



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: Gibbs Morrison Cultural Center Site Improvements
(RFP No. 16-04)

Date: April 11, 2016

Action:

Staff recommends City Council authorize the City Manager to execute a contract for professional services related to the Gibbs Morrison Cultural Center Site Improvement Project (RFP No. 16-04) with Teska Associates, Inc. (627 Grove Street, Evanston, Illinois 60201), in the amount of \$77,641.00.

Funding Source:

Funding will be provided from the Capital Improvement Program (CIP) General Obligation Bonds (Account 415.40.4116.62145 – 616020) in the amount of \$37,641.00 and from the Sewer Fund (Account 515.40.4535.62461) in the amount of \$40,000.00. A summary of the funding is as follows:

Fund	Account No.	Budgeted Amount	Contract Award
CIP Fund (GO Bonds)	415.40.4116.62145 – 616020	\$200,000	\$37,641.00
Sewer Fund (Stormwater Mgmt Improvement Funds)	515.40.4535.62461	\$200,000	\$40,000.00
Total		\$400,000	\$77,641.00

Background Information:

The recently opened Gibbs Morrison Cultural Center (Center) serves as a cultural, education, health/wellness and outreach facility for Evanston. The site surrounding the

Center contains a small patio space and unfinished landscape. Presently, the site exhibits a variety of issues affecting its function as a public facility. The building's roofing system drains through downspouts directly into the soil surrounding the property creating flooding within the building during significant rain events. The existing landscape is unfinished and needs improvements for safety and aesthetics. The patio space is awkward and not ideally designed to house the intended café and programs. Delivery and solid waste disposal/recycling are also of concern as the facility has no alley access or onsite parking. Site security is also lacking with inadequate lighting and poor sight lines in some areas. As a result, site improvements including a stormwater management system, more effective outdoor programming space, an access drive with accommodations for solid waste disposal and site security features are needed at this time.

Analysis:

On December 10, 2015 the City issued a Request for Proposal for consultant services to design the improvements outlined above. On January 5, 2016 one proposal was received from the following consulting firm:

Consultant	Address	Proposal Cost
Teska Associates, Inc.	627 Grove Street, Evanston, Illinois 60201	\$77,641.00

The selection committee included the following members:

- Lara Biggs, Bureau Chief – Capital Planning / City Engineer
- Bob Dorneker, Assistant Director – PRCS
- Lawrence Hemingway, Director – PRCS
- Stefanie Levine, Senior Project Manger – Parks and Facilities

The committee reviewed the proposal and scored the firm for project selection. A summary table of the scoring results is below.

Consultant	Qualifications and Expertise	Project Understanding	Price	Organization and Completeness of Proposal	Willingness to Execute City Contract	M/W/EBE Participation	Total
Teska Associates, Inc.	23	17	23	9	10	10	92

The selection committee also interviewed Teska Associates, Inc., to confirm their understanding of the project and overall expertise. After the interview the committee agreed that Teska Associates, Inc. was well suited for this work and would develop creative and appropriate solutions for this project. Based on the scoring results, staff recommends award to Teska Associates, Inc. in the amount of \$77,641.00.

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	-\$77,641.00
Balance Remaining	\$322,359.00

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

Attachments:

Memo on M/W/EBE Compliance, dated 04/11/2016



Memorandum

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

From: Tammi Turner, Purchasing Manager

Subject: Gibbs Morrison Cultural Center Site Improvements, RFP 16-04

Date: April 11, 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 has established a 25% M/W/EBE subcontracting participation goal for general contractors.

With regard to the Gibbs Morrison Cultural Center Site Improvements, RFP 16-04 in the base bid amount of \$77,641.00, the primary contractor Teska Associates, Inc. has subcontracted the following:

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Teska Associates, Inc. 627 Grove St. Evanston, IL 60201	Consultant	\$37,300.00	48%			X
CGMT, Inc. 60 Martin Lane Elk Grove, IL 60007	Testing	\$4,000.00	.05%	X		
Total M/W/EBE		\$41,300.00	48.05%			

Teska Associates, Inc. will receive credit for 48.05% M/W/EBE participation.

CC: Martin Lyons, Assistant City Manager/CFO