



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0648, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 11, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement with Hey and Associates, Inc., for Contract 18-RFP-23 Professional Engineering Services to Conduct Preliminary Engineering for Contract 18-251-5F, Roberts Road Drainage Improvements in Palos Hills, Illinois in an amount not to exceed \$189,712.64. Account 501-50000-612440, Requisition 1506155

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Hey and Associates, Inc. (Hey) for professional engineering services to conduct preliminary engineering for Contract 18-251-5F, Roberts Road Drainage Improvements in Palos Hills, Illinois.

On June 7, 2018, the Board of Commissioners authorized the District to assist various local municipalities and townships with Phase II Stormwater Management Projects. The six communities approved for assistance in the form of engineering by the District were the City of Harvey, City of Palos Hills, Village of Willow Springs, Village of South Holland, Village of Oak Lawn, and Northfield Township. On November 15, 2018, the Board of Commissioners further authorized the Request for Proposal 18-RFP-23, Professional Services to Conduct Preliminary Engineering for a Flood Control Project in these six communities. On November 28, 2018, the Request for Proposal, 18-RFP-23, was publicly advertised, and forty-one (41) acceptable proposals were received on January 18, 2019.

The proposals were reviewed and evaluated by a panel consisting of four 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 the Request for Proposal 18-RFP-23 and included: understanding of the project, approach to the work, cost of services, technical competence, financial stability, compliance with insurance requirements, team effectiveness, submission of all necessary licenses and permits, and compliance with affirmative action requirements. Following the preliminary evaluation of proposals, the top thirteen (13) proposers were determined to be the finalists and were interviewed between April 8 and April 11, 2019. A solicitation was sent to each of the finalists on April 19, 2019, for an unqualified "Best and Final" offer. The "Best and Final" offers were returned to the Director of Procurement and Materials Management on April 26, 2019.

Based on the review of the proposals, the interviews, and the "Best and Final" offers, the evaluation team determined that Hey is the most suitable firm to investigate and develop feasible alternatives to address existing flooding problems in the City of Palos Hills.

The scope of work for this contract includes a review of existing flooding problems, evaluation of alternatives, and preliminary design of a preferred alternative. Hey will perform the following tasks:

1. Data Collection and Existing Conditions Review

2. Alternatives Evaluation
3. Preliminary Design of Recommended Alternative

The anticipated service period will begin upon the award of the purchase order and continue for 365 calendar days. There are no provisions in the agreement for extension of time except for such reasonable period as may be agreed upon between parties.

The deliverables will include technical memorandums, the 30 percent preliminary design plans, and a preliminary design report.

The project team will consist of a project manager, design support staff and three (3) sub-consultant firms as additional resources. A total of 1,425 hours are estimate for completion of the project tasks for this work.

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

The firms Infrastructure Engineering, Inc. and Interra, Inc. are Minority-Owned Business Enterprises/Small Business Enterprises (MBE/SBE). The firm Terra Engineering, Ltd. is a Women-Owned Business Enterprises/Small Business Enterprises (WBE/SBE). All MBE/SBE and WBE/SBE subconsultant firms will actively participate in providing services for the core elements required by the agreement. The Affirmative action goals for this professional services agreement are 20 percent for MBE, 10 percent for WBE, and 10 percent for SBE.

According to the MBE/WBE/SBE commitment forms, Hey and Associates, Inc. commits to 25.6% MBE/SBE, and 17.5% WBE/SBE. 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 Hey and Associates, Inc. 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 \$189,712.64.

Funds for the 2019 expenditure, in the amount of \$30,000.00, are available in Account 501-50000-612440. The estimated expenditure for 2020 is \$159,712.64. Funds for the 2020 expenditure are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Catherine A. O'Connor, Director of Engineering, WSS:JK
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 July 11, 2019