



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of Administration and Public Works Committee  
From: Paul Moyano, Senior Project Manager  
CC: David Stoneback, Public Works Agency Director; Lara Biggs, Capital Planning & Engineering Bureau Chief / City Engineer  
Subject: Approval of Change Order No. 2 to the Agreement with Stantec Consulting Services for the 1909 Raw Water Intake Replacement (RFP 19-02)  
Date: January 11, 2021

---

Recommended Action:

Staff recommends the City Council authorize the City Manager to execute Change Order No. 2 to the agreement with Stantec Consulting Services, Inc. (350 North Orleans Street, Suite 1301, Chicago, IL 60654) for the 1909 Raw Water Intake Replacement (RFP 19-02) in the amount of \$15,025.00. This will increase the overall contract amount from \$751,023.00 to \$766,048.00.

Funding Source:

Funding is provided from the Water Fund (Account 513.71.7330.62145 - 719001), which has an approved FY 2021 budget of \$1,495,000, all of which is remaining. In both FY 2020 and FY 2021, \$400,000 was allocated each year for this project for a total engineering budget of \$800,000.

City staff intends to pursue a low interest loan from the Illinois Environmental Protection Agency (IEPA) State Revolving Fund (SRF) and from the United States Environmental Protection Agency (EPA) Water Infrastructure Finance and Innovation Act (WIFIA) program. These loans are only issued after the design is complete and a contractor has been selected. If the City is successful in obtaining the loans, all eligible engineering and construction costs would be funded by the loans.

Council Action:

For Action

Summary:

On April 22, 2019, City Council approved a contract for consulting services for the 1909 Raw Water Intake Replacement with Stantec Consulting Services, Inc. The scope of this work includes professional engineering services for the permitting, design, and construction of new raw water intake for the Evanston water treatment plant to replace an existing intake that is beyond its useful life and performing under capacity.

Over the past 20 months, Stantec has been working on the design and permitting of the new raw water intake. They are currently working on the 90% design documents.

Analysis:

An abandoned raw water shoreline intake is within the project area, with some proposed work occurring adjacent to the associated structure. The shoreline intake was decommissioned by city staff years ago, but the structure and appurtenances remain. During recent inspections, staff has observed that wooden piles supporting the structure are severely deteriorated. The structure needs to be formally abandoned and the area stabilized to allow for safe construction of the new intake. The additional design effort required for this task is described in the letter from Stantec dated December 8, 2020 and included as an attachment to the Change Order.

The cost related to this task is summarized in the table below:

<b>Item</b>	<b>Amount</b>
Original Contract Cost (Awarded by City Council on April 22, 2019)	\$598,909.00
CO 1 (Approved by City Council on July 13, 2020)	\$152,114.00
Current Contract Cost	\$751,023.00
Change Order No. 2 – Shoreline Intake Abandonment (Under Consideration)	\$15,025.00
Revised Total Contract Amount	\$766,048.00
FY 2020 and FY 2021 Budget Allocation	\$800,000.00

Legislative History:

On April 22, 2019, the City Council approved a contract for 1909 Raw Water Intake Replacement (RFP 19-02) with Stantec Consulting Services.

On July 13, 2020, the City Council approved Change Order 1 with Stantec Consulting Services.

Attachments:

[Intake Design CO2](#)

**CITY OF EVANSTON  
CHANGE ORDER**

Order No. 002  
Date: January 11, 2020  
Agreement Date: June 1, 2019

**PROJECT:** 1909 Raw Water Intake Replacement (RFP 19-02)  
**OWNER:** City of Evanston  
**CONTRACTOR:** Stantec Consulting Services

---

---

The following changes are hereby made to the **AGREEMENT**:

Additional engineering services related to the abandonment and stabilization of the decommissioned shoreline intake at the water plant as described in the attached letter from Stantec Consulting Services dated December 8, 2020.

---

---

Original <b>CONTRACT PRICE</b> :	\$	<u>598,909.00</u>
Current <b>CONTRACT PRICE</b> adjusted by previous <b>CHANGE ORDERS</b>	\$	<u>751,023.00</u>
Total change in <b>CONTRACT PRICE</b> for this <b>CHANGE ORDER</b> <u>002</u>	\$	<u>15,025.00</u>
The <b>CONTRACT PRICE</b> including this <b>CHANGE ORDER</b> will be	\$	<u>766,048.00</u>

Original <b>COMPLETION DATE</b>	<u>February 1, 2022</u>
Current <b>COMPLETION DATE</b> adjusted by previous <b>CHANGE ORDERS</b>	<u>February 1, 2022</u>
Total Change in <b>CONTRACT TIME</b> for this <b>CHANGE ORDER</b>	<u>N/A</u>
The <b>COMPLETION DATE</b> including this <b>CHANGE ORDER</b> will be	<u>February 1, 2022</u>

Accepted by  
(Contractor):

  
\_\_\_\_\_  
Stantec Consulting Services

12/28/2020  
Date

Approved by  
(Owner):

\_\_\_\_\_  
City of Evanston

\_\_\_\_\_  
Date



Stantec Consulting Services Inc.  
350 North Orleans Street Suite 1301, Chicago IL 60654-1983

December 8, 2020  
File: 173440108

**Attention: Mr. Paul Moyano, PE**  
Evanston Public Works Agency  
2100 Ridge Avenue  
Evanston, IL 60102

**Reference: Request for Approval of Change Order 2 – 1909 Intake Replacement Project**

Dear Paul,

During the review of the 60% submittal the City has identified the need to abandon the existing shoreline intake, 48" pipe duct, and gate shaft as shown on the attached Sketch A, *Limits of Shoreline Intake Decommissioning*. We have completed a preliminary review of the available documentation provided for the shoreline intake (1955 drawings) and determined that it should be feasible to abandon the intake as outlined in the proposed modifications to the scope of services below. We respectfully request consideration and approval by the City of a change order to modify our current scope of services and increase the not-to-exceed limit as indicated below:

Original Not-to-Exceed Limit:	\$751,023
<u>Proposed Change Order 2 Increase:</u>	<u>\$ 15,025</u>
Proposed New Not-to-Exceed Limit:	\$766,048

No change in the schedule for completion of services under our agreement (February 1, 2022) or other terms and conditions are proposed at this time. A detailed basis for the change request is presented in the balance of this letter.

**Proposed Modifications to the Scope of Services**

To incorporate the abandonment of the existing shoreline intake into the current contract documents, we propose the following changes to our current Scope of Services:

1. Site Inspection of Existing Shoreline Intake and Evaluation/Preliminary Engineering Technical Memorandum (TM). Stantec will conduct a site inspection of the existing shoreline intake, 48" pipe duct, and gate structure to determine the condition of structures and to verify the arrangement of the sheet pile support system used for the intake. This visit will be attended by up to two Stantec employees and will take no longer than 4 hours. Entrance into the structures will not be required but opening of the access hatches will be required for inspection of the interior. Additional survey of the area or geotechnical investigations will not be required for the inspection.

Based on the site inspection and review of record drawings/other information provided by the City, an evaluation of potential methods for abandoning the intake and stabilizing the intake area will be conducted. The end goal will be to abandon the shoreline intake so that the replacement for the 1909 intake can be safely constructed and the area above the shoreline intake can be used for

Design with community in mind

parking/storage. The results of this evaluation will be documented in a TM, submitted to the City for review. Approximately 40 hours of additional effort are estimated for this effort.

2. Modification to Contract Documents. The method of abandoning the intake defined by the TM will be incorporated into the current set of contract documents. Based on the preliminary review of the 1955 drawings provided by the City, it is assumed that the selected approach will include removing remaining piping and valves/gates prior to backfilling the shoreline intake structure, 48" pipe duct, and gate shaft. It is not anticipated that structural modifications to these structures will be required in order to abandon the shoreline intake. It is expected that the design work will require one additional drawing. Specifications and sequence of completing the work will be addressed with notation on the drawings, so it is not anticipated that additional specification sections will be required. We estimate that 50 hours of additional effort will be required to incorporate a design for these systems into the project plans and specifications.

The net increase in our overall budget for services through design and bidding for this project associated with these scope changes is \$15,025.

With your timely approval, the proposed approach described above will allow us to maintain our overall schedule for completion of design activities and advertisement of the project for bids in the fall of 2021.

Thank you for your consideration of this adjustment in our project scope. Should you have questions regarding the adjustments proposed, please contact me at [joe.johnson@stantec.com](mailto:joe.johnson@stantec.com) or 312.623.6851.

Regards,

**Stantec Consulting Services Inc.**



**T. Joe Johnson, P.E., PMP**  
Project Manager  
Phone: 312.831.3117  
Fax: 312.831.3999  
[joe.johnson@stantec.com](mailto:joe.johnson@stantec.com)

jj\_ltr\_moyano\_20201208\_co2\_r1.docx

Design with community in mind

