

October 28, 2022

Mayor and Board of Trustees
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60462

RECOMMENDATION TO AWARD

Subject: Village of Orland Park, Illinois – RFP 22-062 Water Meter Replacement Program Installation

Dear Mayor and Board of Trustees:

The following proposals were received for the Village of Orland Park's Water Meter Replacement Program Installation on October 20, 2022:

<u>Installers</u>	<u>Amount of Base Proposal</u>
Water Services Company Elgin, IL	\$2,924,585.00
United Meters, Inc. Morris, IL	\$3,118,533.00
Professional Meters, Inc. Morris, IL	\$3,148,484.92
Calumet City Plumbing Calumet City, IL	\$3,274,990.00

Although the four bids received were from qualified and responsible firms, the Water Services Company was deemed unresponsive as their bid submittal did not contain all of the required components of the Request for Proposals and are therefore rejected and omitted from evaluation and scoring. The remaining three responsive bidders were scored based on the responses to the Technical Proposal (50%), Proposed Schedule (20%), and Cost (30%). The scoring rubric is included below.

Proposal Ranks & Scoring							
Criteria	Weight	Calumet City Plumbing		Professional Meters, Inc.		United Meters, Inc.	
Technical Proposal¹	50%	30%		50%		33%	
<i>Meter Installation Experience</i>	10%	3	5%	1	10%	2	8%
<i>Operating History</i>	10%	3	5%	1	10%	2	8%
<i>Qualifications</i>	10%	2	8%	1	10%	3	5%
<i>Customer Notification</i>	10%	2	8%	1	10%	3	5%
<i>Understanding of the Village's Meter Conversion Process</i>	10%	3	5%	1	10%	2	8%
Proposed Schedule of Installation Work²	20%	15%		20%		10%	
		2	15%	1	20%	3	10%
Cost³	30%	29%		30%		30%	
		3	29%	2	30%	1	30%
Total	100%	74%		100%		73%	

1. The Technical Proposal subsections are scored using a 1 through 5 ranking, in which 1 represents the highest score and 5 represents the lowest score. No two bids can receive the same score.
2. The proposed Schedule of Installation Work is scored by the shortest proposed schedule to the longest.
3. The Cost is scored using a ratio method. The proposal with the lowest cost receives the max score, and all other proposals receive a percentage of the total score based on their cost relationship to the lowest cost.

A detailed evaluation of each bid submittal was conducted and the following key items were documented for each of the responsive bidders:

1. Calumet City Plumbing
 - a. Location is the closest to the Village of Orland Park.
 - b. Good record of relevant Sensus water meter replacement programs.
 - c. Comprehensive customer notification and coordination strategy.
 - d. May require additional support from the Village's billing department for data management and integration.
2. Professional Meters, Inc.
 - a. Strong record of relevant Sensus water meter mass replacement programs.
 - b. Project team includes a dedicated IT/Data Manager to coordinate with the Village's billing department and prior experience with similar billing system software programs.
 - c. Comprehensive customer notification and coordination strategy.
 - d. References all spoke very highly of PMI's customer service and communication.

3. United Meters, Inc.

- a. Strong record of relevant Sensus water meter mass replacement programs.
- b. Project team includes dedicated Office Management staff to coordinate with the Village's billing department and prior experience with similar billing system software programs.
- c. Comprehensive customer notification and coordination strategy.
- d. Proposal includes modifying the Village's six (6) phased zones into smaller, more manageable sections.

Based on this analysis, we find Professional Meters, Inc., based out of Morris, Illinois, to be a responsible and responsive Bidder and their proposal to be acceptable. We believe that their record of similarly sized mass water meter replacements, project team, schedule, and cost will yield the highest results for the Village of Orland Park. We recommend award of the Contract to Professional Meters, Inc. in the amount of \$3,148,484.92. We also recommend the Village maintain a total installation budget in amount of \$3,500,000, to cover the contingent pay items in the proposal.

A copy of the Professional Meters, Inc. Proposal is attached for your reference.

Please advise us of your decision.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Sean E. O'Dell, PE
Executive Vice President

Encl.

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