

Memorandum

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

From: David Stoneback, Public Works Agency Director
Lara Biggs, Bureau Chief – Capital Planning / City Engineer
Stefanie Levine, Senior Project Manager

Subject: Fleetwood-Jourdain Center HVAC and Electrical Improvements
(RFP No. 16-01)

Date: February 22, 2016

Action:

Staff recommends City Council authorize the City Manager to execute a contract for engineering services related to the Fleetwood-Jourdain Center HVAC and Electrical Improvements Project (RFP No. 16-01) with Clark Dietz, Inc. (118 S. Clinton Street, Suite 700, Chicago, Illinois 60661), in the amount of \$74,997.00.

Funding Source:

Funding will be provided from the Capital Improvement Program (CIP) General Obligation Bonds (Account 416.40.4116.62145 – 616007). This project was budgeted at \$400,000 in FY 2016.

Background Information:

Constructed in 1957, the Fleetwood-Jourdain Community Center serves as a major recreation center for Evanston. The existing 23,000 square foot facility includes a regulated gymnasium, multipurpose activity rooms, fitness center, dance studio, commercial kitchen, craft rooms, and offices. The building's HVAC system is over 20 years old and in a deteriorated condition. As the entire building is centralized through a single air handling unit, any system failures will result in the need to close the facility. The existing electrical system is original to the building's construction in the mid-1950s, is deteriorated and well beyond its useful life. The existing electrical system is stressed during summer cooling conditions and replacement parts are no longer available. Replacement of these two critical building systems is needed at this time to ensure continued and safe operation of this vital City facility.

Analysis:

On December 3, 2015 the City issued a Request for Proposal for consultant services to design the improvements outlined above. On January 5, 2016 proposals were received from the following six consulting engineering firms:

Consultant	Address	Proposal Cost
CCJM Engineers, Ltd.	Two North Riverside Plaza, Suite 1050, Chicago, Illinois 60606	Non-responsive
Clark Dietz, Inc.	118 S. Clinton Street, Suite 700, Chicago, Illinois 60661	\$74,997.00
dbHMS	303 W. Erie Street, Suite 510, Chicago, Illinois 60654	\$63,024.00
Henneman Engineering, Inc.	200 S. Wacker Drive, Suite 850, Chicago, Illinois 60606	\$71,660.00
Larson	1488 Bond Street, Suite 100, Naperville, Illinois 60563	\$89,700.00
McGuire Engineers	300 S. Riverside Plaza, Suite 1650, Chicago, Illinois 60606	Non-responsive

A selection committee consisting of members from the Public Works Agency, Administrative Services Department and Parks Recreation and Community Services Department reviewed the proposals and scored the firms for project selection. A summary table of the scoring results is below. Two firms (CCJM and McGuire Engineers) were determined to be non-responsive and thus were not scored as each failed to include key scope items in their proposal.

Consultant	Qualifications and Expertise	Project Understanding	Price	Organization and Completeness of Proposal	Willingness to Execute City Contract	M/W/EBE Participation	Total
Clark Dietz, Inc.	24	19	22	9	5	8	87
dbHMS	20	11	25	10	6	10	82
Henneman Engineering, Inc.	18	11	22	9	10	10	80
Larson	16	16	18	8	5	10	73

Following the initial scoring, the selection committee interviewed the highest ranked firm, Clark Dietz, Inc., to confirm their understanding of the project and overall expertise. After the interview the committee unanimously agreed that Clark Dietz, Inc. was ideally suited for this work and would develop creative and sensitive solutions for this complex and critical project. Based on the scoring results, staff recommends award to Clark Dietz, Inc. in the amount of \$74,997.00.

A breakdown of funding for this project is as follows:

Account Summary	
Project Funding (detailed above)	\$400,000.00
Encumbrances / expenditures to date	-\$0.00
Recommended award	-\$74,997.00
Balance Remaining	\$325,003.00

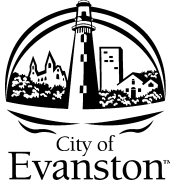
A review of the project for compliance with the City's M/W/EBE program goals is attached.

Legislative History:

None

Attachments:

Memo on M/W/EBE Compliance, dated 02/22/2016



Memorandum

To: David Stoneback, Public Work Agency Director
 Lara Biggs, Bureau Chief – Capital Planning / City Engineer
 Stefanie Levine, Senior Project Manager

From: Tammi Turner, Purchasing Manager

Subject: Fleetwood-Jourdain Center HVAC and Electrical Improvements,
 RFP 16-01

Date: February 22, 2016

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 Fleetwood-Jourdain Center HVAC and Electrical Improvements, RFP 16-01, Clark Dietz Engineer's total base bid is \$74,997.00, and they will receive 28% credit for compliance towards the M/W/EBE goal.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Delta Engineering Group 111 W. Jackson Blvd. Ste 910 Chicago, IL 60604	Engineering Services	\$10,010.00	13.5%	X		
Elliott Dudnik & Associates 913 Wesley Evanston, IL 60202	Consulting	\$6,000.00	8%			X
RME Engineers Inc. 200 S. Michigan Ave. Ste 500 Chicago, IL 60604	Engineering Services	\$4,914.00	6.5%	X		
Total M/W/EBE		\$20,914.00	28%			

CC: Martin Lyons, Acting City Manager/CFO