

## Memorandum

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

From: David Stoneback, Public Works Agency Director  
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer  
Chris Venatta, P.E., Senior Project Manager

Subject: Approval of Contract for Survey Benchmark Update (No. 18-26)

Date: June 25, 2018

### Recommended Action:

Staff recommends City Council authorize the City Manager to execute a contract for the Survey Benchmark Update (No. 18-26) with American Surveying & Engineering, P.C. (150N. Wacker Drive, Suite 2650, Chicago, IL 60606) in the amount of \$49,447.42.

### Funding Source:

Funding for this project will be provided from Capital Improvement Program (CIP) 2018 General Obligation Bonds (Account 415.40.4118.65515 – 418015), which has a budget allocation of \$50,000, all of which is remaining.

### Livability Benefits:

Built Environment: Enhance public spaces

### Background Information:

The City of Evanston maintains survey monuments throughout the city limits. The monuments are utilized by contractors, developers, engineers, and City staff to design and construct projects ranging from roadway improvements to commercial development.

There are currently 18 usable survey monuments in the City, however, many more have been damaged over the years and various locations around town are without easily accessible benchmarks or monuments. Additionally, Evanston utilizes its own datum for determining elevations. Due to this unique standard, it is important for companies who are not familiar with working in the City to have many accurate benchmarks to reference.

A proposal was requested from surveying and engineering firms to verify the accuracy of the existing 18 monuments and to install an additional 20 monuments around the City. The work performed by the selected company will also be updated into the City's GIS database.

Analysis:

The RFP was advertised on Demandstar and in the Pioneer Press. Proposals were received on May 22, 2018. Six consultants submitted proposals for this project as follows.

<b>Contractor</b>	<b>Address</b>
American Surveying & Engr.	150 N. Wacker Dr., Suite 2650, Chicago, IL 60606
Accurate Group	101 Schelter Rd., Suite B 200, Lincolnshire, IL 60069
Christopher B. Burke Engr.	9575 West Higgins Rd., Suite 600, Rosemont, IL 60018
H.R. Green	820 Davis St., Suite 500, Evanston, IL 60201
TERRA Engineering	225 W. Ohio St., 4 <sup>th</sup> Floor, Chicago, IL 60654
Thomas Engineering	238 S. Kenilworth Ave., Suite 100, Oak Park, IL 60302

A selection committee consisting of members from the Public Works Agency and Purchasing reviewed the proposals and scored the firms for project selection. A summary table of the scoring results is below.

<b>Firm</b>	<b>Qualifications and Expertise</b>	<b>Project Approach</b>	<b>Price</b>	<b>Organization and Completeness of Proposal</b>	<b>Willingness to Execute City Contract</b>	<b>M/W/E/BE Participation</b>	<b>Total</b>	<b>Cost</b>
<b>Available Points</b>	<b>25</b>	<b>15</b>	<b>30</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>100.0</b>	
American Surveying	25	15	30	10	10	10	100	\$ 49,447.42
Accurate Group	17	10	5	10	10	10	62	\$ 243,427.01
Christopher B. Burke Engr	19	12	18	10	10	10	80	\$ 92,500.00
H.R. Green	20	9	26	8	10	10	83	\$ 59,000.00
Terra Engineering	17	7	28	7	10	10	79	\$ 52,852.32
Thomas Engineering	22	13	10	10	10	10	75	\$ 168,846.88

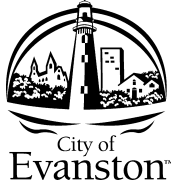
Based on the scoring by the selection committee there was unanimous agreement that American Surveying and Engineering delivered the best proposal. They were brought in for a follow-up interview which further reinforced their qualifications for this work.

Staff has successfully worked with American Surveying and Engineering on prior projects and found their past experience very applicable to the work required for this project. Therefore, staff recommends that the contract be awarded to American Surveying and Engineering for a total cost of \$49,447.42.

American Surveying and Engineering is an MBE therefore 100% of the value of this contract will go toward the City's MBE goal.

Attachments:

Memo on M/W/EBE Compliance, dated 06/25/2018



# Memorandum

To: David Stoneback, Public Work Agency Director  
 Lara Biggs, Bureau Chief – Capital Planning / City Engineer  
 Chris Venatta, P.E., Senior Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Survey Benchmark Update, RFP 18-26

Date: June 25, 2018

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 Survey Benchmark Update, RFP 18-26, American Surveying & Engineering’s total base bid is \$49,447.42, and they will receive 100% credit for compliance towards the M/W/EBE goal.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
American Surveying & Engineering 150 N, Wacker, Suite 2650 Chicago, IL 60606	Engineering Services	\$49,447.42	100%	X		
Total M/W/EBE		\$49,447.42	100%			

CC: Hitesh Desai, Chief Financial Officer