Memorandum

To:	Honorable Mayor and Members of the City Council
CC:	Members of Administration and Public Works Committee
From:	Stefanie Levine, Project Manager
CC:	David Stoneback - Public Works Agency Director; Lara Biggs - City Engineer
Subject:	Approval of a Contract with Greeley and Hansen for the Evanston Service Center Facility Evaluation and Master Plan (RFP 21-24)
Date:	September 13, 2021

Recommended Action:
Staff recommends that City Council authorize the City Manager to execute a contract with Greeley and Hansen (100 S. Wacker Drive, Chicago, IL 60606) for architectural and engineering services related to the Evanston Service Center Facility Evaluation and Master Plan (RFP 21-24) with a the not-to-exceed amount of $236,019.00.

Funding Source:
Funding will be provided from the Capital Improvement Fund 2019 General Obligation Bond (Account No. 415.40.4119.62145 - 621007) in the amount of $125,000 and from the 2021 General Obligation Bond (Account No. 415.40.4121.62145 - 621007) in the amount of $125,000. A detailed budget summary in shown in the attached memo.

Council Action:
For Action

Summary:
Constructed in 1980, the 139,566 square foot Evanston Municipal Service Center (Service Center) is located at 2020 Asbury Avenue. Consisting of four interrelated building wings and two storage facilities, the complex serves as the heart of City field operations, housing Public Works, Facilities and Fleet Management, and Parking Services operations. Continual and intensive use coupled with evolving service needs and limited repairs over the facility's 40-year life has resulted in significant wear and tear on the complex, as well as numerous operational challenges. Additionally, the facility requires investment and strategic planning to adapt to the City's Climate Action and Resilience Plan (CARP).

A brief synopsis of identified issues facing the complex that require examination and correction include:

1. HVAC System: numerous HVAC related concerns exist throughout the complex including damaged, failing, and old equipment inoperable and inadequate exhaust fans, inadequate vehicle exhaust extractors, lack of proper ventilation, inadequate make-up air tempering, insufficient and outmoded building automation, and an inoperable dust collection system.
2. Electrical System: electrical-related concerns exist, including old and damaged switchgear and distribution equipment, inoperable and deteriorated motor control centers, overloaded distribution cabinets, unavailability of replacement parts due to equipment age, and a need for an expanded electrical service to implement the Climate Action Resiliency Plan (CARP).
3. Plumbing System: several plumbing lines which are exposed to outdoor temperatures and have a history of bursting in winter need to be protected. Additionally, an interior vehicle wash bay should be considered to help extend fleet life.
4. Emergency Power: a comprehensive examination of the emergency power systems is needed. The data center is backed up by a portable (temporary) generator. The backup generator for the fuel pump system is at the end of its useful life. Emergency power should be provided to the overhead doors and portions of the heating system so that emergency field operations can be supported in the event that there is a power outage.
5. Vehicle Lifts: Two large lifts and the mobile lifts are at the end of their useful life and require replacement.
6. Fueling System: the fuel pumps are well beyond their useful life and require replacement and modernization. Existing pumps fail regularly, electronic controls are problematic, the systems have failed state inspections, and equipment is rusting and falling apart. There are two existing fuel islands consolidation - while this provides some reliability, co-locating two systems into one fuel island should be examined because of space constraints. Charging stations are needed to support the City's migration to electric vehicles in order to achieve CARP compliance.
7. Loading Dock: the loading dock's leveler plate is in need of upgrading.
8. Lighting: lighting systems are only partially upgraded from fluorescent technologies. A thorough examination of the lighting system and its controls is needed to improve working conditions and reduce electrical consumption.
9. Sewer System: the complex's existing sewers do not include separators for grease and oil. This issue must be addressed to prevent waste products from the mechanical shop and vehicle bays from entering the sewer system.
10. Site Security: automated entry control gates should be added on the east side of the property.
11. CARP: the zero-emissions plan needs to be carefully examined and an implementation strategy developed for issues such as alternative fueling systems.
12. Storage Space: there is a general lack of adequate storage for City operations. With the potential sale of the former Recycling Center and the anticipated loss of critical heated storage, schematic design of a new heated storage building at the southwest corner of James Park is needed. Additionally, examination of the existing Service Center in order to optimize existing storage and help reduce the overall footprint of a new building is needed.

13. ADA Compliance: the complex has never been assessed for ADA compliance. Numerous issues exist, including the lack of a passenger elevator.
14. Structural System: staff has ongoing concerns regarding the parking structure's structural system and the repeated need to repair and waterproof this building. Examination of options to mitigate these issues should be explored.
15. Other: failing overhead door mechanical components. Additionally, a conveyor system should be considered for the salt dome to streamline snow operations.

The completion date for this study is December 31, 2022.

Analysis:
On May 27, 2021, the City issued a Request for Proposals for consultant services to perform a comprehensive evaluation and master plan of the Evanston Service Center. On June 22, 2021 proposals were received from the following six consulting firms:

Firm	Address	Submitted Price
Epstein	600 W. Fulton Street, Chicago, Illinois 60661	$246,317.00
Facilities Research	135 Century Oaks Drive, North Barrington, Illinois 60010	$235,000.00
Globetrotters Engineering Corp.	300 S. Wacker Drive, Suite 400, Chicago, Illinois 60606	$224,507.50
Greeley and Hansen	100 S. Wacker Drive, Suite 1400, Chicago, Illinois 60606	$236,019.00
Muller & Muller, Ltd.	700 N. Sangamon Street, Chicago, Illinois 60642	$305,970.10
Ross Barney Architects	10 W. Hubbard Street, Chicago, Illinois 60654	$247,051.00

Proposals were reviewed by the following staff:

- David Stoneback, Public Works Agency Director – Public Works Agency
- Lara Biggs, Capital Planning and Engineering Bureau Chief / City Engineer – Public Works Agency
- Edgar Cano, Public Services Bureau Chief – Public Works Agency
- Sean Ciolek, Operations and Maintenance Manager – Administrative Services
- Stefanie Levine, Senior Project Manager – Public Works Agency
- Anil Khatkhate, Project Manager – Public Works Agency
- Shawn Pestka, Senior Sewer Supervisor – Public Works Agency
- Ken Palmer, Fleet and Facilities Supervisor – Administrative Services
- Pedro Ulloa, Facilities Supervisor – Administrative Services
- Linda Thomas, Purchasing Specialist – City Manager's Office

Following the initial scoring, the selection committee interviewed the two highest ranked firms, Greeley and Hansen and Epstein, to confirm their understanding of the project and evaluate their overall expertise. Below is a chart indicating the final scoring following the interviews.

Consultant	Firm Qualifications and Experience	Project Approach	Price	Organization and Completeness of Proposal	Willingness to Execute City Contract	M/W/EBE Participation	Interview	Total
Maximum Points	25	25	20	10	10	10	10	110
Greeley and Hansen	20	24	19	9	10	10	9	101
Epstein	23	22	17	8	10	10	6	96

Greeley and Hansen demonstrated an excellent understanding of the project and the issues facing the Service Center. Additionally, Greeley and Hansen has worked on prior city contracts at the Evanston Water Utility with satisfactory results. Staff has also reached out to their references and received favorable feedback. Therefore, staff recommends award to Greeley and Hansen in the amount of $236,019.00.

A review of the project for compliance with the City's M/W/EBE program goals is attached.

Detailed Funding Summary:
A detailed breakdown of funding sources is as follows:

Funding Source	Account	Available Budget	Project Cost
2019 G.O. Bonds – Service Center Study	415.40.4119.62145 - 621007	$125,000	$125,000
2021 G.O. Bonds – Service Center Study	415.40.4121.62145 - 621007	$125,000	$111,019
Total		**$250,000**	**$236,019**

Attachments:
MWEBE Memo RFP 21-24 Evanston Service Center Facility Evaluation and Master Plan