

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.h

Title:

Recommendation to Award the Water Utility Master Plan Study Proposal

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: October 23, 2017

Proposed Cost: \$ 88,500

Budgeted Amount: \$125,000

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

The City of St. Charles Public Works Environmental Services Division prepares a Water Utility Master Plan Report every 10 years. The last plan was completed in 2007 and needs to be updated to the current infrastructure and standards. It is also required by the IEPA to qualify for low interest loan applications.

This updated Master Plan will provide a comprehensive evaluation and study of the City's water system. It will be used to establish the community's current and future water production and infrastructure needs. In addition, it will include: an implementation plan to meet the city's needs, a blueprint for future improvements, routine maintenance schedule, expansion phasing, and capital improvement projects for the next ten years. The new plan will also provide water quality improvement options.

In the need of a new updated ten year plan, The Public Works Environmental Services Division conducted a Request for Quote/Proposal (RFQ/P) for the City of St. Charles Water Utility Master Plan. It was distributed to various qualified firms and received five responses. The RFQ's were reviewed and scored.

The Environmental Services Division and Public Works Department is recommending Trotter and Associates Engineering at a cost not to exceed \$88,500 to conduct the 2018 Water Utility Master Plan. Trotter and Associates has significant experience with water utility engineering and master plans studies, having performed several for local and regional communities. They are familiar with municipal water utilities and their operations and have performed studies for the following:

Village of Fox Lake (2010 & 2015)
Wynstone POA (2016)
Village of Oak Brook (2017)
City of North Chicago (2017)

Attachments *(please list):*

* Scoring Summary Sheet

Recommendation/Suggested Action *(briefly explain):*

Recommendation to award the Water Utility Master Plan study to Trotter and Associates in the not to exceed amount of \$88,500

2017-2019 Water Utility Master Plan RFQ/P SUMMARY EVALUATOR FORM

Engineering Firm	Max Points	SELECTION CRITERIA						Total Points	Percent Rank	Overall Rank	Cost
		Compliance of Request	Quality of Response	Completeness	Capability	Competence	Proposal Cost				
		10	20	20	20	20	10		100%		
Baxter and Woodman Inc.		44	85	89	90	91	45	444	50%	3	114,000.00
CMT		37	78	82	93	95	35	420	17%	5	159,100.00
EEI		46	91	94	99	99	30	459	67%	2	166,622.00
HRGreen		39	82	88	86	90	40	425	33%	4	139,453.00
Trotter and Associates		48	95	96	99	100	50	488	83%	1	88,500.00

Name of Compiling Evaluator: Tim Wilson

Date: 10/16/2017