



City of Wheaton
303 W. Wesley Street
Wheaton, IL 60187-0727
630-260-2000

City of Wheaton, Illinois

www.wheaton.il.us

TO: Mike Dzugan City Manager
FROM: Joan M. Schouten, MBA CPIM CPPB Procurement Officer
DATE: June 3, 2016
RE: [Recommendation to Award](#)

Engineering Services: Route 56 Headwall Repair

Solicitation Process: competitive public RFP, with additional notice sent to Qualified Proposers

Recommended Professional Service Provider: Engineering Resource Associates

The adopted FY 2017 Capital Project Fund includes \$50,000 to perform Engineering Design Services for repairs of the Butterfield Road culvert headwall.

Budget: \$50,000
Request for Purchase: \$22,873
Budget Impact: \$27,127

Background: The city's decision to purchase the above professional service is based on the following:

- The existing concrete culvert headwall system located in the north right-of-way of State Route 56 east of East Loop Road was constructed in 1988 and requires repair
- An RFP was developed. Notices were:
 - Posted on Demand Star and Public Purchase. These are broadcast services targeting contractors who service government entities.
 - Posted on the city website. Vendors who have contacted the city requesting to be notified of bid opportunities have been advised to register for the RSS feed for bid documents and select Engineering. Once registered, they automatically receive an e-mail notifying them of bidding activity.
 - In addition, the Engineering department requested that notices be sent to six (6) additional firms deemed qualified to perform these services.
 - Five (5) firms were notified. One firm, Trans System was unreachable via the provided e-mail.
- One week prior to bid opening, a reminder notice was sent to the five (5) engineering recommended firms to:
 - Remind them of the proposal submittal schedule
 - Inquire if they were going to submit a proposal; or if not submitting a proposal; to provide a reason
 - Note: Three firms responded
 - Two (2) said they would submit.
 - One (1), Strand Associates, said they would not submit for the following reason: "There are several options to repair/replace the existing wingwalls, and we feel the project requires a small study to determine the best-fit solution. Bidding professional services and selecting a professional service primarily on low cost will not allow us to be successful in conducting the study necessary." Procurement responded with a clarification that this solicitation was a Request for Proposal, and not an Invitation to Bid.
- Four (4) proposals were submitted.
- The lowest responsive, responsible bidder is Engineering Resource Associates.
- Bid range for Engineering Design Services = \$22,872.87 - \$42,562.07

Attachments: Bid Tab



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Bid Tabulation: Engineering Services: Route 56 Headwall Repair

Bid Opening: June 2, 2016

Department: Engineering

BIDDER ADDRESS CITY, STATE	Christopher B Burke Eng. Ltd 9575 W Higgins Rd #600 Rosemont, IL 60018	Thomas Engineering Group, LLC 238 S Kenilworth Ave #100 Oak Park, IL 60302	EST Consultants, Ltd 1979 N Mill St #100 Naperville, IL 60563	Engineering Resource Associates, Inc 35701 West Avenue #150 Warrenville, IL 60555
Engineering Design Services	\$ 155.00 /hr 150 hrs <u>\$ 23,250.00</u>	\$ 169.57 /hr 251 hrs <u>\$ 42,562.07</u>	\$ 134.24 /hr 235 hrs <u>\$ 31,546.40</u>	\$ 96.51 /hr 237 hrs <u>\$ 22,872.87</u>
not to exceed	<u>\$ 23,250.00</u> + surveying and permitting	<u>\$ 42,562.07</u>	<u>\$ 31,546.40</u>	<u>\$ 22,872.87</u>
Optional: Constuction Oversight	\$ 138.00 /hr 500 hrs <u>\$ 69,000.00</u>	\$ 144.73 /hr 500 hrs <u>\$ 72,365.00</u>	\$ 84.29 /hr 500 hrs <u>\$ 42,145.00</u>	\$ 88.15 /hr 500 hrs <u>\$ 44,075.00</u>
Total with option:	\$ 92,250.00	\$ 114,927.07	\$ 73,691.40	\$ 66,947.87
Certificate of Compliance?	yes	yes	yes	yes
Certificate of Insurance?	yes	yes	yes	yes

Intent to Award: Engineering Resource Associates, Inc (pending review)

The City Council is scheduled to make a ruling on this recommendation on: June 20, 2016

The City wishes to thank all bidders for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The city invites you to bid on future solicitations which are posted on the city's website at www.wheaton.il.us/bids.

The City of Wheaton is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modifications in delivery, inventory or consignment practices; value analysis; or other.