Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
      Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer
      Anil Khatkhate, Project Manager

Subject: Approval of Contract for Fleetwood-Jourdain Center Washroom Renovations (Bid No. 17-32)

Date: June 12, 2017

Recommended Action:
Staff recommends City Council authorize the City Manager to execute a contract for the Fleetwood-Jourdain Washroom Renovations (Bid No. 17-32) with Construction Consulting and Disbursement Services, Inc. (5836 Lincoln Ave., Suite 200, Morton Grove, IL 60053) in the amount of $182,900.00.

Funding Source:
Funding will be provided from the Capital Improvements Fund 2017 GO bonds (Account 415.40.4117.65515 – 617006) with a budget of $150,000. The additional $32,900 will be funded from realized savings from the generator study (415.40.4117.65515-617017) and James Park North Field Renovation project (415.40.4117.65515 – 517002).

Livability Benefits:
Built Environment: Enhance public spaces

Background Information:
Constructed in 1957, the Fleetwood-Jourdain Community Center serves as a major recreation center for Evanston. The existing 23,000 square foot facility includes a regulated gymnasium, multipurpose activity rooms, fitness center, dance studio, commercial kitchen, craft rooms, and offices. Washrooms located in the southern section of the building were last renovated in 1990. At this time, washroom conditions have deteriorated significantly due to heavy use and are now in need of renovation.

Analysis:
Working with the Department of Parks, Recreation and Community Services, Public Works Agency staff prepared design and construction documents for bidding in the spring of 2017. The project was advertised for bid on April 27, 2017 using Demandstar...
and in the Chicago Tribune. In addition the bid invitation was sent to five (5) contractors, including two Evanston firms. Only three bidders attended the project’s mandatory pre-bid meeting. Bids for the project were received and publicly read on May 30, 2017. One contractor submitted bid for this project as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Address</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Consulting and Disbursement Services, Inc.</td>
<td>5836 Lincoln Ave., Suite 200, Morton Grove, IL. 60053</td>
<td>$182,900.00</td>
</tr>
<tr>
<td>(CCDS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff reached out to the two contractors who attended the pre-bid meeting but did not submit a bid. One contractor indicated they could not provide a bid due to a family emergency. The second contractor cited heavy workload as a reason for not submitting their bid. Staff believes the short window for construction which is a result of the need to complete work in advance of FAAM’s 50-year anniversary activities may also have contributed to the limited bid response.

The submitted bid cannot be withdrawn or canceled for a period of sixty (60) calendar days following the bid opening. The bids were reviewed by Anil Khatkhate, Project Manager.

CCDS has completed various projects for the City, and staff has found their work to be satisfactory. Therefore, staff recommends that the contract be awarded to CCDS for a total amount of $182,900.00. Work on this project is scheduled to be substantially complete by September 15, 2017.

The bid proposal indicated intent to meet the City’s M/W/EBE program goal. A memo reviewing compliance with the City’s M/W/EBE program goals is attached.

Attachments:
Memo on M/W/EBE Compliance, dated 06/12/2017
Memorandum

To: David Stoneback, Public Works Agency Director  
Lara Biggs, Bureau Chief – Capital Planning / City Engineer  
Anil Khatkhate, Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Fleetwood-Jourdain Center Washroom Renovations, Bid 17-32

Date: June 12, 2017

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 Fleetwood-Jourdain Center Washroom Renovations, Bid 17-32, Construction Consulting and Disbursement Services, Inc. total base bid is $182,900.00, and they will receive 32.5% credit for compliance towards the initial M/W/EBE goal.

<table>
<thead>
<tr>
<th>Name of M/W/EBE</th>
<th>Scope of Work</th>
<th>Contract Amount</th>
<th>%</th>
<th>MBE</th>
<th>WBE</th>
<th>EBE</th>
</tr>
</thead>
</table>
| D.E.S Painting Inc.  
6466 W. North Avenue  
Chicago, IL 60607 | Painting | $2,200.00 | 1% |     | X   |     |
| Flader Plumbing & Heating  
3004 Central Street  
Evanston, IL 60201 | Plumbing | $31,889.47 | 17% |     |     | X   |
| Central Rug & Flooring  
3006 Central Street  
Evanston, IL 60201 | Flooring | $26,530.00 | 14.5% |     |     | X   |
| **Total M/W/EBE** |               | **$60,619.47** | **32.5%** |     |     |     |

CC: Martin Lyons, Assistant City Manager/CFO