



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Stefanie Levine, Senior Project Manager.
CC: Edgar Cano, Public Works Director, Lara Biggs, Bureau Chief - Capital Planning / City Engineer
Subject: Contract Award with MKSK, Inc. for the Independence Park and Larimer Park Improvements Project (RFP 22-52)
Date: September 27, 2022

Recommended Action:

Staff recommends that City Council authorize the City Manager to execute a contract with MKSK, Inc. (200 S. Meridian Street, Indianapolis, IN 46225) for landscape architectural and engineering services for the Independence Park and Larimer Park Improvement Projects (RFP No. 22-52) in the amount of \$194,245.

Funding Source:

Funding will be provided from Capital Improvement Fund 2021 General Obligation Bond in the amount of \$79,245 and from the 2022 General Obligation Bonds in the amount of \$115,000. A detailed financial analysis is included in the attached memo.

CARP:

Urban Canopy & Green Space

Council Action:

For Action

Summary:

Independence Park is a 1.4 acre park located north of Central Street and south of Livingston Street between Stewart Avenue and Prairie Avenue. Larimer Park is a 1.6 acre park located north of Crain Street and south of Dempster Street between Ridge Avenue and Maple Avenue. Independence Park and Larimer Park were last renovated in 1994 and 1992, respectively. Both parks exhibit significant deterioration, a lack of compliance with ADA code, and a lack of conformance with current playground safety standards.

Analysis:

On July 21, 2022, the City issued a Request for Proposal for consultant services to design renovations for the parks. On August 16, 2022, proposals were received from the following two consulting firms:

Firm	Address
MKSK, Inc.	200 S. Meridian Street, Indianapolis, IN 46225
Terra Engineering, Ltd.	225 West Ohio Street, Chicago, IL 60654

The proposals were reviewed by the following staff:

- Stefanie Levine, Senior Project Manager – Public Works Agency
- Michael Callahan, Recreation Manager – Parks and Recreation Department
- Linda Thomas, Purchasing Specialist – Administrative Services Department
- Elizabeth Williams, Planning Manager – Community Development Department
- Bridget Nash, Civil Engineer III – Public Works Agency
- Matthew Ouren, Fellow – City Manager’s Office

Following the initial scoring, the selection committee interviewed both firms to confirm their understanding of the project and evaluate overall expertise. Below is a chart indicating the scoring following the interviews:

Consultant	Firm Qualifications and Experience	Project Approach	Price	Organization and Completeness of Proposal	Willingness to Execute City Contract	M/W/EBE Participation	Interview	Total
Maximum Points	25	25	20	10	10	10	10	110
MKSK, Inc.	23	24	20	9	8	10	8	102
Terra Engineering, LTD.	23	22	18	9	10	10	7	99

MKSK, Inc. (MKSK) demonstrated the highest level of understanding of the project and the range of potential improvements. City staff contacted MKSK’s references and received very favorable feedback. As a result, the selection committee recommends award to this firm in the amount of \$194,245.

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

Detailed Financial Analysis:

A breakdown of funding is shown in the table below:

Funding Source	Account No.	Available Budget	Project Cost
2021 G.O. Bond – Larimer Park	415.40.4121.62145 - 522007	\$ 75,000	\$ 75,000
2022 G.O. Bond – Larimer Park	415.40.4122.62145 - 522007	\$ 25,000	\$ 25,000
2022 G.O. Bond – Independence Park	415.40.4122.62145 - 522014	\$ 90,000	\$ 90,000
2021 G.O. Bond – Other Project Savings	415.40.4121.62145 - 522007	\$ 1,000	\$ 829
2021 G.O. Bond – Other Project Savings	415.40.4122.62145 - 522014	\$ 4,000	\$ 3,416
Total			\$194,245

Attachments:

[22-52 MWEBE Memo Independence Larimer Park](#)



Memorandum

To: Edgar Cano, Public Works Agency Director
 Lara Biggs, Capital Planning & Engineering Bureau Chief
 Stefanie Levine, Senior Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Independence Park and Larimer Park Improvements, RFP 22-52

Date: September 27, 2022

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 Independence Park and Larimer Park Improvements, RFP 22-52, MKSK Inc., total base bid is \$194,245 and they are found to be in compliance with the City's goal. They will receive credit for 41.29% M/W/EBE participation.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
David Mason & Associates 333 S. Des Plaines Street Suite 200 Chicago, IL 60661	Civil, Structural Engineering	\$34,016	17.5%	X		
Delta Engineering Group, LLC 111 W. Jackson Blvd., Suite 910 Chicago, IL 60604	Electrical Engineering	\$30,164	15.53%	X		
GSG Consultants, Inc. 735 Remington Road Schaumburg, IL 60173	Environmental Geotechnical Services	\$16,042	8.26%	X		
Total M/W/EBE		\$80,222	41.29%			

CC: Hitesh Desai, Chief Financial Officer