

## SCHEDULE A

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

TO BE COMPLETED BY SUBMITTER ONLY P-11007-082

Submitter: Hitchcock Design Group

Project: Redevelopment of the Garfield Park  
Conservatory Children's Garden

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: Primera Engineers, Ltd.

Address: 100 South Wacker Drive, Suite 700; Chicago, Illinois 60606

Contact Person: Ken Panuchi

Phone: 312.606.0910

E-mail: kpanuchi@primerachicago.com

Fax: 312.606.0415

MBE/WBE Participation: Dollars \$ 20,650

Percent: 5.03 %

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: Environmental Design International, Inc.

Address: 33 West Monroe Street, Suite 1025; Chicago, Illinois 60603

Contact Person: Mike Ring Phone: 312.345.1400

E-mail: mring@envdesign.com Fax: 312.345.0529

MBE/WBE Participation: Dollars \$ 22,000 Percent: 5.36 %

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: Matrix Engineering Corporation

Address: 33 West Jackson Boulevard, 4th Floor; Chicago, Illinois 60604

Contact Person: Gene Mojekwu Phone: 312.427.1200

E-mail: gene@matrixchicago.com Fax: 3612.427.4220

MBE/WBE Participation: Dollars \$ 30,000 Percent: 7.31 %

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: CCS International, Inc.

Address: 1815 South Meyers Road, Suite 200; Oakbrook Terrace, Illinois 60181

Contact Person: Paul Laudolff Phone: 630.678.0808

E-mail: plaudolff@ccsdifference.com Fax: 630.678.0858

MBE/WBE Participation: Dollars \$ 30,000 Percent: 7.31 %

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: Rubino Engineering, Inc.

Address: 655 Tollgate Road, Unit H; Elgin, Illinois 60123

Contact Person: Michelle Lipinski Phone: 847.931.1555

E-mail: michelle.lipinski@rubinoeng.com Fax: 847.931.1560

MBE/WBE Participation: Dollars \$ 4,350 Percent: 1.06 %

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: Best Imaging Solutions, Inc.  
Address: 20 East Randolph Street, Mezzanine Level; Chicago, Illinois 60601  
Contact Person: Michal Ann Luncsford Phone: 312.357.9050  
E-mail: mal@emailbest.com Fax: 312.357.0235  
MBE/WBE Participation: Dollars \$ 3,500 Percent: 0.85 %  
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: Cardosi Kiper Design Group  
Address: 2437 South Western Avenue; Chicago, Illinois 60608  
Contact Person: Kim Cardosi Phone: 773.523.9300  
E-mail: kcardosi@ck-dg.com Fax: 773.523.9305  
MBE/WBE Participation: Dollars \$ 12,700 Percent: 3.09 %  
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:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
Primera Engineers, Ltd.	\$ 20,650	5.03 %
Environmental Design International, Inc	\$ 22,000	5.36 %
Matrix Engineering Corporation	\$ 30,000	7.31 %
CCS International, Inc	\$ 30,000	7.31 %
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total MBE Participation:	\$ 102,650	25.01 %

2. WBE Participation:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
Rubino Engineering, Inc	\$ 4,350	1.06 %
Best Imaging Solutions, Inc	\$ 3,500	0.85 %
Cardosi Kiper Design Group	\$ 12,700	3.09 %
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total WBE Participation:	\$ 20,550	5.00 %

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

Bill Inman, Principal | Senior Vice President  
(Name and Title)

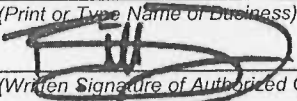
( 312 ) 634.2100  
(Phone Number)

binman@hitchcockdesigngroup.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: Hitchcock Design Group  
(Print or Type Name of Business)

Signature:  Date: January 9, 2015  
(Written Signature of Authorized Officer/Representative)

Name/Title: Bill Inman, Principal | Senior Vice President  
(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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: Primera Engineers, Ltd.

(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No

WBE: ☐ Yes ☒ No

To: Hitchcock Design Group

(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:

MEP/FP services for Design Development phase work only.

The above described performance is offered for the following price and described terms of payment:  
\$20,650

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: 1-13-15

Name/Title: \_\_\_\_\_

Kenneth R Panucci, PE, Senior Vice President  
(Print or Type Name and Title)

Address: 100 South Wacker Drive Suite 700, Chicago IL, 60606

Telephone: 312-606-0910

Fax: 312-606-0415

**End of Schedule B**

**Certification: View****Help & Tools**[Certification List](#)**Vendor Information**

Business Name	Primera Engineers, Ltd.
VendorID	20062812
Primary Owner's Name	Mr. Michael DeSantiago
Company Type	Corporation
Ethnic Group	Hispanic/Latino
Gender	Male

**Certification Information**

Certifying Agency	City of Chicago
Certification Type	MBE - Minority Business Enterprise
Effective Date	10/27/2014
Renewal/Anniversary Date	7/15/2015

**Contact Information**

Main Company Email	ahenao@primeraeng.com
Main Phone	312-606-0910
Main Fax	312-606-0415
Internet Web Page	<a href="http://www.PrimeraEng.com">http://www.PrimeraEng.com</a>

**Addresses**

Physical Address	100 S. Wacker Drive Chicago, IL 60606
Mailing Address	100 S. Wacker Drive Chicago, IL 60606

**Business Capabilities**

Business certified for	NAICS 236220 Construction management, commercial and institutional building NAICS 541310 Architectural (except landscape) design services NAICS 541330 Engineering services
Full Description of Capabilities/Products	NAICS 236220 Construction management, commercial and institutional building NAICS 541310 Architectural (except landscape) design services NAICS 541330 Engineering services
Commodity Codes	NAICS 236220 Construction management, commercial and institutional building ( <a href="#">More</a> ) NAICS 541310 Architectural (except landscape) design services ( <a href="#">More</a> ) NAICS 541330 Engineering services ( <a href="#">More</a> )

**Owner Ethnicity and Gender**



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

JUL 24 2013

Michael DeSantiago  
Primera Engineers, Ltd.  
100 S. Wacker Drive  
Chicago, IL 60606

Dear Mr. DeSantiago:

We are pleased to inform you that **Primera Engineers, Ltd.** has been recertified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **07/15/2017**; 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 **07/15/2014, 07/15/2015, and 07/15/2016**. 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 **07/15/2017**. 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 **05/15/2017**.

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:

*Handwritten signature:* Jc D.W.

- 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):**

**236220 – Construction Management, Commercial and Institutional Building**

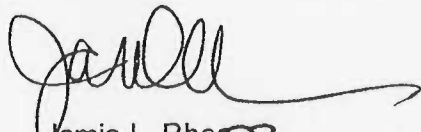
**541310 – Architectural (except landscape) Design Services**

**541330 – Engineering 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/cm

## 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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: Environmental Design International, Inc.

(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No

WBE: ☒ Yes ☐ No

To: Hitchcock Design Group

(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:

Survey Services

The above described performance is offered for the following price and described terms of payment:  
\$22,000

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: January 13, 2015

Name/Title: \_\_\_\_\_

Michael Ring, PLS/ Vice President, Survey

(Print or Type Name and Title)

Address: 33 W. Monroe Street, Suite 1825, Chicago, IL 60603

Telephone: 312-345-1400

Fax: 312-345-0529

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

SEP 26 2014

Deborah Sawyer  
Environmental Design International, Inc.  
33 West Monroe Street, Suite 1825  
Chicago, IL 60603

Dear Deborah Sawyer:

We are pleased to inform you that **Environmental Design International, Inc.** has been recertified as a **Minority-Owned Business Enterprise ("MBE")** and **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE/WBE** certification is valid until **9/15/2019**; 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 **9/15/2015, 9/15/2016, 9/15/2017, and 9/15/2018**. 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 **9/15/2019**. 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 **7/15/2019**.

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.

Environmental Design International, Inc.

Page 2 of 2

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE/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](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):**

- 561210 - Facility support services**
- 562910 - Remediation services**
- 541330 - Engineering services**
- 541350 - Building inspection services**
- 541370 - Surveying and mapping (except geophysical services)**
- 541620 - Environmental consulting services**

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise and Women-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,



Jamie L. Rhee  
Chief Procurement Officer  
JLR/dp

## 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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: Matrix Engineering Corporation  
(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No  
WBE: ☐ Yes ☒ No

To: Hitchcock Design Group 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:

Structural Engineering Design Services

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

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: January 14, 2015

Name/Title: Gene C. Mojekwu, President  
(Print or Type Name and Title)

Address: 33 W. Jackson Blvd., 4th Fl., Chicago, IL 60604

Telephone: (312) 427-1200

Fax: (312) 427-4220

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

December 1, 2014

Eugene C Mojekwu  
**Matrix Engineering Corporation**  
33 West Jackson Boulevard, 4th Floor  
Chicago, IL 60604-4092

Email: gene@matrixchicago.com

Dear Eugene C Mojekwu:

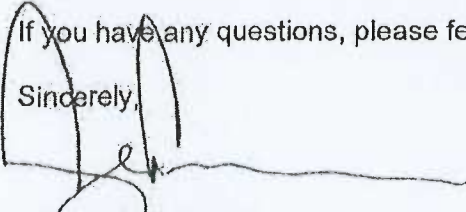
This letter is to inform you that the City of Chicago has extended your status as **Minority Business Enterprise (MBE)** until **March 31, 2015**. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter and copy of your last certification letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to contact our office at (312) 744-1929.

Sincerely,

  
George Coleman Jr.  
Deputy Procurement Officer

GC/II

## 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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: CCS International, Inc. MBE: ☒ Yes ☐ No  
(Name of MBE/WBE Firm) WBE: ☐ Yes ☒ No

To: Hitchcock Design Group 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:  
Cost estimating services

The above described performance is offered for the following price and described terms of payment:  
30,000

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:  Date: 1/12/15  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Paul Landolff, Vice President  
(Print or Type Name and Title)

Address: 1815 S. Meyers Road, Suite 200, Oakbrook Terrace, IL. 60181

Telephone: 630.678.0808

Fax: 630.678.0858

End of Schedule B

**Certification: View****Help & Tools** [Certification List](#)**Vendor Information**

Business Name	<b>CCS International, Inc.</b>
VendorID	20011346
Primary Owner's Name	Ian Parr
Company Type	Corporation
Ethnic Group	Asian American
Gender	Male

**Certification Information**

Certifying Agency	City of Chicago
Certification Type	MBE - Minority Business Enterprise
Effective Date	6/27/2013
Renewal/Anniversary Date	<b>3/15/2015</b>

**Contact Information**

Main Company Email	canderson@ccsos.com
Main Phone	630-678-0808 Ext. 114
Main Fax	630-678-0858
Internet Web Page	<a href="http://www.ccsdifference.com">http://www.ccsdifference.com</a>

**Addresses**

Physical Address	1815 South Meyers Road Suite 200 Oakbrook Terrace, IL 60181-5261
Mailing Address	1815 South Meyers Road Suite 200 Oakbrook Terrace, IL 60181-5261

**Business Capabilities**

Business certified for	NAICS 541990 Scientific and Technical Services
Full Description of Capabilities/Products	NAICS 541990 Scientific and Technical Services
Commodity Codes	NAICS 541990      All Other Professional, Scientific, and Technical Services ( <a href="#">More</a> )

**Owner Ethnicity and Gender**

Ethnic Group	Asian American
Gender	Male
DBE Ethnic Group	Asian Pacific American

**Location**

## 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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: Rubino Engineering, Inc.

(Name of MBE/WBE Firm)

MBE: ☐ Yes ☐ No

WBE: ☒ Yes ☐ No

To: Hitchcock Design Group

(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:

Soil Borings / Geotechnical Engineering

The above described performance is offered for the following price and described terms of payment:  
\$4,350

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: 1/12/15

Name/Title: \_\_\_\_\_

Michelle Lipinski, PE / President

(Print or Type Name and Title)

Address: \_\_\_\_\_

665 Tollgate Road, Unit H, Elgin, IL 60123

Telephone: \_\_\_\_\_

847-931-1555

Fax: \_\_\_\_\_

847-931-1560

**End of Schedule B**



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

MAY 07 2014

Michelle Ann Lipinski  
Rubino Engineering, Inc.  
665 Tollgate Road, Unit H  
Elgin, IL 60123

Dear Ms. Lipinski:

We are pleased to inform you that **Rubino Engineering, Inc.** has been certified 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;

- 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):**

**541380 - Geotechnical Testing Laboratories or Services**

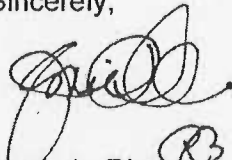
**541380 - Laboratory Testing (except Medical, Veterinary) Services**

**541380 - Soil Testing Laboratories or 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

Minority Engineering Corporation

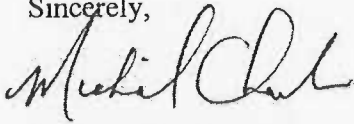
Business Enterprises in the specialty area(s) of:

**PROFESSIONAL DESIGN FIRM; STRUCTURAL ENGINEERING SERVICES  
AND CONSULTING; PROFESSIONAL ENGINEERING SERVICES AND  
CONSULTING**

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

Thank you for your continued participation in the City's Supplier Diversity Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Chambers", written in a cursive style.

Michael Chambers  
Senior Compliance Officer

## 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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: Best Imaging Solutions, Inc.  
(Name of MBE/WBE Firm)

MBE: ☐ Yes ☒ No  
WBE: ☒ Yes ☐ No

To: Hitchcock Design Group 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:

PRINTING & DIGITAL IMAGING SERVICES

The above described performance is offered for the following price and described terms of payment:  
\$3,500

TERMS: NET 30 DAYS

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: 01/12/2015

Name/Title: \_\_\_\_\_


(Print or Type Name and Title)

Address: 55 E MONROE

Telephone: 312.357.9050

Fax: 312.357.0235

End of Schedule B

**Certification: View****Help & Tools** [Certification List](#)**Vendor Information**

Business Name	<b>Best Imaging Solutions, Inc.</b>
VendorID	20070115
Primary Owner's Name	Constance Luncsford
Company Type	Corporation
Ethnic Group	Caucasian
Gender	Female

**Certification Information**

Certifying Agency	City of Chicago
Certification Type	WBE - Women Business Enterprise
Effective Date	1/13/2014
Renewal/Anniversary Date	<b>4/1/2015</b>

**Contact Information**

Main Company Email	mal@emailbest.com
Main Phone	312-357-9050
Main Fax	312-357-0235
Internet Web Page	<a href="http://www.bestimagingsolutions.com">http://www.bestimagingsolutions.com</a>

**Addresses**

Physical Address	55 East Monroe St. Lower Level Concourse F Chicago, IL 60603
Mailing Address	55 East Monroe St Lower Level Concourse F Chicago, IL 60603

**Business Capabilities**

Business certified for	NAICS 323117 Books printing without publishing NAICS 313310 Textile and Fabric Finishing Mills NAICS 323111 Commercial Printing (except Screen and Books) NAICS 323120 Support Activities for Printing
Full Description of Capabilities/Products	NAICS 323117 Books printing without publishing NAICS 313310 Textile and Fabric Finishing Mills NAICS 323111 Commercial Printing (except Screen and Books) NAICS 323120 Support Activities for Printing
Commodity Codes	NAICS 323117 Books printing without publishing ( <a href="#">More</a> )

**Owner Ethnicity and Gender**

Ethnic Group	Caucasian
Gender	Female



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

JAN 13 2014

Constance Luncsford  
Best Imaging Solutions, Inc.  
55 East Monroe Street, Lower Level Concourse F  
Chicago, IL 60603

Dear Ms. Luncsford:

We are pleased to inform you that **Best Imaging Solutions, Inc.** has been recertified as a **Women Business Enterprise ("WBE")** by the City of Chicago ("City"). This **WBE** certification is valid until **01/01/2019**; 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 **01/15/2015, 01/01/2016, 01/01/2017, and 01/01/2018**. 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 **10/01/2018**. 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 **01/01/2019**.

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;
- 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):**

**323117 - Books Printing Without Publishing**

**313310 - Textile and Fabric Finishing Mills**

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

**323120 - Support Activities for Printing**

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

## 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: Redevelopment of the Garfield Park Conservatory Children's Garden P-11007-082

From: Cardosi Kiper Design Group MBE: ☐ Yes ☒ No  
(Name of MBE/WBE Firm) WBE: ☒ Yes ☐ No

To: Hitchcock Design Group 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.**

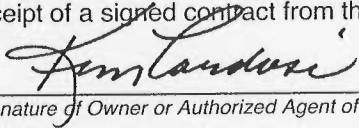
The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

Design consulting services for design of entry signage and wayfinding signs within the Children's Garden at the Garfield Park Conservatory.

The above described performance is offered for the following price and described terms of payment:  
\$12,700

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: 01.15.2015  
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Kim Cardosi, President  
(Print or Type Name and Title)

Address: 2437 S. Western Ave. Chicago, IL 60608

Telephone: 773.523.9300 Fax: 773.523.9305

End of Schedule B



**TONI PRECKWINKLE**

PRESIDENT

**Cook County Board  
of Commissioners**

EARLEAN COLLINS

1st District

ROBERT STEELE

2nd District

JERRY BUTLER

3rd District

STANLEY MOORE

4th District

DEBORAH SIMS

5th District

JOAN PATRICIA MURPHY

6th District

JESUS G. GARCIA

7th District

EDWIN REYES

8th District

PETER N. SILVESTRI

9th District

BRIDGET GAINER

10th District

JOHN P. DALEY

11th District

JOHN A. FRITCHEY

12th District

LARRY SUFFREDIN

13th District

GREGG GOSLIN

14th District

TIMOTHY O. SCHNEIDER

15th District

JEFFREY R. TOBOLSKI

16th District

ELIZABETH ANN DOODY GORMAN

17th District

OFFICE OF CONTRACT COMPLIANCE

**JACQUELINE GOMEZ**

DIRECTOR

118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60602 • (312) 603-5502

June 27, 2014

Ms. Kim Cardosi

President

Cardosi Kiper Design Group, Inc.,  
dba Cardosi Kiper Design group, Inc.

2437 South Western

Chicago, IL 60608

**Annual Certification Expires: June 27, 2015**

Dear Ms. Cardosi:

Congratulations on your continued eligibility for Certification as a Women Business Enterprise (WBE) by Cook County Government. This WBE Certification is valid until **June 27, 2016**.

As a condition of continued certification during this three (3) year period, you must file a **"No Change Affidavit"** within sixty (60) days prior to the date of annual expiration. Failure to file this Affidavit shall result in the termination of your certification. You must notify Cook County Government'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 **fifteen (15) business days** of such change.

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

Your firm's name will be listed in Cook County's Directory of Minority Business Enterprise, Women Business Enterprise and/or Veteran Business Enterprise in the area(s) of specialty:

**MARKETING/ADVERTISING: GRAPHIC DESIGN, DISPLAY AND INTERIORS, MARKETING SERVICES**

Your firm's participation on County contracts will be credited toward **WBE** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credited toward **WBE** goals will be given only for work performed in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women and Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez

Contract Compliance Director

JG/ew