



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 1, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-30 Professional Services to Conduct Phosphorus Removal Feasibility Study for the Calumet Water Reclamation Plant, Group B, with Greeley and Hansen LLC in an amount not to exceed \$192,908.00, Account 201-50000-612430, Requisition 1464229

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Greeley and Hansen LLC (Greeley & Hansen) to provide professional services for a phosphorus removal feasibility study for the Metropolitan Water Reclamation District of Greater Chicago (District).

Professional services are required to conduct a phosphorus removal feasibility study for the Calumet Water Reclamation Plant (WRP). The feasibility study is a required condition in the National Pollutant Discharge Elimination System permit issued on July 6, 2017 for the Calumet WRP. The feasibility study will include approaches for meeting the following total phosphorus effluents limits: 1.0 mg/L, 0.5 mg/L, 0.3 mg/L and 0.1 mg/L.

On July 19, 2017, Request for Proposal 17-RFP-30 was publicly advertised. Six hundred sixty-seven (667) firms were notified, with thirty-five (35) requesting proposal documents. Nine (9) proposals were received on September 1, 2017.

The proposals were reviewed and evaluated by a panel consisting of three members from the Monitoring and Research Department, one member from the Maintenance and Operations Department, one member 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 17-RFP-30 and included: understanding of the project, approach to the work, cost of services, technical competence, financial stability, team effectiveness, compliance with insurance requirements, compliance with affirmative action, and submission of all necessary licenses and permits. Following the preliminary evaluation of proposals, it was determined that seven (7) proposers were acceptable finalists; these finalists were interviewed on October 25, 26 and 27, 2017. A solicitation was sent to each of the finalists on November 3, 2017, for an unqualified Best and Final Offer. The Best and Final Offers were returned to the Director of Procurement and Materials Management on November 13, 2017.

Based on the review of the proposals, the interviews, and the Best and Final Offers, Greeley & Hansen was deemed the most suitable firm to conduct the phosphorus removal feasibility study for the Calumet WRP. Greeley & Hansen's high matrix score reflects the firm's experience conducting phosphorus feasibility studies for large wastewater treatment plants, the team members' extensive expertise and experience and the proposed comprehensive plan for accomplishing the required tasks. The evaluation team determined during its review that it is in the District's best interest to award the work for the three large District plants to three separate consultants to ensure that the District has access to multiple expert viewpoints regarding phosphorus

removal and to allow for cross-validation of the work per the RFP required task.

The agreement for 17-RFP-30 will be in effect from the date of award through December 31, 2019.

The deliverables will include technical memorandums and presentations summarizing the project tasks. The project team will consist of a project manager, project engineers, process modeler, other support teams and two sub-consultant firms as additional resources. A total of 1,188 hours are estimated for completion of the project tasks for the Calumet WRP.

The Diversity Section has reviewed the Proposal and has concluded that Greeley & Hansen is in accordance with the District's Affirmative Action Policy. SPAAN Tech, Inc. will fulfill the 20% MBE participation requirement and Cotter Consulting, Inc. will satisfy the 10% WBE participation goals.

Inasmuch as the firm of Greeley & Hansen possesses of 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 \$192,908.00.

Funds for 2018 expenditure, in the amount of \$130,000.00 are available in Account 201-50000-612430. The estimated expenditure for 2019 is \$62,908.00. Funds for the 2019 expenditure are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:HZ:DKS:ra/ae

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 March 1, 2018

Attachment