

**OFFICE OF THE CITY MANAGER
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JOLIET, ILLINOIS 60432-4158**

September 27, 2016

TO: Mayor & City Council

FROM: James D. Hock, City Manager

**SUBJECT: Request Authorization to Award Contract for Building Facilities
Maintenance Study**

BACKGROUND

The City's 2014 Strategic Plan included a recommendation the City hire a consultant to perform an assessment of City owned buildings for the purposes of identifying the state of the buildings in order to properly plan for the future. The City's 2016 budget included this as one of its goals.

The City issued a Request for Proposal (RFP) for a building consultant to evaluate a total of 52 City-owned buildings including but not limited to: City Hall, Police Station (and sub-station), Fire Stations, Ballpark, Museum, Library, Fleet Service Buildings, Roadway Buildings, Utility Buildings and other City owned buildings. The purpose of the study is to evaluate the buildings and its major systems, provide an analysis of the components and document with recommendations the future anticipated repairs, replacements and maintenance, and prioritize these recommendations. This RFP was advertised in the Joliet Herald News and posted on the City website on August 9, 2016

A total of 12 sealed proposals were received on September 7, 2016, however one vendor withdrew their bid and one other was disqualified after their bid package failed to contain the proposal page. The remaining 10 vendor proposals ranged in price from \$109,840 to \$936,979. Since this is a professional service contract, the bids were first evaluated and ranked according to three factors including: experience and staffing; project approach and methodology; and price. The evaluation team consisted of Ken Mihelich - Director of Administrative Services, Brent Fraser - Operating Engineer, Meg McEvilly - Purchasing Administrator and Nick Gornick - Plant Operations Superintendent. From this ranking, the top three firms were interviewed to gain a better understanding of their approach, meet the team assembled, and to ask additional questions.

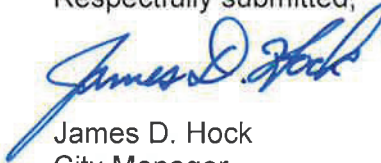
Following an extensive interview of each of the three finalists, CDM Smith was selected as the best firm to complete the project within the parameters requested. CDM Smith has previously worked successfully in the past with the City as part of an energy efficiency study. The firm worked very well with the City and their end product was found to be very well done. CDM is proposing to assemble an internal team of engineers, architects and other members with multiple years of similar experience with reports like the one requested by the City. They were very flexible with requests of the City and were ranked as the top firm in the both the initial and interview parts of the review process. CDM submitted a price of \$186,166.00 to perform the Building facilities Maintenance Study. Funding for this study will be from the following: Public Utilities Administration - Professional Services \$24,862.86 (Org# 50080010, Obj# 523300),

Parking Operations – Professional Services \$33,534.09 (Org# 52090020, Obj# 523300), and Building and Grounds – Professional Services \$127,769.05 (Org# 01015000, Obj# 523300). The Public Service Committee is scheduled to review this item at their meeting on October 3, 2016.

RECOMMENDATION

It is recommended the Mayor and City Council authorize the City Manager to execute a contract with CDM Smith at a price of \$186,166 for the purposes of performing a building facilities maintenance study.

Respectfully submitted,



James D. Hock
City Manager

CONCURRENCES



Kenneth R. Mihelich
Director of Administrative Services



Margaret E. McEvilly
Purchasing/Contracts Administrator



James Ghedotte
Director of Finance

JH/KM