



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Stefanie Levine, Project Manager
CC: David Stoneback - Public Works Agency Director; Lara Biggs - City Engineer
Subject: Approval of Contract Award with GZA GeoEnvironmental, Inc. for the Public Canoe Launch Feasibility Study (RFP 20-13)
Date: April 13, 2020

Recommended Action:

Staff recommends the City Council authorize the City Manager to execute an agreement with GZA GeoEnvironmental, Inc. (915 Harger Road, Suite 330, Oak Brook, IL 60523) for the Public Canoe Launch Feasibility Study (RFP 20-13) in the amount of \$29,946.

Funding Source:

Funding is provided from a grant through the Illinois Department of Natural Resources' Coastal Management Program and a donation from the Evanston Environmental Association (Account 415.40.4219.62145-520009), which has an approved FY 2020 budget of \$30,000 and a YTD balance of \$30,000.

Council Action:

For Action

Summary:

The existing wooden canoe launch situated behind the Evanston Ecology Center which provided public access to the North Shore Channel is now unusable. The wooden stair system leading to the launch is in poor condition and out of compliance with the ADA. The canoe launch, itself, is in total disrepair and the Ecology Center's program staff is unable to load participants in and out of boats safely.

Over the past several decades, Recreation staff has annually implemented canoe programs and summer camps to expand the community's access to the North Shore Channel. In order to continue these programs, safe and accessible access is needed.

In 2019 the City received a \$15,000 grant from the Illinois Department of Natural Resources' Coastal Management Program to perform a feasibility study for a canoe launch along the North Shore Channel. Matching funds for the grant are being provided through a donation by the Evanston Environmental Association (EEA). This feasibility study will help the City and EEA determine costs, permitting and general design requirements needed to construct a safe, and accessible canoe launch. The City's grant agreement requires completion of the feasibility study by October 30, 2020.

Analysis:

On January 30, 2020, the City issued Request for Proposal 20-13 for this project. On February 25, 2020, the City received three proposals from the following consulting firms:

Consultant	Address	Proposal Price
GZA GeoEnvironmental, Inc.	915 Harger Road, Suite 330, Oak Brook, IL 60523	\$29,946.00
SmithGroup	35 E. Wacker Drive, Suite 900, Chicago, IL 60601	\$29,450.00
Terra Engineering, Ltd.	225 W. Ohio Street, 4 th Floor, Chicago, IL 60654	\$30,000.00

The proposal review team consisted of:

- Lara Biggs, City Engineer
- Lawrence Hemingway, Director of Parks Recreation and Community Services
- Stefanie Levine, Senior Project Manager
- Erika Doroghazi, Administrative Coordinator
- Linda Thomas, Purchasing Specialist

The submittals for the project were reviewed based on firms/sub-consultants: qualifications & expertise; organization & completeness; price; M/W/EBE participation, and willingness to execute the City's professional services contract. The proposals were rated, discussed by the review committee and final scoring of the proposals follows:

Consultant	Qualifications & Experience	Project Approach	Price	Organization and Completeness of Proposal	Willingness to Execute the City Contract	M/W/EBE Participation	Total
Maximum Points	25	25	20	10	10	10	100
GZA <u>GeoEnvironmental, Inc.</u>	23	24	20	9	5	10	91
<u>SmithGroup</u>	23	20	20	9	10	5	87
Terra Engineering, Ltd.	17	14	20	5	10	9	75

Staff recommends award of this project to GZA GeoEnvironmental, Inc (GZA). The review committee unanimously agreed that GZA’s proposal was significantly more thorough than their competitors. Additionally, GZA and their subconsultants’ prior experience with similar projects is superior and more well-rounded in comparison to the other candidate firms. GZA also has brought a docking system manufacturer on board to consult on the project which will help with constructability issues and should provide improved clarity with regard to potential costs. References for GZA have been consulted and have indicated that GZA provides high quality, professional, technically sound, and thorough work.

GZA’s proposal is compliant with the City’s M/W/EBE goals. A memo reviewing their compliance is attached.

Attachments:

[MWEBE Memo - Public Canoe Launch Feasibility Study \(RFP 20-13\)](#)