



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-0985, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 3, 2015**

#### COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Issue purchase orders and enter into agreements for Contract 15-834-5F Wetland Specialist Services for Watershed Management Permits, with Cardno, Inc., in an amount not to exceed \$75,000.00, Christopher B. Burke Engineering, Ltd., in an amount not to exceed \$75,000.00, Hey and Associates, Inc., in an amount not to exceed \$75,000.00, and Huff & Huff, Inc., in an amount not to exceed \$75,000.00, Accounts 501-50000-601170 and 612430, Requisition 1402620

Dear Sir:

Authorization is requested to issue purchase orders and enter into agreements for Contract 15-834-5F Wetland Specialist Services for Watershed Management Permits, with Cardno, Inc., Christopher B. Burke Engineering, Ltd., Hey and Associates, Inc., and Huff & Huff, Inc.

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, and therefore, must contract these services. The scope of work includes wetland submittal review, field visits to verify delineations, recommendations regarding mitigation plans and alternative analyses, and coordination with District staff to assure timely WMO permit review. Each consulting firm will be assigned submittals based on an as-needed, rotating basis and to avoid potential conflicts of interest.

The time allowed for services to be performed under each of these agreements is 1,095 days from the date of the notice to proceed. 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.

The Engineering Department conducted a consultant selection process to assess prospective consulting engineering firms for wetland specialist services. The following firms participated in the process:

1. Cardno, Inc.
2. Christopher B. Burke Engineering, Ltd.
3. Engineering Resource Associates, Inc.
4. Hey and Associates, Inc.
5. Huff & Huff, Inc.
6. Knight Engineers and Architects, Inc.
7. V3 Companies of Illinois, Ltd.

While the qualifications of all of the above firms were evaluated, the knowledge and experience exhibited by Cardno, Inc., Christopher B. Burke Engineering, Ltd., Hey and Associates, Inc., and Huff & Huff, Inc, were determined to be most suitable for the proposed wetland specialist services.

Several key personnel per firm are assigned to this work with an estimated average consultant payroll rate of \$42.73/hour.

Each of the four firms shall be paid an hourly rate based on the direct labor rate in effect for the year the work is performed, times an overall multiplier, plus reimbursable direct costs, up to a total amount not to exceed \$75,000.00 per firm, for a total of \$300,000.00.

<u>Item:</u>	<u>Fee:</u>		
1.1	Cardno, Inc. Fee		
A.	Direct Labor	\$	22,295.85
B.	Overhead and Profit		<u>49,704.15</u>
C.	Total Labor Fee	\$	72,000.00
1.2	Christopher B. Burke Engineering, Ltd. Fee		
A.	Direct Labor	\$	25,714.28
B.	Overhead and Profit		<u>46,285.72</u>
C.	Total Labor Fee	\$	72,000.00
1.3	Hey and Associates, Inc. Fee		
A.	Direct Labor	\$	25,385.18
B.	Overhead and Profit		<u>46,614.82</u>
C.	Total Labor Fee	\$	72,000.00
1.4	Huff & Huff, Inc. Fee		
A.	Direct Labor	\$	26,402.64
B.	Overhead and Profit		<u>45,597.36</u>
C.	Total Labor Fee	\$	72,000.00
2.	Reimbursable Direct Costs		
A.	Printing (\$1,000.00 per agreement)	\$	4,000.00
B.	Miscellaneous (\$2,000.00 per agreement)		<u>8,000.00</u>
C.	Total RDC	\$	12,000.00
Total Fee (Not to Exceed)		\$	300,000.00

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

In as much as the firms of Cardno, Inc., Christopher B. Burke Engineering, Ltd., Hey and Associates, Inc., and Huff & Huff, Inc. possess a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders and enter into agreements without advertising, per Section 11.4 of the Purchasing Act, in an amount not to exceed \$75,000.00 per purchase order, for a total of \$300,000.00.

Funds for the 2015 expenditure, in the amount of \$32,000.00, are available in Account 501-50000-601170. The expected expenditure in Account 501-50000-612430 for 2016 is \$100,000.00, 2017 is \$100,000.00, and 2018 is \$68,000.00. Funds for the 2016, 2017, and 2018 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:JPM

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 September 3, 2015