

TO: Alderman, Chairman CS

FROM: Andrea Podraza, P.E., CFM, Assistant City Engineer

DATE: February 12, 2021

RE: Resolution 21-019-R, Authorizing execution of Task Order #2 for Phase 2 Design Engineering Services for Mahoney Creek Tributary Detention Basin with HR Green in the amount not-to-exceed \$84,300

Background & Project Timeline

As part of the City of Batavia's efforts to alleviate repeated drainage concerns and flash flooding along the Mahoney Creek Tributary and Mahoney Creek mainstream the City sought out consultants to design a basin that will detain excess runoff upstream on a City owned parcel and potentially in an upstream existing drainage easement by means of a retaining wall / weir structure and possible grading modifications.

In the fall of 2018, the City hired WBK to complete a preliminary investigation and analysis on different scenarios and options for additional detention capacity upstream of the Woodland Hills neighborhood. During the 2018 study, WBK contemplated expansion of the existing stormwater basin east of Kirk Rd. as the primary option. Since the time of WBK's study the City has finalized its acquisition of parcels west of Kirk Rd. for the purpose of stormwater management.

The final engineering plans will provide a detention basin that will be upstream to detain a yet to be determined runoff volume. The upstream drainage area in question is generally bound by Wilson Street to the north, Woodland Hills Road to the west, Pine Street to the south and Fermi National Laboratory to the east where the runoff drains from the east under Kirk Road thru the City owned property to the Fox River via Mahoney Creek.

Through the final design process the City will evaluate options/alternates to retain runoff on the parcels west of Kirk via a retaining wall / weir structure to be constructed along the westernmost property line. Expansion of the existing stormwater basin on the east side of Kirk, as contemplated by the WBK study, may be included as alternate work within the final bid package, depending on the engineer's estimate of probable costs.

This design phase will include a series of meetings: a project kick-off meeting, meetings presenting 50% and 90% plans for staff to review and then a final submittal with a set of plans, engineers cost estimate and special provisions to be used for bidding purposes. The final plans will be completed in the middle of summer. At that time, and prior to moving forward with bidding the project, staff will return to City Council for a budget review and recommendations for funding. If City Council confirms a funding source, then staff will proceed to bid the project.

Phase 2 Design Engineering Services

During the City's previous watershed and stormwater projects the City has discussed experiences of the below firms work and their knowledge as related to the scope of this project. Five consultants submitted statements of qualifications and sealed cost proposals for this project. The submittals were due on Monday, February 1, 2021. Staff reviewed and discussed the statement of qualifications, individually scored and ranked the submittals, combined scores for an average score, and then opened the sealed cost proposals. The consultant's average scores based on qualifications were then converted to a decimal (89% becomes .89) and proposed cost was divided by the consultant's score to arrive at an "adjusted cost." The consultant with the lowest "adjusted cost" is recommended for award. The consultant with the lowest adjusted cost and being recommended for this project is HR Green of McHenry, IL.

Below is a summary of the consultant rankings that were solicited for qualifications and the cost proposal:

Consultant	Rank Based on Qualifications *	Rank Based on Cost Proposal **	Rank Based on Both Qualifications & Cost ***
Baxter & Woodman	2	3	2
<i>HR Green</i>	1	1	1
Rempe Sharpe	5	2	3
V3	4	5	5
WBK	2	4	4

* 1 indicates best qualified and 5 indicates least qualified

** 1 indicates lowest proposal cost and 5 indicates highest proposal cost

*** 1 indicates best desirable consultant based on both qualifications and cost and 5 indicates least desirable consultant based on both qualifications and cost

City staff has worked with HR Green recently for the Mahoney Creek Watershed study. The team did a great job, especially when the pandemic put a monkey wrench in the initial plans. The City staff is excited with the proposed consultant's staffs for this project and have heard wonderful recommendations from references in the region for similar type of projects as well as our experience.

Funding Breakdown

Below is the breakdown of funding source for this project:

Funding Source	Budget	Consultant Amount	(Shortfall/) Savings
Drainage Capital Projects (33-34-6470)	\$99,900	\$84,300	\$15,600
Total	\$90,900	\$84,300	\$15,600

The consultant services for construction engineering came in under the budgeted amount as shown in the table above.

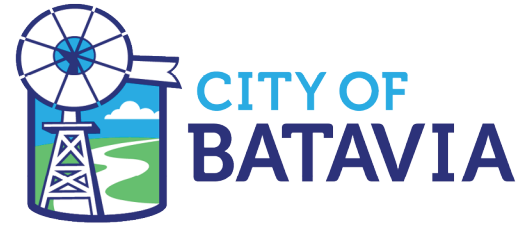
Recommended Action:

Staff recommends for the City Services Committee approve the following:

1. Authorizing execution of Task Order #2 for Phase 2 Design Engineering Services with HLR in the amount not-to-exceed \$84,300.00 and Resolution 21-019-R.

January 11, 2021

Ajay Jain
HR Green
420 N Front Street
McHenry, IL 60050



**RE: MAHONEY CREEK TRIBUTARY DETENTION BASIN DESIGN
PHASE 2 DESIGN ENGINEERING SERVICES
BATAVIA, IL
STATEMENT OF QUALIFICATIONS (SOQ) & REQUEST FOR PROPOSAL (RFP)**

As part of the City of Batavia's efforts to alleviate repeated drainage concerns and flash flooding along the Mahoney Creek Tributary and Mahoney Creek mainstream the City would like to detain excess runoff upstream on a City owned parcel and potentially in an upstream existing drainage easement by means of a retaining wall / weir structure and possible grading modifications. The City of Batavia is seeking qualifications and a cost proposal from consultants to prepare final engineering plans providing the required upstream volume to detain a yet to be determined runoff (10 year to 100-year storm). The upstream drainage area in question is generally bound by Wilson Street to the north, Woodland Hills Road to the west, Pine Street to the south and Fermi National Laboratory to the east where the runoff drains from the east under Kirk Road thru the City owned property to the Fox River via Mahoney Creek.

The City hired WBK to complete a preliminary investigation and analysis on different scenarios and options for additional detention capacity upstream of the Woodland Hills neighborhood in the fall of 2018. The final report with findings is attached and shall be used to anticipate scope of work for final engineering plans. It should be noted that the 2018 study contemplated expansion of the existing stormwater basin east of Kirk Rd. as the primary option. Since the time of WBK's study the City has finalized its acquisition of parcels west of Kirk Rd. for the purpose of stormwater management. Through the final design process the City desires to evaluate options/alternates to retain runoff on the parcels west of Kirk via a retaining wall / weir structure to be constructed along the westernmost property line. Expansion of the existing stormwater basin, as contemplated by the WBK study, may be included as alternate work within the final bid package, depending on the engineer's estimate of probable costs.

In order to provide the City the requested information, the consultant would utilize any city provided atlases, including proposed development engineering plans or record drawings and the City GIS maps to come up with a base map. The deliverable shall include final engineering plans for the entire study area with each alternate having their own plan sheet(s) with quantities to give the City the ability to phase the project, storm sewer/weir calculations, a cost estimate broken down per alternate, special provisions and all electronic files including storm calculations, AutoCAD and GIS data.

This design phase will include a series of meetings: a project kick-off meeting, most likely via Microsoft Teams with the Engineering and Street Divisions, meetings presenting 50% and 90% plans for staff to review and then a final submittal with a set of plans, engineers cost estimate and special provisions to



be used for bidding purposes.

This area will need additional survey and/or field verification to pick up missing or incomplete data in our GIS in the area, along with some tree survey, 2" diameter and greater, (limits of City owned lot on attached exhibit) in order to verify items, such as but not limited to, any utility crossings, potential wetlands, necessary tree removals, and obtain elevations for determining the height of the retaining wall / weir structure and a potential visual / sound barrier wall. Most of the survey should be completed during the winter / spring before the buds on the trees pop. The City has GIS data for all main line sanitary sewers within City limits, storm sewer within City Limits and all City of Batavia owned electric. As part of this task, letters or postcards may need to be sent out to all the affected residents of the area to alert them of your presence in the area and possibly on their property. The City will coordinate this effort and send out all the letters or postcards and would just need specific information relating to timing from the consultant.

At this time, the City would like to request four (4) copies of a statement of qualification & cost proposal. The cost proposal shall be submitted in a separate sealed envelope, and be the cost to survey the project area, prepare final engineering plans, cost estimate and special provisions for Mahoney Creek Tributary Detention Basin. The submittal due date is **February 1, 2021**. A Sample of the City's Standard Consultant Agreement that will need to be executed has been attached for your review. If the selected consultant already has a Master Services Agreement only a Task Order will need to be executed.

If you should have any further questions, please contact me at 630-454-2757 or via email at apodraza@cityofbatavia.net.

Sincerely,

Andrea M. Podraza, P.E., CFM
Assistant City Engineer

Cc: File

Enclosure: Standard City of Batavia Consultant Agreement
WBK Report for Kirk Road Detention Feasibility Analysis dated October 2018
Woodland Hills Unit 1 Plat
Rose Hollow Plat of Subdivision



SERVICES TO BE PROVIDED

The Consultant shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the drainage services required for this project. The City will provide a qualified Liaison Engineer to assist the consultant in City interpretations. The services to be provided related to this proposal are described in the Minimum Scope of Services section of this proposal.

MINIMUM SCOPE OF SERVICES

The City is looking for a set of final engineering plans for the Mahoney Creek Tributary Detention Basin along with special provisions to accompany the City's Standard Specifications that will be used for bidding and construction, potentially immediately following completion of plans.

The final design should incorporate concepts developed during the 2018 Phase I study as well as an evaluation of a potential retaining wall / weir structure along the western property line of the City parcels located on the west side of Kirk Rd. The design should incorporate potential alternatives including:

- grading modifications west of Kirk,
- grading modifications east of Kirk,
- modifications to the existing weir/spillway structure on the east side of Kirk, and
- installation of a visual/sound barrier wall on top of the retaining/weir structure that would shield the east property line of the homes at 1320 and 1318 Aster Ct, 1338 and 1338 Wintergreen Terrace, and 1329 Violet Lane, or as needed based on grade.

An acoustic study of Kirk Rd. traffic is not contemplated and is not included in this scope of work. The City is aware of existing sanitary and electric utilities in the area. The City will work with the chosen Consultant to mitigate any potential utility conflicts.

Mahoney Creek is mapped and designated Zone AE. Mahoney Creek Tributary is not mapped. It is anticipated that the City will endeavor to perform a study at a future date to map the Tributary. Mapping is not included in this scope of work.

Kane County ADID maps indicate that there are no wetlands present in the area; however, the City anticipates that wetlands will likely be identified as a result of the field survey of actual conditions. Wetland identification, delineation and mitigation design shall be included in the scope of work tasks.

This area will need additional survey and/or field verification to pick up missing or incomplete data in our infrastructure in the area, along with some tree survey (limits of City owned lot on attached exhibit) in order to verify items, such as but not limited to, any utility crossings, potential wetlands, necessary tree removals, and obtain elevations for determining the height of the retaining wall / weir structure and a potential visual / sound barrier wall. Most of the survey should be completed during the winter / spring before the buds on the trees pop. The City has GIS data for all main line sanitary sewers within City limits, storm sewer within City Limits and all City of Batavia owned electric. As part of this task, letters or postcards may need to be sent out to all the affected residents of the area to alert them of your presence in the area and possibly on their property. The City will coordinate this effort and send out all the letters or postcards and would just need specific information relating to timing from the consultant.



All plan sheets should be completed on a “alternate” by “alternate” basis, ie. the wall, the basins and the weir. Based on funding ability and extent of the work anticipated for each alternate they may be separated into individual projects. The final plans shall have each alternate prepared on separate plan and if necessary, profile sheets, with quantities for each corresponding street on that specific sheet to allow for easier phasing of the alternate(s) dependent on what funding dictates in future years. A cost estimate shall also be provided broken down by plan sheet/project. The consultant will be responsible for preparing all the special provisions in a Word document that can be selected as needed for each cost line item, which will then be inserted into the City’s Bid Specifications.

In addition, the consultant shall prepare all permits required for proposed design. The proposal cost shall include time to apply and obtain (including revisions) the permit from each agency, including time for any necessary meetings with those agencies. The City will pay for the permit fees. The City foresees a possible permit from KDOT for access to the site for construction.

The Consultant is expected to perform complete engineering services in accordance with, but not limited to, the following:

- Survey / data collection / field verification of the City’s infrastructure within the project limits (storm sewer system, water, sanitary and electric)
- Final submittal shall include the followings:
 - AutoCAD files following City’s requirements for As-Built Drawings
 - One set of 11X17 plan set and two sets of 24x36 plan set
 - Storm sewer / weir calculation report with output files
 - Microsoft Excel version of Cost Estimates plus one hard copy
 - Microsoft Word editable Special Provisions to be inserted into the City of Batavia’s Bid Specifications plus one hard copy
 - Coordination efforts with KDOT and Fermilab
 - Funding opportunities for water quality improvement and application timeframes
 - Preparation of and approval from KDOT, IDNR, USCOE and any other agency for the necessary permits required to complete this project

Upon the Contract being awarded the City will provide the consultant with the following:

- 2’ contours (Kane County GIS)
- GIS Data of existing system
- Any engineering plans for the areas of interest

There will be one submittal (four copies) for this RFQ process. Each submittal should have a brief statement of the firm’s interest in performing the work. Also, a table of contents and sectional tabs should be provided for all submittals. **All submittals must be thorough, complete and accurate and will be limited to 15 one-sided pages in length not including the IDOT Prequalification sheet or tabs.**

A copy of the City of Batavia standard Consultant Services Agreement is attached. By submitting, you agree that these terms will be able to be met.



Submittal

Response to RFP due on February 1, 2021 and should include:

1. Introduction

A brief introduction shall include the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice.

2. Project Approach

This section should include a brief synopsis of tasks associated to complete each Item including the following:

- A description of the firm's thorough understanding of the scope of the project.
- An overall account of the philosophy and methods the firm will utilize to successfully complete this project.
- A detailed outline of the tasks associated with each element of the scope of services described above including any additional tasks that the consultant may choose to identify and describe.
- A description addressing how the engineering services will be provided in a logical sequence and have experience with the following:
 - Mapping storm sewer systems
 - Analysis of drainage / tributary areas
 - Storm sewer design / hydraulics
 - Sewer separation & possible relocating live sanitary services
 - Constructability and dealing with residents
 - Permitting with KDOT, USCOE, IDNR
 - Preparing special provisions

COORDINATION:

Coordination with the City of Batavia Public Works Divisions is required and potential work with Fermilab and/or the Kane County Department of Transportation may be needed.

3. Project Team

Provide biographical data and experience on principals and key professional members of the firm(s) who could be directly involved with this particular project. The key personnel should include the following:

- Project Manager who will be responsible for coordinating all activities (must be a Licensed Professional Engineer in the State of Illinois).
- Project/Staff Engineers who will be responsible for completing the system analysis (must either be a Licensed Professional Engineer in the State of Illinois or work directly under the direction of a PE).
- Land Surveyor who will be responsible for all field data collection and investigations that may be required. (must be a Licensed Land Surveyor in the State of Illinois).



4. Similar Project Experience

Provide 3 specific examples of municipal stormwater projects within the last 3-5 years that are similar in nature to this project. Include a description of each project, including location, any photos, if applicable, client, and scope of professional services delivered by your firm and the project team that staffed the project (project manager, resident engineer, inspector(s), etc.), duration of the study, and project cost for implementing suggestions as well as final project costs. Also, include any key events or activities that distinguish the project from others. A table matching project teams with project examples should be provided as well.

CRITERIA FOR REVIEW:

The following items will be considered when evaluating the consultants for the Area 3 Storm Separation project:

- | | |
|---|-------|
| 1. Qualifications and experience as identified in the Scope of Services | (20%) |
| 2. Qualifications and experience of the project manager and design team | (30%) |
| 3. Qualifications and experience with municipal stormwater projects | (30%) |
| 4. Stormwater permitting and coordination experience with | |
| • Kane County (Department of Transportation) | |
| • City of Batavia | |
| • Fermilab | |
| • Illinois Department of Natural Resources | |
| • Federal Emergency Management Agency | |
| • Kane/DuPage Soil and Water Conservation District | |
| • U.S. Army Corps of Engineers | (10%) |
| 5. Completeness of the proposal | (10%) |

A selection committee comprised of staff from the City of Batavia will evaluate all Statements of Qualifications (SOQ) for selecting the consultant. The evaluation committee will score each consultant based on the criteria described in this request. Once final scores have been determined for each consultant, the cost envelopes are opened. Each consultant’s qualifications score is then converted to a decimal (89% becomes .89) and is divided into that vendor’s proposed total cost to arrive at an “adjusted cost.” The consultant with the lowest “adjusted cost” is recommended for award.

Consultants will work with the City of Batavia and follow the following timetable:

<u>TASK</u>	<u>DUE DATE</u>
SOQ & Proposal due	2/1
Consultant Selection completed by	2/10
Present to Committee of the Whole	2/16
City Council Approval	3/1
50% Plan Submittal	4/12
90% Plan Submittal	5/24
Final Deliverables due	6/21



Four copies of your firm's proposal and cost estimates shall be submitted in separate sealed envelopes to Andrea Podraza, Engineering Division, Department of Public Works clearly marked "Mahoney Creek Tributary Detention Basin Design" by **3:00 PM, Monday, February 1, 2021**. Please direct any inquires to Andrea M. Podraza, Assistant City Engineer at (630) 454-2757 and questions related to this RFP should be submitted in writing to apodraza@cityofbatavia.net by January 26, 2021.

City of Batavia
Engineering Department
Andrea M. Podraza, P.E., CFM
Assistant City Engineer
200 North Raddant Road
Batavia, Illinois 60510



STANDARD CONDITIONS

Contract Documents: This Request for Proposal, these Standard Conditions, the General Supplemental Additional Conditions (as described below), the Proposer's Proposal Sheet, the Agreement to be entered into between the City and the Proposer and any drawings, plans, standard conditions, special conditions, supplemental additional conditions, specifications, proposal notice, proposal sheet, and addendum, if any, as specified herein shall form the "Contract Documents." For the purpose of this proposal, the word "City" shall refer to the City of Batavia and the word "Proposer" shall refer to any person, company, or entity submitting a proposal. Any work shown or described in one of the documents shall be construed as if described in all the documents.

Interpretation of Contract Documents: Each request for interpretation of the Contract Documents shall be made in writing addressed to Andrea Podraza, P.E., CFM, Senior Civil Engineer, 200 N. Raddant Road, Batavia, IL 60510 or emailed to apodraza@cityofbatavia.net and shall be received at least three (3) days prior to the scheduled due date of the proposal and cost estimates. Interpretations and supplemental instructions will be in the form of written addenda to the Contract Documents.

Submittal of Proposal: Proposals must be submitted to the attention of Andrea Podraza, at the above address. Proposals arriving after the specified time will not be accepted. Mailed proposals which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. Proposals shall be submitted in **sealed envelopes** including the following information: Proposers name, address, subject matter of proposal as indicated in the specification, and designated date of the proposal opening.

Proposers Qualifications: No award will be made to any Proposer who cannot satisfy to the City that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named. The City's decision or judgment on these matters shall be final, conclusive, and binding.

Withdrawal of Proposal: Proposers may withdraw or cancel their proposal, in written form, at any time prior to the scheduled time for the opening of the proposals.

Preparation of Proposal: The Proposer's submittal shall include all requirements of the specifications as found in the Contract Documents. The City will strictly hold the Proposer to the terms of the proposal. The proposal must be executed by a person having the legal right and authority to bind the Proposer.

Compliance with Laws: The Proposer shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and local governments, which may in any manner affect the preparation of proposals or the performance of the contract.

Proposal Review: The City reserves the right to reject any or all proposals and/or to waive any



irregularities or disregard any informality on the proposals when, in its opinion, the best interest of the City will be served by such action. Furthermore, the City reserves the right to award each item to a different Proposer, or all items to a single Proposer unless otherwise noted in the specification. The City reserves the right to make determinations, including, but not limited to: 1) an equal or alternative is a satisfactory substitute, 2) an early delivery date is entitled to more consideration than price, 3) an early delivery date is to be disregarded because of the reputation of the Proposer for not meeting delivery dates, 4) a Proposer is not a responsible Proposer, and 5) what exceptions or deviations from the written specifications will be accepted.

Form of Contract: See attached section entitled "Agreement".

Cost Proposal

Mahoney Creek Tributary Detention Basin Design
Prepared by HR Green, Inc.
February 1, 2021

TASK DESCRIPTIONS	TOTAL FEE
PROJECT TOTAL FEE	\$84,300
Project Management	\$3,391
Meetings w/ City Staff	\$3,988
Survey, Wetland Delineation, Geotechnical	\$22,838
H&H Design	\$4,038
50% Plan Deliverable	\$21,824
Permitting	\$5,418
90% Plan Deliverable	\$14,407
Final Bid Packet	\$8,397



CITY OF BATAVIA, ILLINOIS

RESOLUTION 21-019-R

**AUTHORIZING EXECUTION OF TASK ORDER #2 FOR
HR GREEN**

WHEREAS, the City of Batavia has identified the need for additional detention upstream of Mahoney Creek Tributary and engineering plans and construction specifications; and

WHEREAS, the City of Batavia had requested qualifications for engineering design for multiple alternatives, cost estimate and construction documents and sealed cost proposals on the project and reviewed and scored the submitted qualifications then opened the sealed proposal; and

WHEREAS, HR Green had submitted a proposal and was the most qualified based on both qualifications and costs for the project; and

WHEREAS, the engineering company of HR Green has the appropriate expertise and experience necessary to provide design engineering plans, hydrologic and hydraulic modeling, surveying, permitting and construction documents that are required to prepare additional detention storage in the Mahoney Creek Tributary; and

WHEREAS, the total cost of said design engineering plans, hydrologic and hydraulic modeling, surveying, permitting and construction documents is in the amount not to exceed \$84,300.00 and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BATAVIA AS FOLLOWS:

SECTION 1. That the Mayor and City Clerk are hereby authorized to execute Task Order #2 with HR Green of McHenry, Illinois, for engineering services in the amount not to exceed \$84,300.00. The Task Order is attached hereto as Exhibit "A".

CITY OF BATAVIA, ILLINOIS RESOLUTION 21-019-R

PRESENTED to and **PASSED** by the City Council of the City of Batavia, Illinois, this 1st day of March, 2021.

APPROVED by me as Mayor of said City of Batavia, Illinois, this 1st day of March, 2021.

Jeffery D. Schielke, Mayor

Ward	Aldermen	Ayes	Nays	Absent	Abstain	Aldermen	Ayes	Nays	Absent	Abstain
1	O'Brien					Baerren				
2	Callahan					Wolff				
3	Meitzler					Chanzit				
4	Malay					Knopp				
5	Uher					Beck				
6	Cerone					Russotto				
7	McFadden					Miller				
Mayor Schielke										
VOTE:		Ayes	Nays	Absent	Abstentions					
Total holding office:		Mayor and 14 aldermen								

ATTEST:

Ellen Posdleni, City Clerk

EXHIBIT "B"

TASK ORDER NO. 2

REGARDING GENERAL AGREEMENT BETWEEN CITY OF BATAVIA

AND

HR GREEN

Project Description: Mahoney Creek Tributary Detention Basin – Phase 2 Design services
The Consultant will provide a Concept Plan for the Mahoney Creek Watershed for future projects and potential funding mechanisms. In addition, a series of public neighborhood meetings will be held to receive input for the Plan.

Scope of Services:

- Overall Project Management
- Meetings with City Staff
- Survey, Wetland Delineation & Geotechnical
- H&H Design
- Final Plans
 - 50% deliverable
 - 90% deliverable
 - Final deliverable
- Permits
- Final Bid Packet including specs and cost estimates

Time of Performance:

The project is expected to begin in early March 2021 with 50% plans completed by mid April and final design completion and permits submitted by the date of June 21, 2021.

Estimated Fee for Services: Not to exceed \$84,300

Proposed: _____
HR Green

Date

Approved: _____
City of Batavia

Date