

INSTRUCTIONS FOR COMPLETING SCHEDULES A & B

CHICAGO PARK DISTRICT

A. SCHEDULE A [STATEMENT OF PRIME SUBMITTER]

1. Completion of Schedule A

- a. Schedule A must be completed and signed by the submitter who is the prospective awardee.
- b. That submitter must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE listed on the Schedule A.

2. Joint Venture Attachment to Schedule A (Joint Venture only)

- a. If the submitter's MBE/WBE proposal includes the participation of any MBE/WBE as a joint venture partner, the submitter must submit, with the Schedule A, a copy of the parties' Joint Venture Agreement.
- b. The Alternate Signature Page of the Schedule A must be signed by the joint venture partners.

3. Non-compliant Submittal

Failure to submit a properly completed and signed Schedule A (and joint venture documentation, if applicable) will render the submittal non-compliant, which will remove the submitter from further award consideration.

B. SCHEDULE B [STATEMENT OF MBE/WBE FIRM(S)]

1. Completion of Schedule B

- a. A Schedule B form must be completed and signed by each MBE/WBE firm listed on the Schedule A as participating in the contract as a subcontractor. Only that subcontractor shall sign the Schedule B.
- b. That MBE/WBE firm also must submit, with their Schedule B, all of their current Letters of Certification obtained 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), or the Small Business Administration.

2. Non-compliant Submittal

Failure of the prime submitter to submit a completed and signed Schedule B and current certification letter(s) for each subcontractor listed on the Schedule A will render the submittal non-compliant, which will remove the prime submitter from further award consideration.

SCHEDULE A

Statement of Prime Submitter Regarding Its MBE/WBE Utilization Plan

TO BE COMPLETED BY SUBMITTER ONLY

Submitter: Singh + Associates, Inc. Project: 224002

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 Asian Indian

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: SINGH + Associates, Inc.

Address: 230 West Monroe Street, Suite 1400

Contact Person: Harvind Singh Phone: 312-629-0240

E-mail: hsingh@singhinc.com Fax: N/A

MBE/WBE Participation: Dollars \$ \$200,000 Percent: 26% %

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: Primera Engineers

Address: 550 W Jackson Blvd Ste 600, Chicago, IL 60661

Contact Person: Brad Minnick Phone: (312) 606-0910

E-mail: bminnick@primeraeng.com Fax: N/A

MBE/WBE Participation: Dollars \$ \$16,000 Percent: 2% %

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: Gasperec Elberts Consulting, LLC

Address: 1401 Branding Ave, Suite 230, Downers Grove, Illinois

Contact Person: Megan Elberts Phone: (630) 639-0043

E-mail: melberts@geconsultllc.com Fax: N/A

MBE/WBE Participation: Dollars \$ \$16,000 Percent: 2% %

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: GSG Consultants, Inc.

Address: 855 West Addams Street, Suite 200, Chicago, IL 60607

Contact Person: Ala Sassila Phone: (312) 733-6262

E-mail: asassila@gsg-consultants.com Fax: N/A

MBE/WBE Participation: Dollars \$ \$16,000 Percent: 2% %

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: _____

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

6. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
E-mail: _____ Fax: _____
MBE/WBE Participation: Dollars \$_____ Percent: _____ %
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>	Dollar Amount of Participation	Percent Amount of Participation	Direct (check <input checked="" type="checkbox"/> one)	Indirect (check <input type="checkbox"/> one)
SINGH + Associates, Inc.	\$ \$200,000	26 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
Total MBE Participation:	\$ _____	_____ %		

2. WBE Participation:

<u>WBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of Participation	Direct (check <input checked="" type="checkbox"/> one)	Indirect (check <input type="checkbox"/> one)
GSG Consultants, Inc.	\$ \$16,000	2 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primera Engineers	\$ \$16,000	2 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gasperec Elberts Consulting, LLC	\$ \$16,000	2 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
	\$ _____	_____ %	<input type="checkbox"/>	<input type="checkbox"/>
Total WBE Participation:	\$ _____	_____ %		

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

Harvind Singh, President/CEO

(Name and Title)

(312) 629.0240

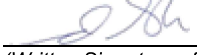
(Phone Number)

hsingh@singhinc.com

(E-mail address)

The Contractor certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Park District requirements and have not violated any City or Sister Agency policy, codes, state, federal, or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the contractor becomes aware of such information, it must immediately disclose it to the Park District.

Submitter: SINGH + Associates, Inc.
(Print or Type Name of Business)

Signature:  Date: 8/5/2025
(Written Signature of Authorized Officer/Representative)

Name/Title: Harvind Singh
(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

**ALTERNATE
SCHEDULE A SIGNATURE PAGE
FOR MBE/WBE JOINT VENTURE WITH A NON-MBE/WBE FIRM**

Complete this signature page only if you are an MBE/WBE operating as a joint venture with a non-MBE/WBE Firm

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.

NOTE:

After filing this statement and before the completion of the joint venture's work on this project, if there is any change in the information submitted, the joint venturer must inform the Chicago Park District.

(Name of MBE/WBE Partner Firm)

(Name of Non-MBE/WBE Partner Firm)

(Written Signature of Authorized Officer/Representative)

(Written Signature of Authorized Officer/Representative)

(Print or Type Name and Title)

(Print or Type Name and Title)

(Date)

(Date)

SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant
MBE/WBE PRIME CONTRACTOR MUST SUBMIT A SCHEDULE B, IF SELF-PERFORMING ANY WORK, TO RECEIVE MBE/WBE CREDIT

Project: 224002

From: SINGH + Associates, Inc.

(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No

WBE: ☒ Yes ☐ No

To: SINGH + Associates, Inc.

(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 Asian Indian

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:

Project Management, Lighting Design Services, Traffic Signal Design Services, Drainage Services, Electrical Design Services
Safety Studies

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

Net 30 days. \$200,000

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: 8/5/2025

Name/Title: Harvind Singh, President/CEO

(Print or Type Name and Title)

Address: 230 West Monroe Street, Suite 1400, Chicago, IL, 60606

Telephone: 312-629-0240

Fax: N/A

End of Schedule B



OFFICE OF CONTRACT COMPLIANCE

Nicole Mandeville

DIRECTOR, CONTRACT COMPLIANCE

161 N. Clark Street, Suite 2300 • Chicago, Illinois 60601 • (312) 603-5502

TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

TARA STAMPS
1st District

VACANT
2nd District

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STANLEY MOORE
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SCOTT R. BRITTON
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KEVIN B. MORRISON
15th District

FRANK AGUILAR
16th District

SEAN M. MORRISON
17th District

October 21, 2024

Harvind Singh
SINGH & ASSOCIATES, INC. DBA S Singh & Associates Inc
230 W MONROE ST STE 1400
CHICAGO, IL 60606-4802

Annual Certification Renewal: October 22, 2025

Dear Ms. Singh:

Congratulations on your continued eligibility for certification as a Minority Business Enterprise (MBE), Women Business Enterprise (WBE), by Cook County Government. This certification does not expire; however, you must re-validate your firm's certification annually.

In the past, we have provided annual letters, this practice will no longer continue given that your firm will remain certified indefinitely based on your compliance to programmatic requirements. Please refer to this letter, the Vendor Directory, and your account dashboard for evidence of certification.

As a condition of continued Certification, you must file a No Change Affidavit within ninety (90) calendar days prior to the date of the annual renewal. Failure to file this affidavit may result in the removal of your Certification. You must notify Cook County's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within ten (10) calendar days of such change.

Cook County Government may commence action to remove your firm as a certified vendor if you fail to notify us of any changes of facts affecting your firm's Certification, fails to submit annual renewals, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of your status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

This firm is Certified under the following commodity codes/area(s) of specialty:

NAICS 541330: CONSTRUCTION ENGINEERING SERVICES
NAICS 541330: ENGINEERING DESIGN SERVICES
NAICS 541330: ENGINEERING SERVICES

Your firm's participation on Cook County contracts will be credited toward Minority Business Enterprise (MBE), Women Business Enterprise (WBE) goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward Minority Business Enterprise (MBE), Women Business Enterprise (WBE) goals will be given only for work done in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, Service-Disabled Veteran, and Persons with Disabilities Business Enterprise Programs.

Sincerely,

The Office of Contract Compliance

SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant
MBE/WBE PRIME CONTRACTOR MUST SUBMIT A SCHEDULE B, IF SELF-PERFORMING ANY WORK, TO RECEIVE MBE/WBE CREDIT

Project: CDOT Spec No. 1204697: Professional Design Engineering Services Phase I/II TO Services

From: Primera Engineers, Ltd. MBE: ☐ Yes ☐ No
(Name of MBE/WBE Firm) WBE: ☒ Yes ☐ No

To: SINGH + Associates, Inc. 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:

Traffic, Roadway, and Utility Services

The above described performance is offered for the following price and described terms of payment:
Net 30 days. \$16,000

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: Stacie J. Dovalovsky Date: 8/5/2025
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Stacie Dovalovsky, PE, Sr. Vice President, Transportation Division Manager
(Print or Type Name and Title)

Address: 550 W. Jackson Blvd., Suite 600, Chicago, IL 60661

Telephone: 312.242.6320 Fax: 312.606.0415

End of Schedule B

Business & Contact Information

BUSINESS NAME	Primera Engineers, Ltd.
OWNER	Ms Erin Inman
ADDRESS	550 W. Jackson Blvd Suite 600 Chicago, IL 60661 [map]
PHONE	312-242-6342
FAX	312-606-0415
EMAIL	erinman@primeraeng.com
WEBSITE	http://www.PrimeraEng.com
ETHNICITY	Caucasian

Certification Information

CERTIFYING AGENCY	City of Chicago
CERTIFICATION TYPE	WBE - Women Business Enterprise
CERTIFICATION DATE	6/9/2025
RENEWAL DATE	4/1/2026
EXPIRATION DATE	4/1/2026
CERTIFIED BUSINESS DESCRIPTION	NAICS 236220 Construction management, commercial and institutional building NAICS 541310 Architectural (except landscape) design services NAICS 541330 Engineering services NAICS 541611 Administrative Management and General Management Consulting Services

Commodity Codes

Code	Description
NAICS 236220	Construction management, commercial and institutional building
NAICS 541310	Architectural (except landscape) design services
NAICS 541330	Engineering services
NAICS 541611	Administrative Management and General Management Consulting Services

Additional Information

WARD	34
COMMUNITY AREA	28 Near West Side
QUALIFIED INVESTMENT AREA	No

This profile was generated on 7/15/2025



CITY OF CHICAGO

DEPARTMENT OF PROCUREMENT SERVICES

APR 29 2022

Erin Inman
Primera Engineers, Ltd.
550 W. Jackson Blvd.
Chicago, Illinois 60661

Dear Ms. Inman:

We are pleased to inform you that **Primera Engineers, Ltd.**, has been recertified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE** recertification is a continuation of your previous certification which expired **3/1/2022** and will remain effective for as long as your firm continues to meet all certification eligibility requirements and is contingent upon the firm affirming its eligibility by filing an **annual No-Change Affidavit** each year. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, 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, you must **file an annual No-Change Affidavit by your anniversary date of April 1st**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the anniversary date for timely processing. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

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;
- 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, 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

541310 - Architectural Services

541330 - Engineering Services

541611 - Administrative Management and General Management Consulting Services

Your firm's participation on City contracts will be credited only toward **WBE** 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, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBENBE/BEPD) Program.

Sincerely,



Aileen Velazquez
Chief Procurement Officer

AV/cm

SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant
MBE/WBE PRIME CONTRACTOR MUST SUBMIT A SCHEDULE B, IF SELF-PERFORMING ANY WORK, TO RECEIVE MBE/WBE CREDIT

Project: 1204697: Professional Design Engineering Services Phase I/II TO Services

From: Gasperec Elberts Consulting, LLC

(Name of MBE/WBE Firm)

MBE: ☐ Yes ☒ No

WBE: ☒ Yes ☐ No

To: Singh and Associates, Inc.

(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:

Lead Survey Services, Roadway Support Services

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

Net 30 days. \$16,000

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: Megan B Elberts

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

Date: 08/05/2025

Name/Title: Megan B Elberts, Principal

(Print or Type Name and Title)

Address: 1401 Branding Ave, Suite 230, Downers Grove, IL 6015

Telephone: 847-868-1833

Fax: 847-868-1837

End of Schedule B



CITY OF CHICAGO

Oct 3 1 2022

DEPARTMENT OF PROCUREMENT SERVICES

Megan Elberts
Gasperec Elberts Consulting, LLC
1401 Branding Ave. Suite 230
Downers Grove, IL 60515

RE: CONTINUATION OF CERTIFICATION

Dear Ms. Elberts:

We are pleased to inform you that **Gasperec Elberts Consulting, LLC** continues to be certified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This recertification is a continuation of your previous certification which expired **September 15, 2022** and will remain effective for as long as your firm continues to meet all certification eligibility requirements and is contingent upon the firm affirming its eligibility by filing an **annual No-Change Affidavit** each year. In the past, the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 calendar days before your annual anniversary date of September 15th**.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification, you must **file an annual No-Change Affidavit 60 calendar days before your anniversary date of September 15th**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the anniversary date for timely processing. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

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.

You shall be deemed to have had your certification lapse and will be ineligible to participate as an **WBE** 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.

You have an obligation to cooperate with the City with 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, or 866-IG-TIPLINE (866-448-4754).**

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 - Civil Engineering Services

541330 - Construction Engineering Services

541330 - Consulting Engineers' Private Practices

541330 - Engineering Services

541330 - Environmental Engineering Services


541370 - Construction Surveying Services

541370 - Land Surveying Services

Your firm's participation on City contracts will be credited only toward **WBE** 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, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE BENBE/BEPD) Program.

Sincerely,



Aileen Velazquez
Chief Procurement Officer

AV/em

Certified ProfileCLOSE WINDOW [Print](#)**Business & Contact Information**

BUSINESS NAME	Gasperec Elberts Consulting, LLC
OWNER	Ms. Megan Elberts
ADDRESS	1401 Branding Ave Suite 230 Downers Grove, IL 60515 [map]
PHONE	847-868-1833
EMAIL	melberts@geconsultllc.com
WEBSITE	http://www.geconsultllc.com
ETHNICITY	Caucasian

Certification Information

CERTIFYING AGENCY	City of Chicago
CERTIFICATION TYPE	WBE - Women Business Enterprise
CERTIFICATION DATE	7/17/2025
RENEWAL DATE	9/15/2026
EXPIRATION DATE	9/15/2029
CERTIFIED BUSINESS DESCRIPTION	NAICS 541330 Civil engineering services (More) NAICS 541330 Construction engineering services (More) NAICS 541330 Consulting engineers' private practices (More) NAICS 541330 Engineering services (More) NAICS 541330 Environmental engineering services (More) NAICS 541370 Construction surveying services (More) NAICS 541370 Land surveying service

Commodity Codes

Code	Description
NAICS 541330	Civil engineering services
NAICS 541330	Construction engineering services
NAICS 541330	Consulting engineers' private practices

NAICS 541330	Engineering services
NAICS 541330	Environmental engineering services
NAICS 541370	Construction surveying services
NAICS 541370	Land surveying services

Additional Information

WARD	N/A
COMMUNITY AREA	N/A
QUALIFIED INVESTMENT AREA	N/A

This profile was generated on 8/5/2025

SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant
MBE/WBE PRIME CONTRACTOR MUST SUBMIT A SCHEDULE B, IF SELF-PERFORMING ANY WORK, TO RECEIVE MBE/WBE CREDIT

Project: CDOT Spec 1204697, Contract # 224002

From: GSG Consultants, Inc.

(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No

WBE: ☐ Yes ☒ No

To: Singh & Associates 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:

Geotechnical Services, Roadway Support Services

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

Net 30 days. \$16,000

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: 8/5/2025

Name/Title: Ala Sassila, PhD, PE, Principal

(Print or Type Name and Title)

Address: 735 Remington Rd, Schaumburg, IL 60173

Telephone: 630-994-2610

Fax: N/A

End of Schedule B



OFFICE OF CONTRACT COMPLIANCE

JACQUEUNE GOMEZ

DIRECTOR

118 N Clark Street • Chicago, Illinois 60602 • (312) 603-5502

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

EARLEAN COLLINS

1st District

ROBERT STEELE

2nd District

JERRY BUTLER

3rd District

STANLEY MOORE

4th District

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JOHN A. FRITCHEY

12th District

LARRY SUFFREDIN

13th District

GREGG GOSUN

14th District

MATTHEW O. SCHNEIDER

15th District

JEFFREY R. ROBOLSKI

16th District

ALVIN H. TAYLOR

17th District

July 16, 2013

Mr. Guillermo Garcia, President

GSG Consultants, Inc.

855 West Adams Street, Suite #200

Chicago, IL 60607

Dear Mr. Garcia,

Cook County Board President Toni Preckwinkle and City of Chicago Mayor Rahm Emanuel have launched a reciprocal Minority and Women Business Enterprise initiative. This initiative will allow your business to be certified by either the County or City, and have that certification apply to both agencies. This combined effort by the County and City will lessen the financial burden and streamline the certification process by providing a "one stop shop" for MBE/WBEs interested in participating in County and City procurement opportunities.

GSG Consultants, Inc. is currently certified by the City of Chicago as a **MBE**. Our office has received a No Change affidavit from your company for the same certification status in the same area of expertise.

This letter is to notify you that your designated Host Agency will be the City of Chicago and your MBE certification will be recognized for Cook County contracts, provided that your status with the City of Chicago's M/WBE Program remains in good standing. As such, you will no longer be required to submit your annual No Change Affidavit to Cook County Government. However, if you wish for Cook County to be your designated Host Agency, you must submit a written request stating your preference on company letterhead to paulette.brooks@cookcountyil.gov, no later than 14 days from the date of this letter.

Please note that if you are currently certified with the City of Chicago in a *non-construction* area i.e., professional services or goods, the County Code requires that you do not exceed 1.) the S.B.A. Size Standards and, 2.) Personal Net Worth standards of approximately \$2MM. If you are a non-construction firm and wish to participate as an MBE/WBE in an upcoming County contract, you must submit an affidavit regarding your Size and Personal Net Worth at the time of the bid. You can download the affidavit from www.cookcountyil.gov/contractcompliance.

If you have further questions and/or comments, please contact Paulette Brooks at 312-603-6843.

Sincerely,

cfir

Jacqueline Gomez

Contract Compliance Director

JG/pgb

MBE/WBE UTILIZATION REPORTING REQUIREMENTS

CHICAGO PARK DISTRICT

Construction Contracts

The prime bidder shall, within 30 days of receiving the contract award, execute contracts or purchase orders with the MBE and WBE firms included in its approved MBE/WBE Utilization Plan. These written agreements shall be made available to the Department of Purchasing upon request.

The prime bidder shall submit the “MBE/WBE Utilization Report” with every progress payment request.

Term Agreement Contracts

For term agreement contracts for materials, supplies, equipment, services, etc., the Director of Purchasing will determine the frequency with which utilization reports are to be submitted. In the absence of written notice from the Director of Purchasing, the submitter’s first “MBE/WBE Utilization Report” will be due no later than ninety (90) days after the date of contract execution.

Submission Address: MBE/WBE Utilization Reports are to be submitted directly to:

Compliance Officer
Department of Purchasing
Chicago Park District
541 N. Fairbanks Court
3rd Floor
Chicago, IL. 60611

Do not submit invoices with the “MBE/WBE Utilization Report.”