



Metropolitan Water Reclamation District of Greater Chicago Text File

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Chicago, IL 60611

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TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 16, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue a purchase order and enter into an agreement for Request for Proposal 19-RFP-32 Professional Services for Stormwater Master Plan for Dixmoor, Dolton, Harvey, Phoenix, Posen, and Riverdale Study Area Contract 18-849-AF, with Donahue & Associates, Inc., in an amount not to exceed \$250,000.00, Account 501-50000-612440, Requisition 1528594

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Donahue & Associates, Inc. (Donahue) for professional engineering services for Contract 18-849-AF Stormwater Master Plan for Dixmoor, Dolton, Harvey, Phoenix, Posen, and Riverdale Study Area.

On May 17, 2018, the Board of Commissioners authorized agreements for professional engineering services for Program Management and Stormwater Master Planning in the combined and separate sewer areas within Cook County, to be performed by Geosyntec Consultants, Inc. and V3 Companies of Illinois, Ltd., respectively. The focus of the master planning is to address urban flooding using a multi-faceted and holistic approach. The Engineering Department has been working with the consultants over the past 18 months to develop the program. Six initial areas were selected for preparation of individual study profiles (ISPs) to provide an existing conditions assessment, identification of potential flood problem areas, core concepts to reduce flooding, possible barriers to solutions, and potential partners for program implementation.

The six chosen study areas for ISPs are indicated below:

- ☐ Butterfield Creek Study Area
- ☐ North Creek and Deer Creek Study Area
- ☐ Weller Creek and Willow Creek Study Area
- ☐ Dixmoor, Dolton, Harvey, Phoenix, Posen, and Riverdale Study Area
- ☐ Austin, Humboldt Park, and West Garfield Park Study Area
- ☐ Avalon Park, Englewood, Greater Grand Crossing, and South Shore Study Area

On September 19, 2019, the Board of Commissioners further authorized the Request for Proposal 19-RFP-32, Professional Services for Stormwater Master Planning to develop

detailed Stormwater Master Plans in the six aforementioned study areas. On October 2, 2019, the Request for Proposal, 19-RFP-32, was publicly advertised, and thirty-five (35) proposals were received on November 8, 2019.

The proposals were reviewed and evaluated by a panel consisting of four members from the Engineering Department and one member from the Procurement and Materials Management Department. The criteria for these evaluations were outlined in the Request for Proposal 19-RFP-32 and included: understanding of the project, approach to the scope of work, qualifications and relevant project experience, team effectiveness, cost of services, and compliance with affirmative action requirements. Following the preliminary evaluation of proposals, the top seventeen (17) proposers were determined to be the finalists and were interviewed between April 13 and April 21, 2020.

A solicitation was sent to each of the finalists on May 6, 2020, for an unqualified Best and Final offer. The Best and Final offers were returned to the Director of Procurement and Materials Management on May 20, 2020.

Based on the review of the proposals, the interviews, and the Best and Final offers, the evaluation team determined that Donahue is the most suitable firm to develop a detailed Stormwater Master Plan for the Dixmoor, Dolton, Harvey, Phoenix, Posen, and Riverdale Study Area.

The scope of work for this contract was developed based on the following main task items:

1. Meetings, Stakeholder Outreach, and Project Management
2. Review and Update the Information Provided in the ISP
3. Data Collection and Assessment of Problem Areas
4. Alternative Analysis and Development of Recommendations
5. Preparation of the Stormwater Master Plan
6. On-Call Services on an as-needed and as-authorized basis

The anticipated service period will begin upon the award of the purchase order and continue for 365 calendar days.

The Stormwater Master Plan deliverable will include an Executive Summary, Stormwater Management Plan Background, Existing Conditions Assessment, Stormwater Plan Vision and Goals, Problem Statement, Target Outcomes, and Core Concepts for each problem area developed in the ISP, Development Recommendations, Community Action Plans, and Program Implementation narrative.

A total of 1,217 hours is estimated for completion of the project tasks for this work.

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

The Affirmative Action Appendix A goals for this professional services agreement are 20 percent for MBE, 10 percent for WBE, 10 percent for SBE, and 3 percent VBE. The firms 2IM Group, SPAAN Tech, and Accurate Group are Minority-Owned Business Enterprises (MBE). The firm Living Habitats is a Women-Owned Business Enterprise (WBE). Bravo Company is a Veteran-Owned Business Enterprise (VBE). All of the MBE, WBE, and VBE subconsultant firms are also Small Business Enterprises (SBE) and can be used to meet the SBE goals. All MBE, WBE, SBE, and VBE subconsultant firms will actively participate in providing services for the core elements required by the agreement.

The Diversity Section has reviewed the utilization plan and has concluded that the MBE, WBE, SBE, and VBE 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 Donahue 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 \$250,000.00.

Funds for the 2020 expenditure, in the amount of \$75,000.00, are available in Account 501-50000-612440. The estimated expenditure for 2021 is \$175,000.00. Funds for the 2021 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:KMF
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 16, 2020.