



Legislation Details (With Text)

File #: 2021-0822 **Version:** 0 **Name:** Contract for Landscape Architecture and Wetland Consulting Services, Consultant Recommendation

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Title: Contract for Landscape Architecture and Wetland Consulting Services, Consultant Recommendation

Code sections:

Attachments: 1. Civiltech Proposal, 2. Farnsworth Proposal, 3. Hey and Associates Proposal, 4. Hey and Associates_Hourly Rate Revision, 5. Site Design Group Proposal, 6. V3 Proposal, 7. RFP 21-055 Tabulation, 8. RFP SCORING SHEET, 9. Signed Contract - Hey & Associates

Date	Ver.	Action By	Action	Result
11/15/2021	0	Board of Trustees		
11/15/2021	0	Engineering Programs & Services	INTRODUCED TO BOARD	

Title/Name/Summary

Contract for Landscape Architecture and Wetland Consulting Services, Consultant Recommendation

History

A Request for Proposals (RFP #21-055) was issued by the Village to landscape architecture and engineering firms for landscape architecture and wetland consultation services. The RFP was released via BidNet on September 30, 2021, and responses were due on October 21, 2021. The Village issued this RFP to compare and contrast the broad range of landscape firm capabilities and qualifications to determine which firm could best assist the Village in conducting landscape and wetland reviews and inspections.

The selected consultant is required to have an understanding of the Village Land Development Code Section 6-305 for Landscape and Tree Preservation and MWRD's Watershed Management Ordinance (WMO). The consultant will provide landscape and wetland reviews for proposed developments. The consultant will be responsible for inspecting wetlands and landscaping for each project and providing Village staff with recommendations for acceptance or further action to be completed by the petitioner. The consultant will inspect landscaping, detention basins, and stormwater best management practices (BMPs) as required by MWRD post-construction. The consultant will also be expected to provide input on applicable Village Land Development Code modifications and provide landscape architectural services to the Village on an as-needed basis. A wetland specialist is required to be retained by the Village to maintain authorized municipality status with MWRD.

The Village's contract with its current landscape architecture and wetland consultant, Hey and Associates, Inc., is set to expire at the end of 2021. Hey and Associates was recommended by Village Staff and approved by the Village Board in 2017, and has been the Village's landscape consultant since the beginning of 2018. In early 2021, the Village requested Hey and Associates provide wetland review and inspection services as part of development petition reviews.

The contract with the selected consultant is proposed to be a three (3) year agreement with the option (at the Village's discretion) to extend the agreement for an additional two (2), one (1) year extensions.

The following five (5) firms responded to the RFP:

1. Civiltech Engineering, Inc.
2. Farnsworth Group, Inc.
3. Hey and Associates, Inc.
4. Site Design Group, Ltd.
5. V3 Companies, Ltd.

Staff ranked the RFP responses based on the following criteria:

1. Hourly Rates - 20%
2. Similar Municipal Experience - 30%
3. Project Team - 30%
4. Overall Completeness of Submittal - 10%
5. Selection Committee Discretion - 10%

The following are ranks/scores for each firm:

<u>Rank</u>	<u>Firm</u>	<u>Score</u>
1	Hey and Associates, Inc.	92.6
2	V3 Companies, Ltd.	85.3
3	Farnsworth Group, Inc.	82.4
4	Civiltech Engineering, Inc.	82.3
5	Site Design Group, Ltd.	81.4

Based on the above rankings, staff recommends Hey and Associates, Inc. as the consultant for landscape architecture and wetland consulting services.

The following are some of the important aspects from the Hey and Associates, Inc. proposal:

Hey and Associates performs wetland and landscape architecture reviews and inspections for seventeen (17) municipalities and regulatory agencies, currently including Orland Park.

The Hey and Associates team consists of qualified and experienced wetland specialists and landscape architects that perform in similar review and inspection roles with other municipalities.

Hey and Associates presented a clear knowledge of the Village Land Development Code and offered suggestions on improvements to Land Development Code Section 6-305.

Projects will generally be reviewed and inspected by the same staff to provide consistent project knowledge and follow-through on inspections.

If a full day of inspections within the Village are scheduled, there is no cost for travel time and mileage.

The team proposed has the added benefit of familiarity with Village projects and development review processes.

Financial Impact

In 2021, the Village Board approved an escrow/reimbursable expense requirement where development petitioners are required to deposit a predetermined amount into an escrow account before development petitions are reviewed. The Village pays the consultants' invoices, and reimburses itself from the escrow accounts. Most of the services required as part of this RFP fall under the escrow/reimbursable

requirement except for services directly requested by the Village for its own use or projects.

In the FY2022 Budget, the Engineering Department has requested sufficient funds (\$50,000.00) per year to pay for the selected landscape architecture and wetland consulting services.

Recommended Action/Motion

I move to approve awarding landscape architecture and wetland consulting services contract to Hey and Associates, Inc. in an amount not to exceed \$50,000.00 per year;

And,

I move to authorize the Village Manager to execute all related contracts, subject to Village Attorney review.