



THE UNIVERSITY OF CHICAGO

March 11, 2021

To: University of Chicago A/E vendors or their subconsultants (including permit expeditors)

Re: A/E Communications with the City of Chicago

The University of Chicago Facilities Services Capital Project Delivery (CPD) unit mandates the use of our Project Delivery Guide (https://facilities.uchicago.edu/construction/project_delivery_guide/) in the execution of design services contracted for and on behalf of the University. We would like to draw our A/E vendors' attention to the following narrative within the Project Delivery Guide that covers the requirements regarding communications and interactions with the City of Chicago for the projects commissioned by the University.

The Office of Civic Engagement (OCE) is a stakeholder on all CPD projects. OCE coordinates interactions with the City of Chicago departments that interface with University capital projects, including the Department of Buildings, Department of Planning and Development, CDOT, and others. CPD project managers meet with OCE representatives during the project initiation phase to begin developing project permit strategies, which are refined throughout the project design phases. OCE then facilitates the permitting process for CPD and assists in resolving construction-phase issues that require input or approval from various city departments. OCE is responsible for obtaining aldermanic approval for project issues that require it. The required documentation shall be provided to the PM who will work with OCE to secure approval.

The City of Chicago affords the University of Chicago the privilege of direct coordination with a single designated Developer Services Project Manager within the City of Chicago for the permitting of our projects. This special privilege is provided given the volume of work that we undertake and on the basis that all communications and interactions are initiated and continued through the OCE. It is important that our A/E vendors and their subconsultants follow this procedural requirement. **A/E vendors or their subconsultants (including permit expeditors) shall not engage in direct communications with the City of Chicago on behalf of the University of Chicago without prior written approval from the University's Office of Civic Engagement. This procedure applies to all City of Chicago approvals and interactions, regardless of scope or project size.**

Following this policy affords the University the ability to prioritize projects and activities across our entire portfolio of work. A/E vendors can support this prioritization by establishing a permit strategy early in the project and by meeting permit schedule milestones. This procedure does not relieve A/E vendors and their sub-consultants of their contractual requirement to design in accordance with all applicable codes. Should you have any questions, please direct them to your Project Manager.

Sincerely,

Arthur Del Muro, AIA LEED AP
Director, Construction Mgmt.
Capital Project Delivery
5235 S. Harper Ct., Suite 1000
Chicago, IL 60615



THE UNIVERSITY OF
CHICAGO | **Facilities
Services**

T 773.834.0399
C 847.562.6730
adelmuro@uchicago.edu
facilities.uchicago.edu