



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

---

**File #:** 10-1528, **Version:** 1

---

### **TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 2, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue Purchase Order and Enter into and Agreement for Contract 10-RFP-11, Energy Consultant Services, with The Seaton Group, Inc., in an amount not to exceed \$60,000.00, Account 101-69000-601170, Requisition 1315267

Dear Sir:

Authorization is requested to issue a purchase order and enter into an Agreement with The Seaton Group, Inc., for Contract 10-RFP-11, Energy Consultant Services.

The Maintenance and Operations Department issued a Request for Proposal (RFP) to obtain Energy Consulting Services to provide expert advice in the procurement and usage of electricity and natural gas for the District. The energy consultant will be expected to advise the District in the development of strategies to procure electricity and natural gas for use at District facilities based on current and projected market conditions, the District's usage patterns, and the regulatory environment. The consultant will also advise the District in the development of miscellaneous energy audits of the existing processes/procedures and determining the feasibility of modifying these to maximize energy efficiency.

The Request for Proposal (RFP) entitled "Energy Consultant Services" was advertised on June 14, 2010, and proposals were received on July 9, 2010. One hundred nineteen (119) firms were mailed an advertisement and forty-three (43) firms requested the proposal document. There were four responses to the RFP received from:

Utility Consulting Service, Inc.  
The Seaton Group, Inc.  
KM Energy Consulting, LLC  
Environmental Consulting & Technology, Inc.

A review committee conducted a careful examination and evaluation of the four proposals along with each consultant's qualifications and experience. Three of the proposers were interviewed and two of those three were asked to submit a Best and Final Offer (BAFO). A conclusion was reached that The Seaton Group, Inc. proposed the most comprehensive, technically proficient and qualified package for the tasks defined in the RFP. The Seaton Group, Inc was also the overall lowest cost proposer for the consulting services.

The services will be furnished commencing upon execution of a contractual agreement and ending three years after that date.

Inasmuch as the firm of The Seaton Group, 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 in to an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$60,000.00.

Funds for the estimated 2010 expenditure, in the amount of \$3,000.00, are available in Account 101-69000-601170. The estimated 2011, 2012 and 2013 expenditures are \$20,000.00, \$28,500.00 and \$8,500.00, respectively. Funds for the 2011, 2012 and 2013 expenditures are contingent upon the Board of Commissioners' approval of the District's budget for those years.

Requested, Manju Prakash Sharma, Director of Maintenance and Operations, SO'C:MAG  
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 2, 2010