



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 JANUARY 18, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-35 Consultant Services Pertaining to the Recruitment and Establishment of Small Business Enterprises (SBE) Program for Certain District Contracts, with Precision Management & Services, LLC, in an amount not to exceed \$29,995.00, Account 101-30000-612430, Requisition 1467952 (*As Revised*)

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Precision Management & Services, LLC to perform consultant services related to the recruitment, implementation and establishment of small business enterprises program for increased participation on certain District contracts.

On August 9, 2017, Request for Proposal 17-RFP-35 Consultant Services Pertaining to the Recruitment and Establishment of Small Business Enterprises (SBE) Program for Certain District Contracts was publicly advertised. Two hundred and two (202) firms were notified and twenty (20) firms requested proposal documents. On September 8, 2017, the District received three (3) proposals from the following vendors: Bronner Group, LLC, Precision Management & Services, LLC and Taft Stettinius & Hollister.

Members of the evaluation committee included staff from the Diversity Section, Law and Procurement and Materials Management departments. The evaluation was based upon the following criteria: understanding of the project; approach to work, technical competence, personnel effectiveness and experience.

Upon review of the written proposals, the evaluation committee made a recommendation that Bronner Group, LLC, Precision Management & Services, LLC and Taft Stettinius & Hollister be invited for formal interviews, which took place December 11, 2017. A request was sent to each of the proposers to provide a best and final offer. The best and final offer was due to the Director of Procurement and Materials Management by December 29, 2017.

A final evaluation, including the interview evaluations and the best and final offers, resulted in an overall top ranking for Precision Management & Services, LLC. This top overall ranking was based on a the criteria set forth in the request for proposal.

Precision Management & Services, LLC is a construction and project management company providing specialized services in the areas of construction, project management, business management, compliance auditing, design, restoration, asset and facility management, and public and community relations. The President of the company has over 30 years of industry experience in various governmental capacities. Similar engagements with other government entities include: the Illinois State Tollway Authority, Metropolitan Pier & Exposition Authority; Illinois Finance Authority; and Chicago State University. Precision Management & Services, LLC has a Chicago office, which enables quick access to District staff should the need arise and is

registered to do business in the State of Illinois.

Appendix A was not included in the request for proposal.

Inasmuch as Precision Management & Services, LLC 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 \$29,995.00.

Funds are available in 2018 in Account 101-30000-612430.

Requested, Regina D. Berry, Diversity Administrator, RDB

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 January 18, 2018