



# Chicago Park District

## Legislation Details (With Text)

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<b>Title:</b>	AUTHORITY TO ENTER INTO CONTRACTS WITH FIRMS FOR INCLUSION IN THE DESIGN AND ENGINEERING SERVICES PRE-QUALIFIED POOL SPECIFICATION NO. P-16015		
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4/12/2017	1	Board of Commissioners	approved	Pass

### **AUTHORITY TO ENTER INTO CONTRACTS WITH FIRMS FOR INCLUSION IN THE DESIGN AND ENGINEERING SERVICES PRE-QUALIFIED POOL SPECIFICATION NO. P-16015**

To the Honorable Board of Commissioners of the Chicago Park District:

#### **I. Recommendation**

It is recommended that an order be entered authorizing the General Superintendent and CEO or his designee to enter into individual contracts with 24 pre-qualified firms for inclusion in the Design and Engineering Services pre-qualified pool. The pre-qualified firms were selected pursuant to a publicly advertised Request for Qualifications. No minimum amount of work is required or guaranteed to the firms in the pre-qualified pool. Finally, each firm must execute a contract for inclusion in the pre-qualified pool, and once in the pool, no work may commence and no payment shall be made until a firm is awarded a project and an executed Notice-to-Proceed for the respective project is issued.

#### **II. Award Information**

**Contractors:** Twenty four firms as listed on Exhibit A (attached and incorporated by this reference.)

**Contract Type:** Term Agreement

**Contract Period:** One (1) year initial contract term, with three (3) additional one (1) year extension options.

**Contract Amount:** Funding shall be based upon annual appropriations.

**Scope of Services:** Design and Engineering Services district wide in four (4) categories of service: architecture, civil and structural engineering; landscape architecture; and environmental engineering. (See Exhibit B for a list of awards by category.)

#### **Affirmative Action**

**Goals:** Through the Request for Qualifications ("RFQ") process a pre-qualified pool of responsible firms eligible

to provide design and engineering services to the Chicago Park District (“CPD”) for future projects will be established. The RFQ does not (i) guarantee any firm in the pool future project awards, (ii) discuss a specific project but instead describes in general terms the type of services that will be involved in future projects, and (iii) seek specific project fees. Accordingly, the RFQ does not include the MBE/WBE Schedules wherein firms and dollar amounts and percentages of their participation for a specific project would be disclosed. Instead, the RFQ included a Compliance Affidavit which for inclusion in this pre-qualified pool, required the firms to commit to: (i) meeting the 25% MBE and 5% WBE goals during the duration of this pre-qualified pool;

## II. Award Information (Cont.)

and (ii) submitting completed MBE/WBE Schedules, which will be provided by the CPD at the time of bid, with their pool project bids.

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written contracts. Authorize the General Superintendent to execute the master agreements and the Secretary to attest as to the signing of the contracts and keep an original copy of the contracts on file.

## III. Budget and Financial Information

Budget Classification: Capital and/or Operational  
Fiscal Year: 2017

## IV. Procurement Information

Specification Number: P-16015  
Date Advertised: December 16, 2016  
Date of Pre-submittal Conference: DNA

Qualification Packages Due Date: The RFQ remains publicly advertised until September 30, 2020 so that any firm can submit their qualification package at any time until this final due date. The goal is to review all qualification packages received on a quarterly basis. Once a firm is included in the pool, they will not have to re-submit their qualification package.

Number of Qualification Packages  
Received: 25

Qualification Packages Evaluation

Detail: Acceptable qualifications most advantageous to the Chicago Park District (“CPD”).

This contract was advertised as a RFQ, there were four (4) categories of service and firms could submit their qualifications for one, some, or all categories. Twenty five qualification packages were received on the due date. One (1) qualification package was found by the Department of Purchasing (“Purchasing”) to be non-responsive with the requirements specified in the RFQ and removed from consideration. Accordingly, 24 qualification packages were reviewed by Purchasing and found to be both responsive and compliant.

The Evaluation Committee (“EC”) was comprised of six (6) voting members, all CPD employees. The EC began their evaluation of 24 qualification packages at their first meeting on March 6, 2017. They met again on four (4) occasions to review and discuss the qualification packages. The EC held their final meeting on March 31, 2017, and they found the qualifications of 24 firms to be most advantageous to the CPD and recommend them for inclusion in the Design and Engineering Services pre-qualified pool of responsible firms eligible to provide design and engineering services to the CPD.

## V. Explanation

The Chicago Park District (“CPD”) is establishing this pool of pre-qualified firms to provide design and engineering services. Establishing a pre-qualified pool of firms will provide the CPD with an expedited way of procuring these services when needed. All of the firms have the experience and ability to provide these services as specified and to meet or exceed the standards of the CPD. Therefore, it is in the best interest of the CPD to award these 24 firms contracts for inclusion in the design and engineering pre-qualified pool.

## VI. General Conditions

1. *Conflicts*: No agreement authorized herein shall be legally binding on the Chicago Park District if entered into in violation of the provisions of the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*
2. *Ethics*: The Chicago Park District's Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of all agreements authorized herein.
3. *Contingent Liability*: Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.
4. *Economic Disclosure Statement ("EDS")*: Contractors have submitted a full and complete EDS prior to execution of the contracts.