



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0742, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report on advertisement of Request for Proposal 18-RFP-18, Professional Services in Connection with Wetland Specialist Services for Watershed Management Permits, estimated cost \$150,000.00, Account 501-50000-612430, Requisition 1498398

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Professional Services in Connection with Wetland Specialist Services for Watershed Management Permits.

The purpose of this contract is to provide professional services to assist the Engineering Department in Administering Article 6 of the Watershed Management Ordinance (WMO) which regulates development impacting isolated wetlands and riparian environments and requires a wetland submittal for such development. The presence of wetlands or riparian environments must be acknowledged or denied by a wetland specialist who has training and experience in the identification of hydric soils, hydrophytic vegetation, and wetland hydrology. The District does not have a wetland specialist on staff, and therefore, must contract these services. The scope of work includes wetland submittal review, field visits to verify delineations, recommendations regarding mitigation plans and alternative analyses, and coordination with District staff to assure timely WMO permit review. The District anticipates selecting a minimum of two but no more than four different consulting firms to perform these services. Each consulting firm will be assigned submittals based on an as-needed, rotating basis.

Deliverables to be provided from each consulting firm include:

- ☐ Memorandums summarizing review and comment of WMO permit wetland submittals
- ☐ As requested, review and comment on Article 6 WMO and Technical Guidance Manual updates
- ☐ As requested, provide professional opinions regarding development projects near wetland or riparian environments

The estimated cost for this RFP is a total of \$150,000.00, to be split equally between at least two but no more than four different consultant firms. A bid deposit is not required for this RFP. The contract specifications require that all work be completed in 1,095 calendar days following the award of the purchase order.

Appendix A will not be included in this RFP since the professional service contract will be less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	August 8, 2018
Proposals Received	August 31, 2018

Award	November 15, 2018
Completion	November 30, 2021

Funds are being requested for 2019, 2020, and 2021, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Catherine A. O'Connor, Director of Engineering, WSS:JK
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement