



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Details (With Text)

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Title: Issue purchase orders and enter into agreements for Contract 18-RFP-18 Wetland Specialist Services for Watershed Management Permits, with Cardno, Inc. in an amount not to exceed \$20,300.00, Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$36,420.00, Hey and Associates, Inc. in an amount not to exceed \$39,533.10, and Engineering Resource Associates, Inc. in an amount not to exceed \$25,438.10, Account 501-50000-612430, Requisition 1498398

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Date	Ver.	Action By	Action	Result
2/7/2019	1	Board of Commissioners	Approved	Pass
2/7/2019	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 7, 2019

COMMITTEE ON PROUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase orders and enter into agreements for Contract 18-RFP-18 Wetland Specialist Services for Watershed Management Permits, with Cardno, Inc. in an amount not to exceed \$20,300.00, Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$36,420.00, Hey and Associates, Inc. in an amount not to exceed \$39,533.10, and Engineering Resource Associates, Inc. in an amount not to exceed \$25,438.10, Account 501-50000-612430, Requisition 1498398

Dear Sir:

Authorization is requested to issue purchase orders and enter into agreements with Cardno, Inc., Christopher B. Burke Engineering, Ltd., Hey and Associates, Inc., and Engineering Resource Associates, Inc. for professional wetland specialist services.

The Watershed Management Ordinance (WMO) regulates development impacting isolated wetlands and requires a wetland submittal for such development. The presence of wetlands or riparian environments must be acknowledged or denied by a wetland specialist who has training and experience in the identification of hydric soils, hydrophytic vegetation, and wetland hydrology. The District does not have a wetland specialist on staff to verify the findings of an applicant, and therefore, must contract these services. The scope of work includes wetland submittal review, field visits to verify delineations, and providing recommendations regarding updates to the ordinance and the companion Technical Guidance Manual during proposed amendments. Primarily, the contractors will assist in providing a timely WMO permit review, in coordination with District review staff. Professional opinions on wetland impacts will be documented and resolved whenever new development is proposed near potential wetlands or riparian environments. Each consulting firm will be

assigned submittals on an as-needed basis, rotating among firms to avoid conflicts of interest.

The time allowed for services to be performed under each of these agreements is three years (1,095 days) from the date the agreements are signed and executed. Submittal reviews must be complete within 20 working days of each assignment, and any necessary resubmittal reviews are expected to be complete within seven working days of assignment. There are no provisions in the agreement for extension of time except for such reasonable period as may be agreed upon between parties.

Deliverables to be provided under each agreement include:

- ☐ Memorandums summarizing review and comment of WMO permit wetland submittals.
- ☐ Memorandums on policy decisions or industry standard practices to inform amendment decisions.

On August 3, 2018, Request for Proposal 18-RFP-18 was publically advertised. Nine hundred sixty (960) firms were notified with thirty-two (32) requesting proposal documents. Six (6) acceptable proposals were received on August 24, 2018, from the following firms:

1. Cardno, Inc.
2. Christopher B. Burke Engineering, Inc.
3. Hey and Associates, Inc.
4. Engineering Resource Associates, Inc.
5. GSG Consultants, Inc.
6. V3 Companies of Illinois, Ltd.

The proposals were reviewed and evaluated by a panel consisting of three members from the Engineering Department, one member from the Law Department and one member from the Procurement and Materials Management Department. The criteria for these evaluations were outlined in Request for Proposal 18-RFP-18 and included: understanding the project, approach to the work, technical competence, experience, cost of services, compliance with insurance requirements, and submission of all necessary licenses and permits. Following the preliminary evaluation of proposals, the top five proposers were determined to be finalists and were interviewed on October 29, 2018. A solicitation was sent to each of the finalists on November 27, 2018, for an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on December 14, 2018.

Based on the review of the proposals, the interviews and the "best and final" offers, the evaluation team determined that the knowledge and experience exhibited by Cardno, Inc., Christopher B. Burke Engineering, Ltd., Hey and Associates, Inc., and Engineering Resource Associates, Inc., were determined to be most suitable for the proposed wetland specialist services.

Each of the four firms will have teams that consist of a project manager, and supporting wetland specialists. A total of 245 hours for each of the four firms for the entire 1095 day contract period are estimated for completion of the project tasks for this work.

The agreements shall be subject to the approval of the Law Department as to form and legality.

Inasmuch as the firms of Cardno, Inc., Christopher B. Burke Engineering, Ltd., Hey and Associates, Inc., and Engineering Resource Associates, Inc. possess a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue four purchase orders and enter into agreements for a three-year period, per Section 11.4 of the Purchasing Act, with Cardno, Inc. in an amount not to exceed \$20,300.00, with Christopher B. Burke Engineering, Ltd. in an amount not to exceed \$36,420.00, with Hey and Associates, Inc. in an amount not to exceed \$39,533.10, and with Engineering Resource Associates, Inc. in an amount not to exceed \$25,438.10.

The estimated annual expenditures are \$41,691.20 in year 2019, \$40,000.00 in year 2020 and \$40,000.00 in year 2021 in Account 501-50000-612430. Funds for the 2020 and 2021 expenditures are contingent on the

Board of Commissioners' approval of the District's budget for those years.

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

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 February 7, 2019