

## SCHEDULE A

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### Statement of Prime Submitter Regarding Its MBE/WBE Utilization Plan

**TO BE COMPLETED BY SUBMITTER ONLY**

Submitter: John Ronan Architects Project: Chicago Park District - Park 596  
(48th and Western Site)

Is the submitter a certified MBE/WBE? MBE:  Yes  No WBE:  Yes  No

If yes, attach all current Letters of Certification.

**NOTE:**

CERTIFICATION OF THE SUBMITTER AS AN **MBE** SATISFIES ONLY THE **MBE** GOAL; THE **WBE** GOAL MUST STILL BE MET.  
CERTIFICATION OF THE SUBMITTER AS A **WBE** SATISFIES ONLY THE **WBE** GOAL; THE **MBE** GOAL MUST STILL BE MET.  
CERTIFICATION OF THE SUBMITTER AS BOTH **MBE** AND **WBE** MAY SATISFY **ONE GOAL** ONLY.

The submitter intends to perform work in connection with this project as a:

**GENDER:**

- Male  
 Female

**RACE/ETHNICITY:**

- Black/African American  
 Hispanic American  
 Asian American  
 White American  
 Other \_\_\_\_\_

**TYPE OF FIRM:**

- Partnership  
 Sole Proprietorship  
 Corporation  
 Joint Venturer  
 Other \_\_\_\_\_

All MBE/WBE firms included in the following plan must be certified as such by a public or private organization such as the City of Chicago, Chicago Minority Supplier Development Council (CMSDC), Women Business Development Center (WBDC), and the Small Business Administration.

#### I. Participation of MBE/WBE Firms

In determining the manner of MBE/WBE participation in the performance of this contract, the submitter shall consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services, either directly or indirectly.

- A. If submitter is a joint venturer and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of the Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.
- B. Proposing MBE/WBE subcontractors/suppliers/consultants to perform work or supply goods or services not directly related to the performance of this contract is considered to be indirect participation.

MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: Nest Builders, Inc (dba: dbHMS)  
Address: 303 W Erie Street, Suite 510, Chicago, IL 60654  
Contact Person: Sachin Anand, Principal Phone: 312.915.0557  
E-mail: sanand@dbHMS.com Fax: 312.915.0558  
MBE/WBE Participation: Dollars \$ 217,000 Percent: 15.54 %  
Will this subcontractor be used for  direct or  indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

2. Name of MBE/WBE: TERRA Engineering, Ltd.  
Address: 225 W Ohio Street, Chicago, IL 60654  
Contact Person: Karen Steingraber, President Phone: 312.467.0123  
E-mail: ksteingraber@terraengineering.com Fax: 312.467.0220  
MBE/WBE Participation: Dollars \$ 117,160 Percent: 8.39 %

Will this subcontractor be used for  direct or  indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

3. Name of MBE/WBE: Site Design Group  
Address: 888 S Michigan Avenue, Suite 1000, Chicago, IL 60605  
Contact Person: Robert K Sit, Vice President Phone: 312.427.7240 x140  
E-mail: rksit@site-design.com Fax: 312.427.7241  
MBE/WBE Participation: Dollars \$ 65,900 Percent: 4.72 %

Will this subcontractor be used for  direct or  indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

4. Name of MBE/WBE: Shen Milsom & Wilke  
Address: 2 N Riverside Plaza, Suite 1460, Chicago, IL 60606  
Contact Person: Justin Boberg, Associate Principal Phone: 312.559.4585  
E-mail: jboberg@smwllc.com Fax: 312.559.5393  
MBE/WBE Participation: Dollars \$ 46,585 Percent: 3.34 %

Will this subcontractor be used for  direct or  indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

5. Name of MBE/WBE: GSG Consultants, Inc.  
Address: 623 Cooper Court, Schaumburg, IL 60173  
Contact Person: Ala Sassila, PhD, PE, Principal Phone: 312.733.6262  
E-mail: asassila@gsg-consultants.com Fax: 312.733.5612  
MBE/WBE Participation: Dollars \$ 38,500 Percent: 2.76 %

Will this subcontractor be used for  direct or  indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

6. Name of MBE/WBE: Cushing  
Address: 213 West Institute Place, Suite 200, Chicago, IL 60610  
Contact Person: Cathleen Cushing Duff, President Phone: 312.266.8228  
E-mail: ccduff@cushingco.com Fax: 312.266.8059  
MBE/WBE Participation: Dollars \$ 25,000 (allowance) Percent: 1.8 %  
Will this subcontractor be used as direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

7. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

8. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

9. Name of MBE/WBE: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
MBE/WBE Participation: Dollars \$ \_\_\_\_\_ Percent: \_\_\_\_\_ %  
Will this subcontractor be used for direct or indirect participation? (circle one)  
Schedule B and all current certification letters attached?  Yes  No

**Attach additional sheets as needed.**

**II. Summary of MBE/WBE Proposal:**

**A. MBE Proposal:**

**1. MBE Participation:**

<u>MBE Firm Name</u>	<u>Dollar Amount of Participation</u>	<u>Percent Amount of Participation</u>
Nest Builders, Inc (dba: dbHMS)	\$ 217,000	15.54 %
Site Design Group	\$ 65,900	4.72 %
Shen Milsom & Wilke	\$ 46,585	3.34 %
GSG Consultants, Inc.	\$ 38,500	2.76 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
<b>Total MBE Participation:</b>	<b>\$ 367,985</b>	<b>26.36 %</b>

**2. WBE Participation:**

<u>WBE Firm Name</u>	<u>Dollar Amount of Participation</u>	<u>Percent Amount of Participation</u>
TERRA Engineering, Ltd.	\$ 117,160	8.39 %
Cushing	\$ 25,000 (allowance)	1.8 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
<b>Total WBE Participation:</b>	<b>\$ 142,160</b>	<b>10.19 %</b>

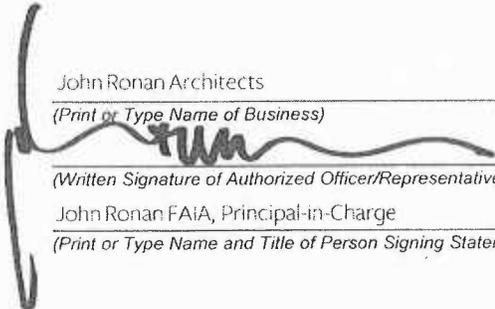
The submitter designates the following person as its MBE/WBE Liaison Officer:

John Ronan FAIA, Principal-in-Charge \_\_\_\_\_ ( 312 ) 951.6600 x21  
 (Name and Title) (Phone Number)  
 ronan@jrarch.com \_\_\_\_\_  
 (E-mail address)

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

Any material misrepresentation will be grounds for terminating any contract that may be awarded and for initiating action under federal or state laws concerning false statements.

Submitter: John Ronan Architects  
*(Print or Type Name of Business)*

Signature:  Date: 01.03.2019  
*(Written Signature of Authorized Officer/Representative)*

Name/Title: John Ronan FAiA, Principal-in-Charge  
*(Print or Type Name and Title of Person Signing Statement)*

**NOTE**

If submitter is an MBE/WBE joint venture with a non-MBE/WBE firm, use the following signature page instead:

**End of Schedule A**

## SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
**DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER**

Project: P-16015-051 Park 596 (48th and Western Site) Preliminary Design Services

From: Nest Builders, Inc. dba dbHMS  
(Name of MBE/WBE Firm)

MBE:  Yes  No  
WBE:  Yes  No

To: John Ronan Architects  
(Name of Prime Contractor-Submitter)

and the Chicago Park District:

The undersigned intends to perform work in connection with the above projects as a:

**GENDER:**

- Male  
 Female

**RACE/ETHNICITY:**

- Black/African American  
 Hispanic American  
 Asian American  
 White American  
 Other \_\_\_\_\_

**TYPE OF FIRM:**

- Partnership  
 Sole Proprietorship  
 Corporation  
 Joint Venturer  
 Other \_\_\_\_\_

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

**Attach all current certification letters behind Schedule B.**

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

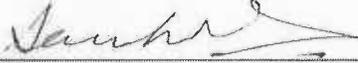
MEFPF, IT, Lighting and Cx

The above described performance is offered for the following price and described terms of payment:

\$217,000

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:   
(Signature of Owner or Authorized Agent of MBE/WBE)

Date: 12.20.18

Name/Title: Sachin Anand, Principal  
(Print or Type Name and Title)

Address: 303 W, Erie St., Ste. 510

Telephone: 312.519.0557

Fax: 312.915.0558

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

AUG 02 2013

Victor Avila  
Nest Builders, Inc. DBA dbHMS  
303 W. Erie St., Suite 510  
Chicago, IL 60654

Dear Mr. Avila:

We are pleased to inform you that **Nest Builders, Inc.** has been certified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **08/01/2018**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **08/01/2014, 08/01/2015, 08/01/2016, and 08/01/2017**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **08/01/2018**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **06/01/2018**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

**541330 - Engineering Design Services**

**541350 - Building Inspection Services**

Your firm's participation on City contracts will be credited only toward **Minority Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee  
Chief Procurement Officer

JLR/ha

**Vendor Information**CLOSE WINDOW  HELP**Vendor Information**

Business Name **Nest Builders, Inc., DBA dbHMS**  
 Owner **Victor Avila**  
 Address **303 West Erie, Suite 510**  
 > [Map This Address](#) **CHICAGO, IL 60654-3956**  
 Phone **312-915-0557 Ext. 223**  
 Fax **312-915-0558**  
 Email **[jshanks@dbhms.com](mailto:jshanks@dbhms.com)**  
 Website **<http://www.dbhms.com>**

**Certification Information**

Certifying Agency **City of Chicago**  
 Certification Type **MBE - Minority Business Enterprise**  
 Certification Date **11/20/2017**  
 Renewal Date **1/1/2019**  
 Expiration Date **1/1/2019**  
 Certified Business Description **NAICS 541330 Engineering design services**  
**NAICS 541350 Building inspection services**

**Commodity Codes**

Code	Description
NAICS 541330	Engineering design services
NAICS 541350	Building inspection services

**Additional Information**

Ward **42**  
 Community Area **32 Loop**

**Customer Support**

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[Print This Page](#)

# SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant

**DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER**

Project: Park 596 (48th and Western Site) Preliminary Design Services for New Administration Headquarters Building, Fieldhouse, and Park Development Design and Construction Administration Services

From: TERRA Engineering, Ltd. MBE:  Yes  No  
(Name of MBE/WBE Firm) WBE:  Yes  No

To: John Ronan and the Chicago Park District:  
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

**GENDER:**

- Male  
 Female

**RACE/ETHNICITY:**

- Black/African American  
 Hispanic American  
 Asian American  
 White American  
 Other \_\_\_\_\_

**TYPE OF FIRM:**

- Partnership  
 Sole Proprietorship  
 Corporation  
 Joint Venturer  
 Other \_\_\_\_\_

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

**Attach all current certification letters behind Schedule B.**

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

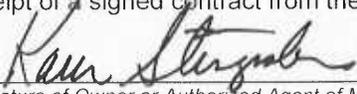
Civil Engineering, Survey

The above described performance is offered for the following price and described terms of payment:

\$117,160

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: 12/21/2018  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Karen Steingraber, President  
(Print or Type Name and Title)

Address: 225 W. Ohio Street, 4th Floor, Chicago, IL

Telephone: 312.467.0123 Fax: 312.467.0220

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

APR - 2 2015

Karen Steingraber  
Terra Engineering, LTD.  
225 W. Ohio Street, 4th Floor  
Chicago, Illinois 60654

Dear Karen Steingraber:

We are pleased to inform you that **Terra Engineering, LTD.** has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **04/01/2020**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **04/01/2016, 04/01/2017, 04/01/2018, and 04/01/2019**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **04/01/2020**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **02/01/2020**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

APR - 2 2015

Terra Engineering, LTD.

Page 2 of 2

- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

**541320 – Landscape Architectural**

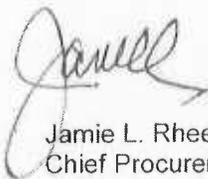
**541330 – Engineering Services**

**541370 – Surveying and Mapping Services (except geophysical)**

Your firm's participation on City contracts will be credited only toward **Women Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee  
Chief Procurement Officer  
JLR/gc

## SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
**DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER**

Project: Park 596 Preliminary Design Services for New Admin Headquarters

From: Site Design Group, Ltd. MBE:  Yes  No  
(Name of MBE/WBE Firm) WBE:  Yes  No

To: John Ronan Architects and the Chicago Park District:  
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

<b>GENDER:</b>	<b>RACE/ETHNICITY:</b>	<b>TYPE OF FIRM:</b>
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Partnership
<input type="checkbox"/> Female	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Sole Proprietorship
	<input checked="" type="checkbox"/> Asian American	<input checked="" type="checkbox"/> Corporation
	<input type="checkbox"/> White American	<input type="checkbox"/> Joint Venturer
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

**Attach all current certification letters behind Schedule B.**

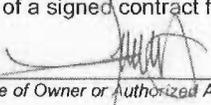
The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

Professional Landscape Architecture Services  
\_\_\_\_\_  
\_\_\_\_\_

The above described performance is offered for the following price and described terms of payment:  
\$65,900.00  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: December 21, 2018  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Robert K. Sit, Vice President  
(Print or Type Name and Title)

Address: 888 S. Michigan Avenue, Ste 1000, Chicago, Illinois 60605

Telephone: (312) 427-7240 x104 Fax: (312) 427-7241

**End of Schedule B**



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

DEC 19 2013

Ernest Wong  
Site Design Group, Ltd.  
888 South Michigan Avenue, Suite 1000  
Chicago, IL 60605

Dear Mr. Wong:

We are pleased to inform you that **Site Design Group, Ltd.** has been recertified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **12/15/2018**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **12/15/2014, 12/15/2015, 12/15/2016, and 12/15/2017**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **12/15/2018**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **10/15/2018**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

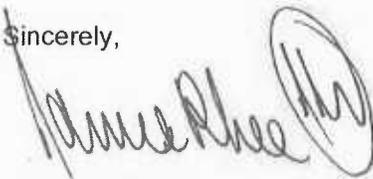
**541310 - Architectural (except landscape) Services**

**541320 - Landscape Architectural Services**

Your firm's participation on City contracts will be credited only toward **Minority Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee  
Chief Procurement Officer

JLR/sf



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- [Help & Support](#)
- [Logout](#)

### Certification Application: Main Summary

[Main](#) | [Documents](#) | [Signature](#) | [Status](#) | [Help](#) | [Logout](#)

Application: MBE/BE/DFWBE/DBE/DFWBE Recertification Application  
 Application Number: 938395

Application Status: Submitted - Pending Finality  
 Application Received: 11/26/2018  
 Submitted: 12/4/2018

[Need Help?](#)

[Download Data](#)  
[Print Application](#)

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**Application Information**

Application Type: MBE/BE/DFWBE/DBE/DFWBE Recertification Application  
 City of Chicago  
 Site Design Group, Ltd.  
 Submitted: 11/26/2018  
 0003263  
 Robert Sit

[View Application](#)

This is the largest size for the application. To view a smaller size, click on the application number in the table below for download. Available until 11/26/2018.

---

**Sections and Documentation**

Section I: General Information - Contact Information

Section II: Business Information

Section III: Ownership/Management Information

Document List

Document Name	Status	Action
Complete: 6 completed of 2 required: 2 optional (by Robert Sit: 11/26/2018)	✓	<a href="#">View</a>
Complete: 15 completed of 15 required: 1 completed of 1 optional (by Robert Sit: 11/26/2018)	✓	<a href="#">View</a>
Complete: 10 completed of 10 required: 1 completed of 1 optional (by Robert Sit: 11/26/2018)	✓	<a href="#">View</a>
Complete: 5 attached of 5 mandatory, 5 attached: 10 not applicable of 15 required	✓	<a href="#">View</a>

---

**Signature and Submittal**

Signature: ✓ [View](#)  
 Submitted: ✓ [View](#)  
 Signed: Robert Sit: 12/4/2018  
 Submitted: Robert Sit: 12/4/2018

---

**Receipt and Processing**

Received: Pending  
 In Process

---

Logged on as: Robert Sit, Site Design Group, Ltd.  
 Profile: Robert Sit



547 W. Jackson Boulevard, Chicago, IL 60661

312.322.6900

metrarail.com

August 31, 2018

Ernest C. Wong  
Site Design Group, Ltd.  
888 S. Michigan Ave. – STE 1000  
Chicago, IL 60605

Dear Mr. Wong:

Metra has reviewed your annual *No Change Affidavit* and supporting documentation and is pleased to inform you that your firm continues to meet the Disadvantaged Business Enterprise (DBE) program certification eligibility standards set forth in 49 CFR Subpart D 26.61. Your next No Change Affidavit is due **August 30, 2019**. Notification will be sent to you sixty (60) days prior to this date.

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

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

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

NAICS Code: 541310, 541320

Specialty: 541310 – Architectural Services  
541320 – Landscape Architectural Services

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

Sincerely,

Janice R. Thomas, CPPB  
Senior Division Director  
Office of Business Diversity & Community Relations

JRT:am



THIS CERTIFIES THAT

# SITE DESIGN GROUP, LTD.

\* Nationally certified by the: **CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s) : 541310; 541320

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

01/31/2018

CH02588

**Issued Date**

**Certificate Number**

*Adrienne C. Trimble*  
Adrienne Trimble

*Sheila C. Morgan*

01/31/2020

**Expiration Date**

**Sheila C. Morgan**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

## SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
**DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER**

Project: Chicago Park District Park 596

From: Shen Milsom & Wilke LLC MBE:  Yes  No  
(Name of MBE/WBE Firm) WBE:  Yes  No

To: John Ronan Architects and the Chicago Park District:  
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

<b>GENDER:</b>	<b>RACE/ETHNICITY:</b>	<b>TYPE OF FIRM:</b>
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Partnership
<input type="checkbox"/> Female	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Sole Proprietorship
	<input checked="" type="checkbox"/> Asian American	<input type="checkbox"/> Corporation
	<input type="checkbox"/> White American	<input type="checkbox"/> Joint Venturer
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

**Attach all current certification letters behind Schedule B.**

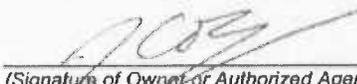
The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:  
Acoustics, Audiovisual, IT Infrastructure & Security Consulting Services

The above described performance is offered for the following price and described terms of payment:

\$46,585

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: December 20, 2018  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Justin Boberg, Associate Principal  
(Print or Type Name and Title)

Address: 2 N. Riverside Plaza, Suite 1460 Chicago, IL 60606

Telephone: 312.559.4585 Fax: 312.559.5393

End of Schedule B



May 25, 2018

Certification Term Expires: May 25, 2019

Mr. Tom Shen  
Shen Milsom & Wilke LLC DBA Shen Milsom & Wilke-IL, LLC  
2 N. RIVERSIDE PLAZA, SUITE 1460  
Floor 5  
CHICAGO, IL 60606

Dear Tom Shen:

Re: Minority Business Enterprise (MBE)

Congratulations! After reviewing the information that you supplied, we are pleased to inform you that your firm has been granted certification as a Minority Business Enterprise (MBE) under the Business Enterprise Program (BEP) for Minority, Females, and Persons with Disabilities

This certification is in effect with the State of Illinois as specified on the above certification term expiration date.

At least 15 days prior to the anniversary date of your certification, you will be notified by BEP to update your certification as a condition of continued certification. In addition, should any changes occur in ownership and/or control of the business or other changes affecting the firm's operations, you are required to notify BEP within two weeks. Failure to notify our office of changes will result in decertification of your firm.

Please be advised, while this certification does not guarantee you will receive a State contract, it does assure your firm the opportunity to participate in the State's procurement process. Your firm's participation on State contracts will be credited only toward Minority Business Enterprise (MBE) goals in your area(s) of specialty. Your firm's name will appear in the State's Directory as a certified vendor with the Business Enterprise Program in the specialty area(s) of:

NIGP 918: CONSULTING SERVICES  
NIGP 91802: AUDIO/VISUAL CONSULTING SERVICES  
NIGP 91871: IT CONSULTING  
NIGP 91893: SECURITY/SAFETY CONSULTING

Please visit our website at [www.opportunities.illinois.gov](http://www.opportunities.illinois.gov) to obtain information about current and upcoming procurement opportunities, contracts, forms, and also to register to receive email alerts when the State is preparing to purchase a product or service you may provide.

Thank you for your participation in the Business Enterprise Program. We welcome your participation and wish you continued success.

Sincerely,

Carlos Gutiérrez  
Certification Manager  
Business Enterprise Program

## SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
**DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER**

Project: P-16015-051 Park 596 (48th and Western Site)

From: GSG Consultants, Inc. MBE:  Yes  No  
(Name of MBE/WBE Firm) WBE:  Yes  No

To: John Ronan Architects and the Chicago Park District:  
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

<b>GENDER:</b>	<b>RACE/ETHNICITY:</b>	<b>TYPE OF FIRM:</b>
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Partnership
<input type="checkbox"/> Female	<input checked="" type="checkbox"/> Hispanic American	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Asian American	<input checked="" type="checkbox"/> Corporation
	<input type="checkbox"/> White American	<input type="checkbox"/> Joint Venturer
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

**Attach all current certification letters behind Schedule B.**

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

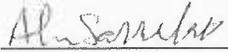
Geotechnical services  
\_\_\_\_\_  
\_\_\_\_\_

The above described performance is offered for the following price and described terms of payment:

\$38,500  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: 12/21/2018  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Ala Sassila, PhD, PE/Principal  
(Print or Type Name and Title)

Address: 623 Cooper Court, Schaumburg, IL 60173

Telephone: (312) 733-6262 Fax: (312) 733-5612

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

DEC 21 2016

Guillermo Garcia  
GSG Consultants, Inc.  
855 W. Adams, Suite 200  
Chicago, IL 60607

Dear Guillermo Garcia:

We are pleased to inform you that **GSG Consultants, Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **12/15/2021**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **12/15/2017, 12/15/2018, 12/15/2019, and 12/15/2020**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **12/15/2021**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **10/15/2021**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO ILLINOIS 60602

John Ronan Architects Chicago Park District - Park 596 (48th and Western Site)

DEC 21 2016

- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

- 236220 - Construction management, commercial and institutional building**
- 237310 - Construction management, highway, road, street, bridge**
- 238910 - Soil testing drilling**
- 541330 - Civil engineering services**
- 541380 - Geotechnical testing laboratories or services**
- 541620 - Environmental Consulting Services**
- 541690 - Safety consulting services**

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Butler  
First Deputy Procurement Officer  
RB/sg

## SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant  
DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER

Project: Chicago Park District - new headquarters and field house building

From: Cushing MBE:  Yes  No  
(Name of MBE/WBE Firm) WBE:  Yes  No

To: John Ronan Architects and the Chicago Park District:  
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

<b>GENDER:</b>	<b>RACE/ETHNICITY:</b>	<b>TYPE OF FIRM:</b>
<input type="checkbox"/> Male	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Partnership
<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Asian American	<input checked="" type="checkbox"/> Corporation
	<input checked="" type="checkbox"/> White American	<input type="checkbox"/> Joint Venturer
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

**Attach all current certification letters behind Schedule B.**

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

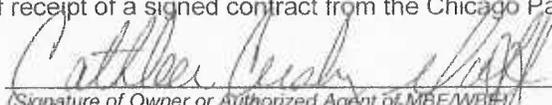
Printing, collating and delivery of project drawings, documents, check sets and formal issuances of drawings, project manuals and specification documents.

The above described performance is offered for the following price and described terms of payment:

Allowance of \$25,000 for design phase printing, billed upon order.

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: 12/19/18  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Cathleen Cushing / President  
(Print or Type Name and Title)

Address: 213 West Institute Place, Suite 200 Chicago, IL 60610

Telephone: 312-266-8228 Fax: 312-266-8059

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES

MAY 12 2014

CITY OF CHICAGO

Cathleen Cushing-Duff  
Cushing And Company  
420 West Huron  
Chicago, IL 60610-8475

Dear Ms. Cushing-Duff:

We are pleased to inform you that **Cushing And Company** has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This WBE certification is valid until **05/01/2019**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **05/01/2015, 05/01/2016, 05/01/2017, and 05/01/2018**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **05/01/2019**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **03/01/2019**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a WBE if you fail to:

- File your annual No-Change Affidavit within the required time period;

121 NORTH LASALLE STREET, ROOM 806, CHICAGO, ILLINOIS 60602

- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at [chicagoinspectorgeneral.org](http://chicagoinspectorgeneral.org), or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

**NAICS Code(s):**

**323111 - Commercial Printing (except Screen and Books)**

**541860 - Direct Mail Advertising Services**

Your firm's participation on City contracts will be credited only toward **Women Business Enterprise** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee  
Chief Procurement Officer

JLR/sl