



# Village of Glencoe

## Board Agenda Memorandum

**DATE PREPARED:** March 13, 2013

**MEETING DATE:** March 21, 2013

**AGENDA SUBJECT:** Consideration of an Agreement for Engineering Services with Strand Associates of Joliet, IL for a Water System Facilities Review in an Amount Not-to-Exceed \$50,000

**RECOMMENDATION:** That the Village Board Authorize the Village Manager to Execute an Engineering Services Agreement with Strand Associates

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**Background:** The Fiscal Year 2014 Village Budget includes \$50,000 for a Water System Facilities Study. The primary purpose of this comprehensive study and report is to evaluate the current water production plant facility and systems and determine the remaining useful life and probable costs to upgrade or replace various system components. The proposed cost evaluation will also be compared with a cost estimate to construct a new plant on the current site. The final report and its recommendations will be used in the development of long-range budget planning. The Village's water treatment plant was originally constructed in 1928 with a capacity of 4 million gallons per day; and improved in 1952 with an addition that increased capacity to 8 million gallons per day.

**Analysis:** The Village utilized a qualification based selection process (QBS) to select an engineering consultant to perform this project. Following a detailed QBS process that involved the review of submitted proposal documents followed by an interview, a selection committee comprised of key staff and Village Board representatives unanimously recommended Strand Associates of Joliet, IL for this project. Strand is a highly qualified consulting engineering firm that specializes in all aspects of water supply, treatment and distribution systems. Strand has performed previous water supply and distribution work for the Village, as well as other neighboring communities along the west shore of Lake Michigan. Attached is a copy of an Agreement for Engineering Services from Strand for the Water System

Facilities Review project. They are proposing to expend 293 man-hours performing the work tasks involved in evaluating the existing plant and providing recommendations and cost estimates for the two proposed alternatives. In addition, Strand proposes 100 hours of general engineering consulting services to assist the Village in the review and analysis of proposed alternatives from the Northwest Water Commission (NWC) relating to the possible installation of a NWC water supply line through the Village.

Strand proposes to provide the services outlined in this Agreement for a total fee not-to-exceed \$50,000. Staff has reviewed the proposed scope of services and hourly billing rates and has determined that the consultant's rates are commensurate with industry standards for this type of technical professional engineering service. If additional services are required in connection with moving forward with the NWC initiative, staff will bring a contract amendment to the Board for consideration.

**Attachment:** Agreement for Engineering Services for a Water System Facilities Review Project from Strand Associates

**Recommendation:** Given the identified need to evaluate the Village's water treatment plant facility and systems for long-term capital budget planning, and the selection of a qualified engineering consultant to provide the necessary professional services, staff recommends the Village Board approve an agreement with Strand Associates for the Water System Facilities Review project.

**Motion:** This item is being presented for approval as part of the Consent Agenda. If the Village Board concurs with the recommendations of staff, a Consent Agenda motion would include the following approval:

***Move that the Village Board authorize the Village Manager to execute an agreement with Strand Associates of Joliet, IL to provide professional engineering services for the Water System Facilities Review project for a total amount not-to-exceed \$50,000***