



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of Administration and Public Works Committee  
From: Shane Cary, Architect/Project Manager  
CC: David Stoneback, Public Works Agency Director; Lara Biggs - City Engineer  
Subject: Approval of Contract with Holabird & Root for Architectural and Engineering Services for the Evanston Animal Shelter Improvement (RFQ 20-53)  
Date: March 22, 2021

---

Recommended Action:

Staff recommends the City Council authorize the City Manager to execute a contract with Holabird & Root (140 South Dearborn Street, Chicago, Illinois 60603) in the amount of \$100,000.00 to provide architectural and engineering services for Evanston Animal Shelter Improvements.

Funding Source:

This project was not budgeted in FY 2021. However, funding will be provided from the Capital Improvement Fund 2020 General Obligation Bonds (415.40.4120.62145 - 620016), which has savings from the completion of other projects.

Council Action:

For Action

Summary:

The City of Evanston owns and maintains an animal shelter building at 2310 Oakton Street. The City contracts with the Evanston Animal Shelter Association (EASA) for the operations of the animal shelter. EASA processes over 570 animals per year as well as providing social service programs to help residents afford to keep their own animals in their home, such as providing donated dog food, cat food and cat litter to residents who would not otherwise be able to feed their animals.

Under the agreement with EASA, the City of Evanston is responsible for the repair and maintenance of the facilities and grounds. Constructed in 1973, the animal shelter building is inadequate for the current operations. The 3800-square foot building was originally intended

to house a small number of animals for a short time. Euthanasia was utilized to manage the number of animals that were in residence. Because of the age of the building, it was not designed with modern shelter standards in mind. Inadequacies include:

- Not enough capacity to house dogs and cats
- No separate intake area for animals that are dropped off
- No isolation area for sick dogs or cats
- Minimal adoption facilities
- Lack of windows and natural light
- Inadequate storage
- No space for in-house medical procedures

The existing building does not meet the current building code. In particular, the HVAC is nearing the end of its useful life, and the City would not be able to replace it and bring the system up to code without somehow expanding onto the building to house new mechanical equipment. The current HVAC is also inadequate for maintaining even temperatures throughout the building; during warmer weather, the temperatures in some of the animal areas where animals are housed exceeds 90 degrees. The building does not contain a fire sprinkler system or comply with ADA.

On February 24, 2020, City Council authorized the staff to apply for a capital improvement grant from Cook County. The City applied for a \$4.5 million grant for the construction of a new building estimated at \$6.0 million, but received a \$2.0 million grant. Although EASA has committed to fundraise \$1,000,000 for the needed improvements, the City will need to contribute additional funding. Staff is recommending that an architectural firm be retained for the purpose of determining the most cost-effective proposal for implementing needed building improvements, considering options to renovate and expand the existing building in addition to the possibility of constructing a new building. The funding for the overall project is estimated as follows:

<b>Funding Source</b>	<b>New Building</b>	<b>Renovation and Addition</b>
Cook County Animal Shelter Grant Program	\$2,000,000	\$2,000,000
Evanston Animal Shelter Association	\$1,000,000	\$1,000,000
City of Evanston	\$3,000,000	\$1,500,000
<b>Total</b>	<b>\$6,000,000</b>	<b>\$4,500,000</b>

Due to the complexity of the initial decisions, an RFQ process is the most effective method of selecting a consultant. The RFQ process allows the consultant to be selected based on their qualifications and their demonstrated understanding of the project. After a consulting firm is selected based on their merits, the cost for the work is negotiated based on the shared understanding of the needs of the project.

This scope of work includes the following tasks:

1. Task 1 – Concept Planning and Pre-design
2. Task 2 – Design Development
3. Task 3 – Construction Documents
4. Task 4 – Bidding and Negotiations
5. Task 5 – Construction Administration
6. Task 6 – LEED Commissioning

Although the recommended consultant has been selected based on their qualifications to complete all of these tasks, only Task 1 will be awarded at this time. During the initial concept planning and pre-design, the consultant will make recommendations for options on how to proceed with the project of a modern, code-compliant animal shelter while also considering other City goals. Improvements for the Evanston Animal Shelter are proposed to align with the City's Climate Action and Resilience Plan, including the requirement that the building be constructed to be net zero greenhouse gas emissions in its operation. The building will also target LEED-Silver certification to comply with the City of Evanston Green Building Ordinance. The architect will investigate if these requirements are more cost effective to implement in a new building versus a renovation and expansion.

Once Task 1 is complete, staff will return to City Council with recommendations for the best options for improvement. More detailed cost estimates will be provided to allow the City to set the budget for the project.

Analysis:

On November 12, 2020, the City issued a Request for Qualifications. On December 15, 2020, the City received 13 qualification statements from the following consulting firms:

Consultant	Address
Holabird & Root	140 South Dearborn Street Chicago, Illinois 60603
John Ronan Architects	610 North Fairbanks Court Chicago, Illinois 60611
Wight & Company	2500 North Frontage Road Darien, Illinois 60561
MD Architects, P.C.	6470 North Shadeland Avenue, Suite A Indianapolis, Indiana 46220
Farr Associates	53 West Jackson Boulevard, Suite 650 Chicago, Illinois 60604
Ross Barney Architects	10 West Hubbard Street Chicago, Illinois 60654
Eckenhoff Saunders	130 East Randolph, Suite 1850 Chicago, Illinois 60601
Epstein	600 West Fulton Street Chicago, Illinois 60661
Knight Engineers & Architects	221 North LaSalle Street, Suite 300 Chicago, Illinois 60601
Rauhaus Freedenfeld & Associates	97 Broadway Boston, Massachusetts 02116
DMAC Architecture, P.C.	1229 Emerson Street Evanston, Illinois 60201
Sarfatty Associates, Ltd.	500 Davis Street, Suite 615 Evanston, Illinois 60201
JP Architects, Ltd.	7250 West College Drive, Suite 2NE Palos Heights, Illinois 60463

The proposal review and interview team consisted of:

- Kristina Bachmann, Chair of the Animal Welfare Committee
- Lara Biggs, City Engineer
- Shane Cary, Architect/Project Manager
- Sean Ciolek, Facilities and Fleet Manager
- Stefanie Levine, Senior Project Manager
- Paulina Martinez, Assistant to the City Manager
- Vicky Pasenko, Executive Director of the Evanston Animal Shelter Association
- Jillian Ostman, Purchasing Specialist

The submittals for the project were reviewed based on firms/sub-consultants: qualifications & expertise; organization & completeness; M/W/EBE participation, and willingness to execute City's professional services contract. The proposals were rated and interviews were

conducted with the top four firms. Including information from the interviews, the final scoring of the proposals is as follows:

<b>Consultant</b>	<b>Qualifications &amp; Experience</b>	<b>Project Approach</b>	<b>Organization and Completeness of Proposal</b>	<b>Willingness to Execute the City Contract</b>	<b>M/W/EBE Participation</b>	<b>Total</b>
<b>Maximum Points</b>	<b>35</b>	<b>35</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>100</b>
Holabird & Root	26	28	10	10	10	84
John Ronan Architects	26	27	10	10	10	83
Wight & Company	26	26	10	10	10	82
MD Architects	24	26	10	10	10	80
Farr Associates	25	24	10	10	10	79
Ross Barney Architects	24	21	10	10	10	75
Eckenhoff Saunders	23	24	8	10	10	75
Epstein	22	22	9	10	10	73
Knight Engineers & Architects, Inc.	20	21	10	10	10	71
Rauhaus Freedenfeld & Associates	27	22	10	0	10	69
DMAC Architecture	15	19	8	10	10	62
Sarfatty Associates	21	20	10	0	10	61
JP Architects, Ltd.	10	10	9	10	7	46

Although the top four firms demonstrated their qualifications in all aspects of the design and a thorough understanding of the project issues in their proposals, Holabird & Root set themselves apart from the other four firms during the interview. They have assembled a team of individuals that were cohesive in the interview and clearly understood the cultural and performance needs for this project.

Holabird & Root will utilize several sub-consultants to meet our MWEBE goals. A memo reviewing their compliance is attached.

Attachments:  
[M/W/EBE Compliance Review](#)



# Memorandum

To: David Stoneback, Public Works Agency Director  
 Lara Biggs, P.E., City Engineer  
 Shane Cary, Architect/Project Manager

Subject: Animal Shelter Design, RFQ 20-53

Date: March 22, 2021

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

With regard to the recommendation for the Animal Shelter Design, RFQ 20-53, Holabird & Root, total base bid is \$100,000.00 and they are found to be in compliance with the City's goal. They will receive credit for 26.8% M/W/EBE participation.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Site Design Group, Ltd. 888 S. Michigan Ave. Unit PH1 Chicago, IL 60605	Architectural Services	\$3,500.00	3.5%	X		
TERRA Engineering, Ltd. 225 W. Ohio St. 4 <sup>th</sup> Fl. Chicago, IL 60654	Engineering Services	\$10,800.00	10.8%		X	
GSG Consultants, Inc. 623 Cooper Court Schaumburg, IL 60173	Engineering Consultant	\$10,000.00	10%	X		
CCS International, Inc. 1815 S. Meyers Road Suite 1070 Oakbrook Terrace, IL 60181	Construction Management	\$2,500.00	2.5%	X		
<b>Total M/W/EBE</b>		<b>\$26,800.00</b>	<b>26.8%</b>			

Animal Shelter Design, RFQ 20-53, M/W/EBE Memo 03.22.2021