



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order and enter into an agreement for Contract 10-RFP-02 to provide consulting services for the Identification of Benthic Invertebrates Collected from Chicago Area Waterways, with EA Engineering, Science and Technology, Inc., in an amount not to exceed \$60,400.00, Account 101-16000-601170, Requisition 1291247

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Date	Ver.	Action By	Action	Result
8/12/2010	1	Committee of the Whole	Recommended	Pass
8/12/2010	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 12, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement for Contract 10-RFP-02 to provide consulting services for the Identification of Benthic Invertebrates Collected from Chicago Area Waterways, with EA Engineering, Science and Technology, Inc., in an amount not to exceed \$60,400.00, Account 101-16000-601170, Requisition 1291247

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with EA Engineering, Science and Technology, Inc. (EA) to provide consulting services for the Identification of Benthic Invertebrates Collected from Chicago Area Waterways from the date of award through December 31, 2011.

The subject professional service agreement shall include the following specific work items:

1. Count all of the benthic invertebrates, except the aquatic worms, that were removed by Monitoring and Research Department (M&R) personnel from the sediment samples.
2. Identify all of the benthic invertebrates, except aquatic worms, to the lowest possible taxon (generally genus and whenever possible species).
3. Clear and mount on glass slides all chironomid (midge) larva.
4. Examine up to a maximum of 100 midge larva per sample for head capsule deformities based on descriptions from the scientific literature.

5. Prepare a technical report that includes an introduction, field and laboratory methods (description of field and laboratory procedures performed by District personnel and laboratory identification methods used by the Consultant), results of the benthic identifications with raw data and summary tables, a brief discussion of the results, specifically, as the data relate to the biological integrity of the study area, and references. District personnel will supply a narrative of field and laboratory methods used for incorporation in the technical support.
6. Prepare a voucher collection that includes a minimum of at least one specimen of all benthic taxa identified.
7. Prepare a complete listing of the taxonomic references used to identify the benthic organisms.

On March 3, 2010, Request for Proposal 10-RFP-02, Identification of Benthic Invertebrates Collected from Chicago Area Waterways, was publicly advertised. One hundred and sixty-six (166) firms were notified, and thirteen (13) firms requested proposal documents. On March 26, 2010, the District received two responsive proposals from EA and Ecological Specialists, Inc.

The proposals were evaluated by three M&R staff members and one Procurement and Materials Management Department staff member. The evaluation criteria are as outlined in Request for Proposal No. 10-RFP-02 and include: understanding of the project, approach to work, technical competence, financial stability, team effectiveness, cost efficiency, compliance with insurance requirements, submission of licenses/permits, and affirmative action. Following the preliminary evaluation of proposals, both Consultants were interviewed on May 6, 2010. A request for "Best and Final Offers" was sent to each Consultant on May 26, 2010. The "Best and Final Offers" were returned to the Director of Procurement and Materials Management on June 1, 2010.

Based on each Proposer's presentation and response, EA has highly relevant experience in providing numerous laboratory analytical consulting services, including: freshwater and marine benthic macroinvertebrate and fisheries studies; biomonitoring, toxicological and bioassay investigations; ecological risk assessments; environmental engineering; hazardous waste investigations and characterizations; and applied research. EA has conducted over 30 separate studies in macroinvertebrates throughout the United States over the past five years.

EA's principal, who is the firm's senior project manager, has over 30 years of experience working in the areas of environmental monitoring of the aquatic and terrestrial environment, assessing environmental impacts, and developing cost-effective regulatory compliance strategies. His responsibilities have included technical support and direction, support for information presentations, negotiations, and hearings with regulatory agencies and other stakeholders.

The PO/agreement will begin upon award of the purchase order through December 31, 2011.

Any expansion of the scope of work or extension of the contract completion date beyond December 31, 2011, will require the approval of the Director of Procurement and Management Materials and the District's Board of Commissioners if the value of the additional work exceeds \$10,000.00.

A final report describing benthic invertebrates collected in 2010 shall be delivered to the District by December 31, 2011.

This project is exempt from the District's Affirmative Action policy because the estimated value of services to be rendered is under \$100,000.00.

Inasmuch as EA possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement

per Section 11.4 of the Purchasing Act, in an amount not to exceed \$60,400.00.

Funds for the 2010 expenditures, in the amount of \$31,800.00, are available in Account 101-16000-601170. The estimated expenditures for 2011 are \$28,600.00. Funds for the 2011 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Louis Kollias, Director of Monitoring and Research, LK:TG:MPC:KB:op
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for August 12, 2010