



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.d

Title:

Recommendation to Waive the Formal Bid Procedure and Approve a Professional Service Agreement for the Lead Line Replacement Program

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: September 28, 2020

Proposed Cost: \$184,110

Budgeted Amount: \$185,000

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The City of St Charles has about 4,080 lead service lines in the water distribution system. Future replacement cost for these service lines are in the range of \$40 to \$60 million. Even though the City of St. Charles has never had a system wide lead problem, there is continued pressure from federal and state regulators for a Lead Line Replacement Program. Currently the USEPA is in the process of finalizing a lead bill that will continue to lower acceptable lead levels in drinking water. As a result, the IEPA is currently providing a full principal forgiveness loan program. This funding opportunity is expected to last the next two fiscal years, with a maximum annual funding level of \$4 million per municipality. Staff has already taken several steps to complete the prequalification process for the loan program.

Overall, the IEPA has approximately \$150 million dedicated for this Lead Line Replacement Program. The loan funding will be distributed on a shovel ready priority. To prepare for the opportunity, the City will be required to complete several design and policy tasks. This preparation will need to be completed by the State funding calendar year of July 1. Some of the requirements include final loan application, financial review, design engineering, City policy, project coordination, construction easement, bidding and contracting. The proposed preparation work will neither guarantee funding or commit the City to funding; rather it is intended to position the City for the best opportunity. As with any other IEPA funding process, City Council final approval will be required in the future.

To aid the City with this process, staff is recommending approval of a Professional Services Agreement with Engineering Enterprises Inc. (EEI). EEI is currently aiding several other Fox Valley communities with the IEPA Lead Line Program including the City of Elgin and the Village of Carpentersville. EEI has successfully completed an IEPA Lead Line Service Replacement in the Village of Montgomery. The proposed contract is based on hourly not to exceed amount. As part of this approval, Staff is requesting to waive the formal bid procedure.

**Attachments** *(please list):*

\* Bid Waiver Form

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and approve a Professional Services Agreement for Lead Line Replacement Program to Engineering Enterprises, Inc. for \$184,110 and a Resolution authorizing the Mayor and Clerk to execute the same on the behalf of the City of St Charles.



ST. CHARLES  
SINCE 1834

# BID WAIVER

One Time  Today through \_\_\_\_\_

Description: Professional Service Agreement for Lead Line Replacement Program

Requested Vendor: Engineering Enterprises Inc.

Requested by: Tim Wilson

Date: 09.14.2020

Approvals:

Department Head

Procurement

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$ 184,110 for this one time order, and/or  
\$ \_\_\_\_\_ for a 12 month period.

2. This good/service has been competitively solicited within the past 24 months.  Yes  No  
If yes: Was the solicitation published on the city website?  Yes  No

### 3. Justification for Bid Waiver

**Emergency** i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

**Urgent** i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and, based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warranted item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programing** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

Other: