

CITY OF CHICAGO  
DEPARTMENT OF PURCHASES,  
CONTRACTS AND SUPPLIES  
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

CONTRACT ADMINISTRATION RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CA/CN RECOMMENDS: \_\_\_\_\_ DATE: \_\_\_\_\_  
UNIT MANAGER CONCURS: \_\_\_\_\_ DATE: \_\_\_\_\_  
BOARD SECRETARY RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_

### JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

#### COMPLETE THIS SECTION IF NEW CONTRACT, TERM AGREEMENT OR PURCHASE ORDER

For contract(s) or purchase order, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Great Lakes Environmental Planning for the product and/or services described herein.  
Name of Person or Firm

This is a request for: X (One-Time Contract or P.O. per Requisition # 19587, copy attached) or \_\_\_\_\_ Term Agreement or \_\_\_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the \_\_\_\_\_ program. (Attach List)

#### COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: \_\_\_\_\_ Company or Agency Name: \_\_\_\_\_

Specification #: \_\_\_\_\_ Contract or Program Description: \_\_\_\_\_  
Mod #: \_\_\_\_\_ (Attach List, if multiple)

Claire Woolley (312) 744 8908  
Originator Name Telephone

[Signature]  
Signature

Environment 2/10/2005  
Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

( ) **PROCUREMENT HISTORY**

See attached

( ) **ESTIMATED COST**

See attached

( ) **SCHEDULE REQUIREMENTS**

See attached

( ) **EXCLUSIVE OR UNIQUE CAPABILITY**

See attached

( ) **OTHER**

APPROVED BY: \_\_\_\_\_

DEPARTMENT HEAD  
OR DESIGNEE

DATE

BOARD CHAIRPERSON

DATE

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**  
**(Attachment)**

**1. Procurement History**

Federal responsibility for conducting National Environmental Protection Act 1970 (NEPA) environmental reviews for certain City of Chicago and CHA projects has previously been granted to the City of Chicago, under the authority of the U.S. Department of Housing and Urban Development's (HUD), "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," as set forth in Title 24, Part 58, of the Code of Federal Regulations.

The Department of Environment (DOE) has a team of four employees who undertake this work. These employees have only worked for short time in this capacity (ranging from 1 to 7 months). It is DOE's opinion that further training of these employees is necessary. This is particularly so as DOE is on notice that HUD will be conducting a formal audit of this work in the near future. DOE will also require expert advice/assistance in updating its Neighborhood Strategy Areas (NSAs) that have proved to be an effective tool in assisting with the timely issue of NEPA environmental clearance certifications. HUD has indicated that updating the NSAs is necessary if the City wants to continue to rely on them.

**2. Estimated Cost**

\$4000 @ \$70 per hour.

This includes 1.5 days of training and advice/assistance in the NSAs update process (approx. 40 hours).

**3. Schedule Requirements**

Tentative dates:

- Proposed training – end of February-early March 2005; and
- NSAs update process – early March-June 2005.

**4. Exclusive and Unique Capability**

Mr. Eugene Goldfarb (Great Lakes Environmental Planning) is a town planner and admitted attorney in the State of Illinois (his resume is attached). Since the 1974 until the end of 2004 (when he retired), he was an Environmental Officer in the HUD's regional office in Chicago. In this capacity, he dealt with a myriad of NEPA environmental reviews. Mr. Goldfarb has also trained employees of responsible entities from across the country since 1993. He has honed training skills also having lectured at UIC (Environmental Planning undergraduate course) for the last 12 years.

In the second quarter of 2004, DOE put out a RFS for assistance with NEPA environmental reviews. No suitable candidates were found.

RESUME OF  
**EUGENE GOLDFARB**

900 Ridge Rd  
Highland Park, IL 60035  
(847)831-9142  
egoldfarb9@aol.com

**I GENERAL INFORMATION**

55 years old	married 31 years, 2 children
Renee (wife)	Chief of Criminal Appeals, Cook County States Attorney
Melanie (daughter)	Brown '00, UIC Medical School      Justin (son) Emory '03, Loyola Law School
Hobbies:	Home Improvement, biking, swimming, kayaking

**II ACADEMIC RECORD**

<u>High School:</u>	Stuyvesant High School, NYC, 1967
<u>Undergraduate:</u>	State University of New York (Stony Brook) & Hebrew University (Jerusalem), BA Psychology, 1971
<u>Graduate</u>	University of Illinois (Champaign-Urbana) MUP Urban Planning, 1974; Phi Kappa Phi Honor Society, AICP
<u>Law School:</u>	DePaul University, JD Law, 1980; Admitted to Illinois Bar, 1980

**III WORK EXPERIENCE**

<u>Great Lakes Environmental Planning</u> – Principal	2005 - present
<u>US Dept of Housing &amp; Urban Development</u>	1974- 2004
<u>Golbus &amp; Goldfarb</u> – partner (law practice)	1980-present
<u>University of Illinois (Chicago)</u> Adjunct Asst. Professor, School of Public Health	2002-present
<u>Kaufman &amp; Broad</u> (home builder) Planner	1978-1979

**IV OTHER AFFILIATIONS**

Vice-Chair, Housing and Human Svces Division, Amer Planning Association, 2000-02; Affordable Comfort Planning Committee (1995-2001) & track leader; Education & Research Center Advisory Board, Univ of IL Great Lakes Center for Occupational & Environmental Safety & Health (2001-present); Chicago Urban Resource Partnership Steering Committee (1997-2001); EPA Brownfield Funding Panel Reviewer (1999-present); USEPA Greater Chicago Initiative Task Force, 1998-2000

**V SKILLS**

Law (licensed - IL); Planning (certified-AICP); Environmental Assessment; Computer Programming; Geographic Information Systems; Video Production

**VI HONORS, AWARDS & RECOGNITION**

Full College Scholarship; Phi Kappa Phi Honor Soc (1974); 1985 Spec Ach; 1989 Superior Accom; 1991 IDEA; 1996 Natl Part for Reinventing Gov't; 1998 Rebuild America; 2000 USDOE/HUD Energy Champion; 2000 HUD Best Practice; 2002 named HUD's "brownfield guru" in APA's Planning Magazine; 2004 Corp Energy Mgmtnt by Chicago Chapter of Association of Energy Engineers

**VII PUBLICATIONS**

Brownfield News, 2001 & 2004; APA Hsg & Human Svces News, 2000; Affordable Comfort 2000 Selected Readings, 2000; Quarterly Environmental Newsletter (1995-96); UI Energy Research Center, 1994; 7th Annual Env Mgmtnt & Tech Conf Central, 1994; 8 EIS's, 1975-1989; Planning for Neighborhoods, Cities, & Regions, Institute on Zoning & Planning, 1978

**VIII INSTRUCTION**

<u>Orientation to Environmental Assessment</u> (5 days), 1993-present;	<u>Nuts &amp; Bolts of Brownfield Redevelopment</u> (5 days), 1999-present
<u>OEA rural/tribal track</u> 1999-present	<u>Sustainable Dev/Smart Growth</u> (5 days), 2001
<u>Env Comp Hsg Rehab</u> (3 days), 1997	<u>Sustainability Speaker Series</u> 2002-present
<u>HUD Hawaii Environmental Conference</u> , 1997	<u>Midwest Summit Sus Dev Brownfields</u> , 2003
<u>Statewide Env conf MN, MI, WI, IN</u> ; 2001-present	<u>Energy Performance Contracting</u> (5 d), 1999-present
<u>Env Assessment Speaker Series</u> , 2003	<u>Energy Efficient Rehab</u> , 2 days, 1994
<u>Env Policy</u> (UP554) UIC Graduate Plngng course, 2003-present	<u>Environmental Justice</u> (5 hours), 2000

**IX RECENT PUBLIC SPEAKING**

2004 – IL DCEO Env Trng; Affordable Comfort; IEPA Brownfields; HUD Continuum of Care; UIC Planning Alumni; OH EPA; IN NAHRO; IN HFA; Midwest APA, Chicago APA  
2003 - Brownfields 2003; Midwest Rgnl NAHRO conference; IL Cmnty Excellence In Env Hlth; IN Assoc Cmnty Econ Dev; Affordable Comfort; Midwest Conf for Tribal Hsg Auth;  
2002 – IL NAHRO, IEPA Brownfields Conf; Brownfields 2002; IIT Kent Law School; Affordable Comfort; UIUC Planning & Zoning Institute; UIUC Bldg Rsch Council; UIC School of Public Health

Date: 2-22-05  
 Bureau/Division: STS/PLANN  
 Ship To: Attn: M Moore  
 Date Needed: ASAP  
 Reg # 10000000

Line	Fund	Commodity Code	STS Code	Item Description	Catalog Name/#	Catalog Date	Catalog Page	Catalog Item/Part	Unit Price	Unit of measure	Quantity	Order # RCVD	Total
004	0100	91826		CONSULTING SERVICES					1	505	4000		4000
Comments: <i>Sole Source Request for Great Lakes Environmental Planning</i>													

FY	LINE	FUND	DEPT	ORGN	APPR	OBIT	PROJECT ACTV	RPTG	DOLLAR AMT.
108	001	0100	072	2005	0140	22044	6032		\$4000
Grand Total									\$4000

**Check Or Complete**  
 All That Apply  
 Participating TA#  Sole Source  
 New TA or Contract

**Vendor Information**  
 Company Name: Great Lakes Environmental  
 Address: 900 Ridge Parkway  
 Highland Park, IL 60035  
 Vendor Code: \_\_\_\_\_  
 RFP/Phone: \_\_\_\_\_ Date: 2-22-05

**Bureau/Division Information**  
 Section Manager: M Moore  
 APRF prepared by: M Moore  
 Address: 30 N. LaSalle St  
 Date: 2-22-05 Phone: 744-7673  
 Deputy Authorization: Michael W. S.  
 Date: 2/22/05 Phone: 744-9131

# CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

**IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.**

PROJECT \_\_\_\_\_  
 Date: 2/22/05  
 ID No (Spec, RX, Project): 19587  
 Department: DOE  
 Bureau: Environment  
 Contract No (if known): \_\_\_\_\_  
 Project Title/Description: Consulting services

Contact Person: JRIS Moore  
 Tel: 7673 Fax: 46451 E-mail: compuise  
 Project Manager: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Estimated Value \$ \_\_\_\_\_

## SCOPE STATEMENT

Attached is a detailed scope of services and/or specification

**IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.**

The following is a general description of what would be included in a Scope of Services or Specification:  
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute..

TYPE OF PROCUREMENT REQUESTED (check all that apply)

<input type="checkbox"/> Competitive Bid	<input type="checkbox"/> RFQ/RFP/RFS/RFI	<input checked="" type="checkbox"/> Sole Source**	<input type="checkbox"/> Term Agreement	<input checked="" type="checkbox"/> One Shot
<input type="checkbox"/> Mod/Amendment	<input type="checkbox"/> Time Extension	<input type="checkbox"/> Additional Funding	<input type="checkbox"/> Small Order	<input type="checkbox"/> S/O Emergency

FORMS

<input type="checkbox"/> F-25* (add line item)	<input type="checkbox"/> F-10* (special approvals)	<input type="checkbox"/> SSRB** (sole source approval)
<input type="checkbox"/> F-26* (new term agreement)	<input checked="" type="checkbox"/> RX (one-shot requisition)	<input type="checkbox"/> OBM Authorization
<input type="checkbox"/> F-27* (time extension)	<input type="checkbox"/> APRF (all purpose request form)	
<input type="checkbox"/> F-29* (change vendor limit)		

\*\* Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City:	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other _____
State:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway		<input type="checkbox"/> Grant*	<input type="checkbox"/> Other _____
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other _____

Funding Strip(s): 005

\* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP

Requested Contract Term (y/m/d): 1 year

PRE BID/SUBMITTAL REQUIREMENTS

Requesting Pre Bid/Submittal Conference?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requesting Conference be Mandatory?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Requesting Site Visit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requesting Site Visit be Mandatory?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# CPAC PROJECT CHECKLIST

## ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No  
 Yes  No

Will services be performed on or near a waterway?

Pre-Qualification Category No. \_\_\_\_\_ Category Description: \_\_\_\_\_

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required:  None  State  Federal  Other (fill in) \_\_\_\_\_

## AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents:  Yes  No

### Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

### Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes  No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes  No

Will work be performed airside? Yes  No

## COMMODITIES SUPPLEMENTAL CHECKLIST

### Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

## CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

Required attachments: Copy of Draft (80% Completion)

Copy of Draft (80% Completion) Contract Documents and Detailed Specifications

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No  
 Yes  No

Will services be performed on or near a waterway?

## DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

### Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance?  Yes  No

Is boilerplate from Law available or in production?  Yes  No

Would your department benefit from technical assistance?  Yes  No



# PROJECT CHECKLIST

## HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

Attach any documentation indicating any previous purchase activity to assist in the procurement process

Grant document attached

## PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed scope of services as described on page 1.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

\* If this is a Telecommunications/Utilities project, please also address the following:

Has the project been reviewed by DGS?  Yes  No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software?  Yes  No

If yes, is signed ITSC form attached?  Yes  No

Does the location involve:

A public way?  Yes  No

Any concession in the City's facilities?  Yes  No

Is it anticipated City Council approval of the project or contract will be required?  Yes  No

## SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

- 1. Special Approval Form/Justification Letter.  
e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals, EPS Form F-10, etc.).
- 2. Suggested Vendor.
- 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc..
- 4. Detailed Specification or Scope of Work.

## ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

### 1. ONE SHOT (PN)

- YES ( ) NO ( ) Detailed Specifications
- YES ( ) NO ( ) Suggested Vendor
- YES ( ) NO ( ) Support Documentation

### 3. EMERGENCY CONTRACT

- YES ( ) NO ( ) Justification Letter
- YES ( ) NO ( ) Vendor Proposal
- YES ( ) NO ( ) Pre-assigned Requisition (RX)

### 4. TELEPHONE/FAX BIDS

- YES ( ) NO ( ) Justification Letter

### 2. SOLE SOURCE REQUIREMENTS

- YES ( ) NO ( ) Vendor Proposal
- YES ( ) NO ( ) Disclosure Affidavit
- YES ( ) NO ( ) Letter of Exclusive or Unique Capability
- YES ( ) NO ( ) Support Documentation from Vendor/Manufacturer.
- YES ( ) NO ( ) Signature(s) of Originator or Departmental Head/Designee.





# PROJECT CHECKLIST

## VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

### Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (  Manufacturer; or  Dealer;  or Other Source: \_\_\_\_\_ )
- Copy of current Price List(s)/Catalog(s)
- Form F-10 or other authorization document
- Any other exhibits and attachments

## WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, contract term and extension options, contractor qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and price lists, catalogs, technical drawings and other exhibits and attachments as appropriate.

### Risk Management

- Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No
- Will services be performed on or near a waterway?  Yes  No
- Will services require the handling of hazardous/biowaste material?  Yes  No
- Will services require the blocking of streets or sidewalks in any way which may affect public safety?  Yes  No