



Memorandum

To: Honorable Mayor and Members of the City Council
Administration and Public Works Committee

From: Martin Lyons, Assistant City Manager / Chief Financial Officer
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer

Subject: Howard Street Theatre
Architectural Services Contract Award (RFP 17-07)

Date: March 13, 2017

Recommended Action:

Staff recommends that City Council authorize the City Manager to execute a contract to provide architectural services for the Howard Street Theatre with Ross Barney Architects, LLC (10 W. Hubbard, Chicago, IL) in the amount of \$150,455.

Funding Source:

Funding for this project will be provided from Capital Improvement Program (CIP) Howard-Ridge TIF funds (Account 415.40.4116.62145 – 617016), which has an FY 2017 budget allocation of \$1,400,000. The Howard Ridge TIF will issue debt and will pay the debt service costs for the architectural and construction costs for this project.

Livability Benefits:

Built Environment: Enhance public spaces

Education Arts & Community: Incorporate art and cultural resources

Background:

On November 28, 2016, the City Council adopted resolution 71-R-16, directing the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with Theo Ubique. This MOU commits the City to design and construct the new Howard Street Theatre based on a preliminary floor plan and cost estimate developed by Ross Barney Architects. Because of the significant change to the scope of the project, staff issued a new Request for Proposal (RFP 17-07) to provide architectural design and construction administration services for the new theater based on the Ross Barney preliminary floor plan.

Analysis:

The Request for Proposals (RFP) was advertised on Demandstar and the Chicago Tribune. Proposals were received on January 31, 2017. A total of six proposals were received as summarized below:

Firm	Address	Cost
Morris Architects Planners, Inc.	944 W. Huron, Chicago, IL	\$202,700.00
Muller + Muller, Ltd	700 North Sangamon, Chicago, IL	\$123,394.60
RATIO Architects, Inc.	30 W. Monroe Street, Suite 500, Chicago, IL	\$102,485.00
Ross Barney Architects	10 W. Hubbard, Chicago, IL	\$150,455.00
Studio Talo Architecture, Inc.	1234 Sherman Avenue, #202, Evanston, IL	\$148,400.00
Vasilko Architects and Associates	47 W. Polk Street, #300, Chicago, IL	\$118,400.00

Proposals were reviewed by the following staff:

- Lara Biggs, Bureau Chief – Capital Planning / City Engineer
- JacQuera Calvert, Purchasing Specialist
- Stefanie Levine, Senior Project Manager
- Martin Lyons, Assistant City Manager / Chief Financial Officer
- Cindy Plante, Economic Development Specialist

The initial scoring of the proposals was as follows:

Selection Criteria	Max Pts	Morris	Muller + Muller	RATIO	Ross Barney	Studio Talo	Vasilko Architects
Firm Qualifications and Experience	25	23	20	19	23	18	17
Project Understanding	20	18	17	16	20	15	15
Cost	25	13	22	25	19	19	23
Willingness to Execute Agreement	10	10	2	5	10	5	10
Organization and Completeness of Proposal	10	10	10	10	10	9	7
M/W/EBE Participation	10	8	10	10	10	10	0
Totals	100	82	81	85	92	76	72

Staff selected the firms with the three highest scoring initial proposals to interview. Interviews were conducted with Morris, RATIO and Ross Barney. Following the interviews, the scores were modified as follows:

Selection Criteria	Max Pts	Morris	RATIO	Ross Barney
Pre-Interview Score (see above)	100	82	81	92
Interview Score	20	8	12	17
Totals	120	90	93	109

Based on the scoring, staff is recommending award of the contract to Ross Barney Architects. Ross Barney not only demonstrated a good understanding of the project, but they also consistently demonstrated ways to control construction budget while not compromising the final quality of the project. By soliciting new proposals through an open RFP process, staff verified that Ross Barney was submitting a proposal that was competitive in both quality and cost.

Ross Barney is proposing to comply with the 25% M/W/EBE participation goal. A memo reviewing compliance with the City’s M/W/EBE program is attached.

Legislative History:

On 5/11/15, City Council adopted resolution 45-R-15 authorizing the City Manager to initiate a Request for Proposal process for a theater to lease City-owned property on Howard Street. This process identified Strawdog Theater Company as the preferred tenant, with Theo Ubique as a first runner-up.

On 9/21/15, City Council authorized the City Manager to engage in an RFP process for architecture/design services for an amount up to \$40,000. This process ultimately led to a contract award to Ross-Barney Architects for initial design work for the Howard Street Theater.

On 11/9/15, City Council adopted resolution 102-R-15, authorizing the City Manager to execute a Memorandum of Understanding with Strawdog Theatre Company for the development and lease of two City-owned parcels at 717 Howard Street and 721-723 Howard Street.

On 11/28/16, the City Council adopted resolution 71-R-16, directing the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with Theo Ubique.

Attachments:

M/W/EBE Review Memo

Memorandum

To: Martin Lyons, Assistant City Manager/CFO
Lara Biggs, Bureau Chief – Capital Planning / City Engineer

From: Tammi Nunez, Purchasing Manager

Subject: Howard Street Theater, RFP 17-07

Date: March 13, 2017

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. With regard to the recommendation for the Howard Street Theater project, RFP 17-07, Ross Barney Architects LLC total base bid is \$150,455.00, and they will receive 82% credit for compliance towards the initial M/W/EBE goal.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Ross Barney Architects 10 W. Hubbard Street Chicago, IL 60654	Architect Services Design	\$70,810.00	47%		X	
Primera Engineering 100 South Wacker, Ste. 700 Chicago, IL 60604	Design Services	\$52,800.00	35%		X	
Total M/W/EBE		\$123,610.00	82%			