



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue a purchase order and enter into an agreement with Stantec Consulting Services, Inc., for Contract 18-RFP-11 Professional Engineering Services to Address Infiltration in Six Elevator Shafts at the Mainstream Pumping Station in an amount not to exceed \$274,350.00, Account 401-50000-612450, Requisition 1489088

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Date	Ver.	Action By	Action	Result
12/6/2018	1	Board of Commissioners	Approved	Pass
12/6/2018	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue a purchase order and enter into an agreement with Stantec Consulting Services, Inc., for Contract 18-RFP-11 Professional Engineering Services to Address Infiltration in Six Elevator Shafts at the Mainstream Pumping Station in an amount not to exceed \$274,350.00, Account 401-50000-612450, Requisition 1489088

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Stantec Consulting Services, Inc. (Stantec), for Contract 18-RFP-11 Professional Engineering Services to Address Infiltration in Six Elevator Shafts at the Mainstream Pumping Station in Hodgkins, Illinois.

The purpose of this contract is to provide professional services to assist the Engineering Department in addressing groundwater infiltration at six shafts at the Mainstream Pump Station; the north elevator main and ventilation shafts, south elevator main and ventilation shafts, dewatering shaft and discharge shaft. Groundwater infiltration at the six shafts has caused accelerated deterioration of elevator electrical and mechanical components, ventilation equipment and actuators at these locations. The provider will perform the following tasks:

1. Conduct an evaluation of infiltration at six shafts at the Mainstream Pump Station
2. Prepare a report to identify potential solutions for infiltration at each shaft including a cost-benefit analysis and conduct an alternatives evaluation workshop to select the best solution for each shaft
3. Prepare 60%, 98% and ready-to-advertise contract plans and specifications and Engineer's estimate for the contract work.

On May 2, 2018, Request for Proposal 18-RFP-11 was publically advertised. Six hundred forty-one (641) firms were notified with thirty-eight (38) requesting proposal documents. Five (5) acceptable proposals were received on June 8, 2018, from the following firms.

- ☐ Brierley Associates Corporation
- ☐ Jacobs Associates, d/b/a McMillen Jacobs Associates
- ☐ Mott MacDonald, LLC
- ☐ Rubinos and Mesia Engineers, Inc.
- ☐ Stantec Consulting Services, Inc.

The proposals were reviewed and evaluated by a panel consisting of two members from the Engineering Department, one member from the Maintenance and Operations Department and one member from the Procurement and Materials Management Department. The criteria for these evaluations were outlined in Request for Proposal 18-RFP-11 and included: understanding of the project, approach to the work, experience, team effectiveness, cost of services, compliance with insurance requirements, compliance with affirmative action and submission of all necessary licenses and permits. Following the preliminary evaluation of proposals, the top three (3) proposers were determined to be finalists and were interviewed on August 29, 2018. A solicitation was sent to each of the finalists on September 20, 2018, for an unqualified "Best and Final" offer. The "Best and Final" offers were returned to the Director of Procurement and Materials Management on September 28, 2018.

Based on the review of the proposals, the interviews and the Best and Final Offers, the evaluation team determined that Stantec Consulting Services, Inc., (Stantec) is the most suitable firm to address groundwater infiltration at the Mainstream Pumping Station. Stantec's highest matrix score reflects the firm's extensive expertise and experience and proposed comprehensive plan for accomplishing the required tasks.

The anticipated service period will begin upon the award of the purchase order and continue for 365 days.

The deliverables will include technical memorandums, construction cost estimates and 60%, 98% and ready-to-advertise contract plans and specifications.

The project team will consist of a project manager, project engineers, estimator and two sub-consultant firms as additional resources. A total of 1,536 hours are estimated for completion of the project tasks for this work.

Stantec is registered to transact business and is in good standing with the State of Illinois.

The firm Ground Engineering Consultants, Inc., is a Minority-Owned Business Enterprises/Small Business Enterprises (MBE/SBE). The firm Environmental Design International, Inc. is a Women-Owned Business Enterprise/Small Business Enterprise (WBE/SBE). All MBE/SBE and WBE/SBE firms will actively participate in providing services for the core elements required by the agreement.

The Diversity Section has reviewed the agreement and has concluded that the MBE/SBE and WBE/SBE firms are in accordance with the District's Affirmative Action Policy. The agreement shall be subject to the approval of the Law Department as to form and legality.

Inasmuch as the firm of Stantec 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 \$274,350.00.

Funds are available in Account 401-50000-612450.

Requested, Catherine A. O'Connor, Director of Engineering, WSS:KMF

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 December 6, 2018