buildings anywhere in the city and on low buildings along the lakefront, both of which cause dramatic bird mortality events.
- Reducing the total amount of light emitted from buildings, which has been shown to result in greater bird mortality. The early morning hours are thought to be most important.

During the migration seasons (March 15th -June 7 and August 20th – October 25th)[1] this protocol should be followed:

1. Tall buildings extinguish lighting on their upper stories from no later than 11 PM until after daylight. This includes spotlights, logos, lighted clock faces, greenhouses, antennae lighting, etc. Tenants on the upper floors are encouraged to turn out lights or draw blinds after 11 PM. These recommendations apply to all buildings of 40 or more stories and to buildings of 20 or more stories that are isolated from other buildings.
2. Short buildings along the lakefront with extensive glass exteriors (such as McCormick Place) should extinguish exterior lighting and extinguish interior lighting (or draw blinds) no later than 1 AM until daylight.
3. Extinguish or dim lobby and atria lighting to the maximum extent possible.
4. For any multi-story building, from 1 AM until after daylight extinguish or dim exterior or decorative lighting. This includes spotlights, logos, lighted clock faces, greenhouses, antennae lighting, etc.
5. For any multi-story building, from 1 AM until after daylight minimize the lights in perimeter rooms at all levels of the building.

Question 20. Please include a team work plan (period of time) for implementation.

Response: Implementation will be dependent upon the scope of the projects and its funding.

Question 21. How far do you see the design of the framework going since technology constantly changes and advances?

Response: Advanced, cutting edge, energy efficient technologies will be well received. Proposals should include an installation schedule that account for advancements in the industry.

Question 22. Do you want to see one team only or multiple teams; i.e., one team for bridges, one team for the EL etc.

Response: The City is requesting holistic approach to framework plan, therefore team members should be inclusive of experts from various disciplines.

Question 23. Will you take the option of picking ideas for this project from different firms?

Response: The City prefers a holistic approach provided by a team that can implement the Lighting Framework Plan.

Question 24. How will the project be funded?

Response: To be determined

Question 25. Can our team include members from different countries?

Response: Yes

Question 26. Does the City of Chicago prefer the proposed team be led by a specific discipline (i.e. an architecture firm, lighting designer, engineering firm, landscape architecture firm, etc.)?

Response: No preference

Question 27. Can a member of the winning contractor team bid on subsequent production work within the LFP mandate?

Response: The City typically does not permit designers to work on construction phases as anything other than the owner's representative.

Question 28. Are non-American companies eligible to bid?

Response: Yes

Question 29. What is the evaluation grid for Phase 1?

Response: See Section III. Evaluation of Concept Design Proposals. Subpart A on page 14 for the evaluation process.

Question 30. What is the anticipated timeframe or duration for the implementation of the framework plan (e.g. 2 years, 4 years, etc.)?

Response: Implementation will be dependent upon the scope of the projects and its funding.

Question 31. In regard to the Lighting Framework Plan for Chicago webinar this morning, it was mentioned that the teams should consist of members to ensure the “implementation” of the project. Is this in reference to the design portion or is this also including the installation/construction of said design proposal? Clarification on the terminology would be much appreciated.

Response: Implementing the Lighting Framework Plan projects

Question 32. What was the email address for the Bid and Bond Room so that we can register as a RFP document holder?

Response: bidandbond@cityofchicago.org

Question 33. During the webcast there was a lot of talk of implementation. Is there an expectation that the proposed Design Team should include a contractor or will this project go out to bid like a typical construction project?

Response: There will be a separate procurement for installation.

Question 34. How will we be able to view the Addendum mentioned during the meeting?

Response: It will be sent out to all vendors that are registered with the City of Chicago, Bid and Bond Room, City Hall Room 301, Chicago, IL 60602. It will also be posted on the Department of Procurement Services website.

Question 35. Is the city planning on fully funding this project or are they expecting the design teams to bring funding solutions?

Response: Proposals that include financing or suggestions on financing will be well received. Financing is not required.

Question 36. What kind of data will or will not be made available to the teams entering Phase 2 or Phase 3 to do internal analysis of designs and prove out economic benefits?

Response: Short listed teams will be provided information during each Phase of the RFP process. During that time, specific data requests can be made.

Question 37. Will you please provide the list of jury members reviewing the RFPs submitted?

Response: Evaluation Committee members are confidential. Technical Advisors to the committee are:

Rebecca Sanders

Executive Director

Audubon Chicago Region

Rebecca Sanders recently joined Audubon Chicago Region as executive director, where she is engaged in creating smart conservation solutions that work for people, birds, and other wildlife. She previously served as Executive Director of the Chicago Cultural Alliance and the International Business Council.

She was awarded a Fulbright Fellowship to Israel in 1998 and an Emerging Leader Fellowship in 2012 from The Chicago Community Trust. She currently serves on several advisory councils for the City of Chicago, the Cultural Tourism Commission for Choose Chicago, and as a board member of the Chinatown Museum Foundation. She holds a BA in Anthropology and Environmental Science from the University of Notre Dame and an MA in Environmental & Ecological Anthropology from the University of Georgia.

Brian Stacy

Principal, Lighting Designer

Arup

Brian Stacy is a Principal at Arup and leads the firm's Americas Region lighting group. He has 20 years extensive experience designing lighting and related systems for a range of exterior and interior environments in the urban, cultural, residential, and entertainment sectors.

Infusing all forms of light – including daylight, electrical and 'digital light' in the form of literal or abstract media – is a passion for Brian's multidisciplinary approach for urban design and large-scale strategy projects. Brian has collaborated with many of the world's leading urban planners, architects and landscape architects while serving as lead designer on large scale and award winning lighting landmarks.

Brian leads his team to understand the commercial, aesthetic and programmatic goals that are tailored to each project's needs. Especially on urban facing work, he stresses holistic design solutions that integrate public needs, art light and media into the fabric of the built environment. Often this entails unique solutions that combine private property with public interests.

Prior to joining Arup, Brian worked in Chicago at the Field Museum as a resident designer, as well at Schuler and Shook.

**Robin Scott Hunden
President
HSP**

Mr. Hunden and his firm offer extensive experience in the economics of major real estate projects. Mr. Hunden has provided his economic development, finance and planning expertise and conducted feasibility and economic impact studies for over 200 projects, including major portions of downtown and other development areas.

Mr. Hunden has also provided impact analysis to the Commonwealth of Kentucky on fourteen projects that have applied for incentives under the Kentucky Tourism Development Act, which include the Kentucky Speedway expansion and Ark Encounter Theme Park, multiple Louisville and Northern Kentucky projects (Newport Aquarium, Hofbrauhaus) and others. He has created dozens of other individual and comprehensive impact models for projects around the U.S. and Canada in cities large and small.

Prior to starting HSP in 2006, Hunden served as Vice President of Johnson Consulting in Chicago. There, he led specialized work on hotels, conference centers, urban entertainment-retail districts sports and convention centers. His work there included such projects as Fort Worth's Omni Hotel, Erie's Bayfront Convention Center and Sheraton, multiple arenas, among others. Previously, he conducted real estate finance transactions at Landauer Associates and Grubb & Ellis through their capital markets division.

Mr. Hunden's public-sector experience includes managing projects for the Indianapolis Bond Bank and the Indianapolis Mayor's Office, including the 1999 Indiana Convention Center expansion, the RCA Dome expansion, 615-room Marriott and Conseco Fieldhouse. He has written articles on downtown development and taught college-level Destination Development courses. He also sits on the advisory board for DePaul University's School of Hospitality. Mr. Hunden is a member of the International Society of Hospitality Consultants (ISHC), ULI, IEDC, IDA, ICMA and IAVM.

**Melissa Cherry
Vice President, Cultural Tourism and Neighborhoods
Choose Chicago**

Since July 2012, Melissa Cherry is the Vice President for Cultural Tourism and Neighborhoods at Choose Chicago, the official sales and marketing organization responsible for promoting Chicago as a global visitor destination to business and leisure travelers. Responsible for leading an overall cultural tourism strategy to increase visitation and awareness to Chicago's cultural entities, events, and neighborhoods by promoting the city as premier cultural destination, she also oversees the Visitor Services department which operates two visitor information centers and services over a half a million visitors to Chicago annually.

Prior to joining Choose Chicago, Melissa Cherry was the Vice President of External Affairs at the

Chicago History Museum and was responsible for implementing marketing and communication strategies as it related to the museum brand, special events, exhibitions, and educational programming. Cherry directed all advertising and communication strategies for the institution to build, manage, and grow its

brand while maintaining and raising visitor attendance. She also lead, developed, and launched the rebranding of the Chicago Historical Society to the Chicago History Museum in 2005 for the fall 2006 grand-reopening and 150th anniversary events.

From 1996 to 2002, Melissa Cherry was the Director of Cultural Tourism primarily responsible for promoting the cultural destinations of Los Angeles, and developed and managed multimillion dollar marketing campaigns designed to increase tourism revenue to Los Angeles. During her tenure at the Los Angeles Convention & Visitors Bureau, Cherry also served as a core project team member with the City of Los Angeles Cultural Affairs department and the

Community Redevelopment Agency (CRA) to produce content for an online resource exploring the LA Region's cultural neighborhoods and attractions. In addition, she was appointed as the statewide chair from 1999-2002 of the California Cultural Tourism Coalition. Melissa Cherry currently serves on the board of the Lincoln Park Chamber of Commerce and the Friends of the Watts Towers. She received her M.A. in Public Art Studies from the University of Southern California in Los Angeles (1998), and a B.A. in Art History from Howard University (1996).

Lou Raizin

President, Broadway In Chicago

Sr. Vice President, Nederlander Organization

Lou Raizin has over 30 years' experience in the entertainment industry. As a founder and the prime mover behind Broadway In Chicago, a joint theatrical venture formed in 2000, his leadership propelled the transformation of Chicago from a short-term stop on "the road" to the third most important city in the world for theater. Encompassing the five premier theater stages in the city, Broadway In Chicago has brought an economic impact of up to over \$750 million annually to the City of Chicago and State of Illinois, and supports more than 9,200 local jobs. As Senior Vice President of the Nederlander Organization, one of the world's leading entertainment companies, Raizin is responsible for the development of new ventures, theatres and the pursuit of acquisitions in entertainment-related fields domestically and abroad.

Raizin has produced Broadway and off-Broadway shows and tours, and promoted more than 1,000 concerts in all genres of music. As a real-estate developer, venue operator, promoter and manager, Raizin has overseen the creation and operations of numerous music amphitheaters across the country. Nationally recognized for his creative solutions and proven track record in multi-faceted project management and development, he has worked with the New York Yankees on the visioning of a joint amphitheater/spring training facility and with Disney in planning a Disney World amphitheater. Raizin has and continues to develop large-scale iconic entertainment and tourist-related projects. A common thread in all of his efforts is his ability to elevate the visitor experience in the design of public space and to look at a blank canvas and recognize the opportunity.

Raizin serves on the Executive Committees of Choose Chicago, The Chicago Loop Alliance, chairs the State Street Commission and serves as a director on a number of other civic and not-for-profit organizations.

Robin Bargar

Dean of the School of Media Arts

Columbia College

Robin Bargar is a creative producer of digital media and media software, with a focus on systems integration for interaction design and information display. In April 2011, Robin was named Dean of the School of Media Arts, and Professor in the department of Interactive Arts and Media, Columbia College Chicago. Previously Robin was Dean of the School of Technology and Design and Professor of Entertainment Technology at the New York City College of Technology, City University of New York. Trained as a composer and filmmaker, Robin served on the faculty of the School of Music, University of Illinois at Urbana--Champaign, and as a researcher at the National Center for Supercomputing Applications and the Beckman Institute for Advanced Science and Technology, where he led the Audio Development Group in software development and prototyping media performance in the CAVE virtual environment.

Robin also served as Director of the Integrated Systems Laboratory, an interdisciplinary environment for simulation, prototyping and visualization, part of the five--year \$25M US ARL Federated Laboratory

partnership. Robin also designed an integrated technology program for the School of the Art Institute of Chicago, and served as Director of Hexagram, the Institute for Research and Creation in Media Arts and Technologies, Montréal. His creative work has played on MTV and at international venues including SIGGRAPH and Ars Electronica. He holds two US Patents and received an Oscar nomination for Best Short Film (Animated).

Jonathan Boyer, FAIA

Principal

Farr Associates

Jonathan Boyer is a Principal and the Director of Architecture at Farr Associates, a firm considered by the New York Times 'the most prominent of the city's growing cadre of ecologically sensitive architects', Farr Associates was selected by the Chicago AIA as the Firm of the Year in 2013.

A graduate of the University of Pennsylvania and Yale University, Mr. Boyer's work is focused on high performance architecture ranging from multi-family housing, daycare facilities, schools and theaters to the Wacker Drive Streetscape, Marillac House and the Offices for the Center for Neighborhood Technology.

Mr. Boyer has practiced with SOM and Sheaffer & Roland and has worked on projects in the West Coast, New England and the Midwest region. He has designed five LEED Platinum projects including the conversion of the historic Sears, Roebuck and Company Power House into a LEED Platinum Charter High School, LEED Platinum conversion of ELPC's offices, the Donnelley Foundation offices and the design of two net-zero energy buildings in the City of Chicago.

Gail Borthwick

Design Director

Gensler

Gail is a design director at Gensler in Chicago with more than 14 years of experience in architecture and a previous career as a financial analyst. Gail has degrees in Architecture and Environmental studies from University of Waterloo in Canada, and Urban Regeneration from University of Edinburgh in Scotland. She has also held several teaching positions at the School of the Art Institute, Harrington College of Design and the Illinois Institute of Technology in Chicago.

With extensive expertise in sustainable design in architecture and urban design, she most recently led the Chicago Lighting Framework Plan Design Strategy working with Choose Chicago and the City of Chicago. Previously at Adrian Smith + Gordon Gill Architecture she led the Chicago Central Loop Area De-Carbonization Plan project and published book. Throughout her career she has been involved in a wide range of project scales from small multi-unit residential to large scale commercial projects and larger urban vision projects across the globe.

At Gensler she is heads up the Computational Design Group and is part of the Design Performance Group. Her focus in architecture is mixed use and tall Buildings development. Place-making – creating a platform for inhabitants to live, work and interact with each other, thus creating overlapping experiences that construct energetic places for interaction are key elements in her work. With a strong passion for architecture and urban design, Gail believes that successful projects must take into consideration a comprehensive range of theories about the city and city life in order to have projects realized.

Ed Marszewski

Co-Director

Public Media Institute

Ed Marszewski is the Co-Director of Public Media Institute, a non-profit 501(c) 3, community based, art & culture organization located in the neighborhood of Bridgeport in the city of Chicago. PMI's mission is to create, incubate and sustain innovative cultural programming through the production of socially engaged projects, festivals, spaces, exhibitions, and media. PMI programs the space, the Co-Prosperity Sphere;

produces the annual Version Festival; and publishes Lumpen magazine, Proximity magazine, Mash Tun Journal and other titles.

Question 38. If a score sheet will be used can you please provide copy?

Response: Evaluation score sheet is confidential.

Question 39. Should Volume 2 materials (Financial Statements, Economic Disclosures, etc.) be provided for the consultants, or just the prime?

Response: Prime

Question 40. What level of implementation is anticipated in the scope of work; should the team include contractors/builders/installers?

Response: Teams could include contractors/builders/installers, however the City anticipates that implementation of the specific projects will be done through traditional contracting bid process.

Question 41. Is it true the Mayor's overall plan is to dramatically reduce Chicago's light pollution? Who on the panel will be qualified to recognize a LFP that will reduce light pollution, and not increase it?

Response: Evaluation Committee members are confidential; however, technical advisors from a number of disciplines including Bird migration and sustainability are included. Please see page 13 reference of The Lights Out program.

Question 42. There will be many talented teams submitting plans. Will the best of plans be combined? or is it an all-or-nothing process?

Response: Proposals that represent the best team for the Lighting Framework Plan will be well received.

Question 43. Can a team collaboration from multiple countries submit?

Response: Yes

Question 44. How long should our presentation be? can it be multimedia with music?

Response: Additional information will be provided to teams that are selected for that Phase of the RFP. Please see page 13, Phase 3 Requirements (Finalists) for a description.

Question 45. I like the idea of a collaboration of multiple LFP -- public comment and then another go for the final plan... is this possible?

Response: The City anticipates that there will be opportunities for public comment as the development and implementation of the plan proceed.

Question 46. Can a firm (integration, engineering or manufacturing) be a part of multiple design teams and proposals?

Response: Yes

Any and all addenda must be acknowledged by the Respondent in the Cover Letter by Addendum number. Failure to acknowledge on behalf of the Respondent may be cause for rejection of submittal

**ALL REVISIONS DESCRIBED HEREIN WILL BE INCORPORATED INTO THE REQUEST FOR QUALIFICATION
PER ADDENDUM NO. 1**

END OF ADDENDUM NO. 1

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**

**SUBMITTAL CHECKLIST - REVISED
REQUEST FOR CONCEPT DESIGN PROPOSALS (RFP) FOR A CITY-WIDE
LIGHTING FRAMEWORK PLAN
SPECIFICATION NO. 124831**

PHASE 1

Volume I - Required Content

- Cover Letter
- Executive Summary
- Respondent's Legal Entity Contracting Information
 - Joint Venture Agreement including Schedule B and Disclosures as appropriate
 - LLC Operating Agreement and Disclosures as appropriate
 - Licensing information
- Project Understanding and Approach
 - Narrative
 - Design Team Member Overview
 - Design Approach and Philosophy
 - Design Team Portfolio
- Respondent's Professional Qualifications and Specialized Experience
 - Narrative
 - Project Reference Forms – Exhibit 7
- Professional Qualifications, Specialized Experience and Local Availability of Key Personnel Committed to this Project
 - Narrative
 - Staff Organization Chart
 - Key Personnel Resumes
- MBE/WBE Participation Plan and Commitment - SUMMARY
 - Schedule C-1
 - Schedule D-1
 - Schedule B and JV agreement if appropriate

Volume II - Required Content

- Conflict of Interests
- Respondent's Corporate History

Addendum No.1 – Revised Submittal Checklist - Request for Concept Design Proposals (RFP) for a City Wide Lighting Framework Plan

- Legal Actions
- Financial Statements
- Economic Disclosure Statement and Affidavit
- Insurance
- Redacted Copy of Submittal on CD in pdf format

PHASE 2
Required Content

- Design Team Organization
- Team Member Resumes
- Design Approach and Philosophy
- Project Phasing and Financing

PHASE 3
Required Content

- Design Proposal.
- Booklet
- Animation
- Site Model (encouraged but is not required)
- Fee Proposal

EXHIBIT 4

**ONLINE CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT AND
AFFIDAVIT (EDS)
AND APPENDIX A INSTRUCTIONS**

AND

ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

**ONLINE CITY OF CHICAGO ECONOMIC DISCLOSURE
STATEMENT AND AFFIDAVIT (EDS) INSTRUCTIONS**

WHEN SUBMITTING YOUR RESPONSE TO THIS **REQUEST FOR CONCEPT DESIGN PROPOSALS (RFP) FOR A CITY-WIDE LIGHTING FRAMEWORK PLAN**, SPECIFICATION NO. 124831, THE RESPONDENT SHALL SUBMIT 2 DOCUMENTS: 1) A **"CERTIFICATE OF FILING"** EVIDENCING COMPLETION OF YOUR ONLINE EDS AND 2) AN EXECUTED **ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT** SIGNED BY AN AUTHORIZED OFFICER BEFORE A NOTARY.

1. ONLINE EDS FILING

1.1. ONLINE EDS FILING REQUIRED PRIOR TO RESPONSE DUE DATE

The Respondent shall complete an online EDS prior to the response due date. A Respondent who does not file an electronic EDS prior to the response due date may be found non-responsive and its response rejected. If you are unable to complete the online EDS and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining your good faith efforts to complete it before the response due date and the reasons why it could not be completed.

NOTE: ALWAYS SELECT THE "CONTRACT" (NOT UPDATE) BOX WHEN COMPLETING AN ONLINE EDS TO ENSURE A NEW CONTRACT SPECIFIC ONLINE EDS IS CREATED RELATED TO THE SOLICITATION DOCUMENT. CLICKING THE UPDATE BOX ONLY UPDATES PREVIOUS EDS INFORMATION.

1.2. ONLINE EDS WEB LINK

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Respondent will be provided an EDS number. Respondent should record this number here:

EDS Number: _____

1.4. ONLINE EDS CERTIFICATION OF FILING AND ATTACHMENT A, ONLINE EDS ACKNOWLEDGEMENT

Upon completion of the online submission process, the Respondent will be able to print a hard copy Certificate of Filing. The Respondent should submit the signed Certificate of Filing and Attachment A, Online EDS Acknowledgement form with its response. Please insert your Certification of Filing and Attachment A, Online EDS Acknowledgement form following the Cover Letter. See Section 5.2, Item 9, Required Contents of Proposal in the RFP. A Respondent who does not include a signed Certificate of Filing and/or

Attachment A, Online EDS Acknowledgement form with its response must provide it upon the request of the Chief Procurement Officer.

1.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

	1. Invitation number, if you were provided an invitation number.
	2. EDS document from previous years, if available.
	3. Email address to correspond with the Online EDS system.
	4. Company Information:
	a. Legal Name
	b. FEIN/SSN
	c. City of Chicago Vendor Number, if available.
	d. Address and phone number information that you would like to appear on your EDS documents.
	e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company.

1.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

- _____ 1. Invitation number, if you were provided with an invitation number.
- _____ 2. Site address that is specific to this EDS.
- _____ 3. Contact that is responsible for this EDS.
- _____ 4. EDS document from previous years, if available.
- _____ 5. Ownership structure, and if applicable, owners' company information:
 - _____ a. % of ownership
 - _____ b. Legal Name
 - _____ c. FEIN/SSN
 - _____ d. City of Chicago Vendor Number, if available.
 - _____ e. Address

- _____ 6. List of directors, officers, titleholders, etc. (if applicable).
- _____ 7. For partnerships/LLC/LLP/Joint ventures, etc.:
 - _____ a. List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

- _____ 8. Contract related information (if applicable):
 - _____ a. City of Chicago contract package
 - _____ b. Cover page of City of Chicago bid/solicitation package
 - _____ c. If EDS is related to a mod, then cover page of your current contract with the City.
- _____ 9. List of subcontractors and retained parties:
 - _____ a. Name
 - _____ b. Address
 - _____ c. Fees – Estimated or paid

1.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: "Applicant" means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include

owners and parent companies.

Q: Who is the Disclosing Party?

A: “Disclosing Party” means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?

A: “Entity” or “Legal Entity” means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: “Person” means a human being.

Q: Who must submit an EDS?

A. An EDS must be submitted in any of the following three circumstances:

Applicants:	An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.
Entities holding an interest:	Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.
Controlling entities:	Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member, manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.

Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user ID?" when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or mail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and de-active accounts of employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the “Forgot your password?” link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on “Create New” after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on “Create New”. Answer (click) “Contract” to “Is this EDS for a contract or an EDS information update?” Click “Fill out EDS”, and click on the “Retained Parties” tab. When finished, click on “Ready to Submit.”

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the “Online EDS” login page. All information you type will be protected using strong encryption. Within the login page,

you will provide us with a user ID, password, and secret question for user authentication, Only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on "Vendor Admin, Site Administration." Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.

- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.

ATTACHMENT A

ONLINE EDS ACKNOWLEDGEMENT

The undersigned, hereby acknowledges having received Specification No. _____ containing a full set of RFQ Documents, including, Addenda Numbers (none unless indicated here) _____, and affirms that the Respondent shall be bound by all the terms and conditions contained in the RFQ Documents, regardless of whether a complete set thereof is attached to this response.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line, (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line, and (3) further warrants that, as of the date of submission of this response, there have been no changes in circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other respondent or prospective respondent or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among respondents and has not disclosed to any person, firm or corporation the terms of this proposal or the price named herein.

COMPANY NAME: _____
(Print or Type)

AUTHORIZED OFFICER SIGNATURE: _____

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

State of _____ (Affix Corporate Seal)

County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Company Name)Notary

Public Signature: _____ (Seal)