

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Monday, May 2, 2011

6:00 PM

Village Hall

Public Works and Engineering Committee

Chairman Bernard A. Murphy
Trustees Kathleen M. Fenton and Edward S. Schussler
Village Clerk David P. Maher

2011-0285 Basin Best Practices Project - Consultant Review and Selection

Director Wilmes reported that at the Public Works and Engineering Committee meeting in February 2011, Staff presented a strategy for a structured program to review and improve the first group of detention ponds (Basins) that comprise a critical component of the Village's stormwater management system. A copy of that Committee Item was attached to the Committee packet for reference. To refresh, the broad goals of this global strategy include:

1. Establish a comprehensive Village-wide approach.
2. Provide consistency in expectations among all stakeholders.
3. Utilize the right resources at the right time provided by the best qualified parties.
4. Follow industry best practices for ecological restoration and maintenance.

During March, a Request for Proposals (RFP) was finalized that provided the scope for a technical review of a list of Basins that are of significance to the Village and residents. Seven proposals were received by the due date of April 7, 2011. A summary of the proposals was attached to the Committee packet. The proposals were reviewed by a Selection Team that consisted of staff from Public Works and Engineering, Parks, Development Services and the Administration Departments as the Basin responsibilities cut across traditional departmental lines.

The Selection Team examined the proposals for cost, demonstrated technical competencies and successful past performance. It was important that the selected firm possess a clear understanding of the Village's project and challenges, and provide specific examples involving projects of similar size and scope. Multiple references and a plan for stewardship were required, as was a need to demonstrate an educational/communications strategy to educate Village maintenance staff, residents and contractors on the importance of Best Practices management techniques to achieve the Village's desired categorized Basin performance.

Staff reviewed the very competitive proposals, asking six qualified teams to provide a cost-based proposal for improvements to the Village Hall Complex South Basin. This request offered further insight regarding the approach that would be used for Basin evaluation and improvements that may be required elsewhere. Five of the six teams submitted a proposal. Based upon the RFP response and the South Basin proposal, Staff requested three firms to provide an oral presentation on Tuesday, April 26, 2011. This oral presentation allowed Staff to meet the proposed teams, understand in greater detail their project understanding, approach and level of experience, and to ask final questions regarding their proposals.

At the conclusion of this process, the Selection Team recommends that the team of V3 Companies/Engineering Enterprises, Inc. be selected for this first phase of the Basin Best Practices Project. The selected team provided a cost effective proposal, possesses a comprehensive understanding of the Village's goals and is well versed and experienced, having successfully completed multiple projects of similar size and scope on other municipal and private projects. The team demonstrated a clear command of the Village's expectations, the need for value, performance, education, communications and stakeholder involvement.

This initial effort will provide a technical assessment for an initial group of twenty-four (24) basins, a report of their condition including recommendations and costs for improvements that may be required to achieve the identified basin category, the development and production of educational and communications materials and a series of meetings that will include Staff and the Steering Committee. As outlined during the February presentation, the Steering Committee will assist in the review and prioritization of basin improvements that may be forthcoming. A copy of their Project Approach is provided as an attachment to the Committee packet. All recommendations for Basin improvements identified are subject to Board review and approval.

I move to recommend to the Village Board to approve awarding a contract to V3 Companies of Woodridge, Illinois, to provide professional services, training and communications materials as outlined in their April 7, 2011, proposal for Phase I of the Basin Best Practices Project in an amount not to exceed \$35,470.

A motion was made by Trustee Fenton, seconded by Trustee Schussler, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Murphy, Trustee Fenton, and Chairman Schussler

Nay: 0

Respectfully Submitted,

/s/ David P. Maher

David P. Maher, Village Clerk