



Agenda Cover Memorandum

Meeting Date: May 1, 2017

Meeting Type: COW (Committee of the Whole) City Council Budget Workshop

Item Title: Approve a One-Year Contract Extension for K-Plus

Action Requested: Approval For discussion
 Feedback requested For your information

Staff Contact: Jim Brown, CP&D Director
Phone Number: 847-318-5296 Email Address: jbrown@parkridge.us

Background:

In May 2016, the City Council approved an Engineering and Drainage Plan Review Services CPD-fY16-02 with K-Plus Engineering, LLC. This contract is for performing site plan review for compliance with City grading and engineering standards on an as-needed basis. This review normally occurs as part of the building permit application review and approval process.

The contract term was for one year and allows for a maximum of two one-year extensions; the overall term period is not to exceed three years.

The CP&D Department has received correspondence from K-Plus Engineering, LLC, requesting a one-year contract extension, a copy of which is attached. The project manager rate for the extension period will remain unchanged at \$135 per hour. However, the project engineer rate will increase by 14.3%, from \$70 to \$80 per hour. Given K-Plus's increased familiarity with the City and its ordinances—and hence quicker review times—this rate increase should not result in a significantly higher cost for a typical plan review. The score card from last year's bid is attached. Even with the increase this upcoming year, K-Plus's fees would be lower or consistent with other bids received last year. Staff has been highly satisfied with K-Plus's performance over the last year, and I believe the City should avail itself of the extension.

At the Committee of the Whole on April 24, questions were raised about the discrepancy between the bid quote supplied by K-Plus and the price mentioned in the attached letter from K-Plus. I note that the rates in the letter are indeed the rates we have been paying over the last half year. However, we are paying a rate *lower* than the quoted price, and the increased rates for the new fiscal year are still on par with what was quoted in K-Plus's winning bid.

Recommendation:

Approve a One-Year Contract Extension for K-Plus

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$25,000

If Yes, is this a Budgeted Item:

Yes No Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object) 1004011 910000

Attachment:

- K-Plus ltr, Re: Request for extension of Engineering and Drainage Plan Review Services CPD-FY16-02, April 19, 2017
- Scorecard (Bid Tab), CPD-FY16-02



Phone: 312.207.5703
E-Mail: mbuerger@kplus.com

City of Park Ridge
Mr. Steven Steffens
505 Butler Place
Park Ridge, IL 60068

April 19, 2017

Re: Request for extension Engineering and Drainage Plan Review Services CPD-FY16-02

Dear Mr. Steffens:

K-Plus Engineering appreciates the opportunity to provide quality and timely Engineering and Drainage Review Services for the City of Park Ridge for the past year.

K-Plus requests an extension of our contract with the City of Park Ridge for the upcoming year (May 2017 to April 2018). We will continue to maintain low review times with our current average review time of 2.6 days for 1st submittals (with a target of 4 days) and an average review time of 1.2 days for 2nd submittals (with a target of 2 days).

The Project Manager fee rates for the extension period will remain unchanged at \$135/hour, however, the Project Engineer rate for this time period will increase by \$10/hr. from \$70/hr to \$80/hr. Given our increased familiarity with the City ordinances, this incremental fee increase should not translate into a significant change in the cost for an average plan review.

If you have any questions or would like to discuss further, please contact me at (312) 207-5703 or via e-mail at mbuerger@kplus.com. We appreciate your commitment to K-Plus Engineering and look forward to continuing to service your needs.

Sincerely,
Matt Buerger, P.E.

A handwritten signature in black ink, appearing to read 'Matt Buerger', is written over a horizontal line.

K-PLUS ENGINEERING SERVICES, LLC
15 Spinning Wheel Road, Suite 320
Hinsdale, IL 60521

SCORECARD (BID TAB)
ENGINEERING AND DRAINAGE PLAN REVIEW SERVICES
CPD-FY16-02



CRITERIA	POINTS	K-Plus Engineering, LLC 15 Spinning Wheel Road, Site 320 Hinsdale, IL 60521	Baxter & Woodman, Inc. 8430 W. Bryn Mawr Ave, Site 400 Chicago, IL 60631	Homer & Shinn, Inc. 200 S. Wacker Drive, Site 3100 Chicago, IL 60606	Engineering Resource Associates 35701 West Avenue, Site 150 Warrenville, IL 60555
Adherence to Specification, including References*	40	40	40	40	40
Price	60	60	54	53	52
TOTAL	100	100	94	93	92
*If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.					
	HOURLY RATE*	\$90.00	\$100.50	\$102.00	\$103.47
*Some firms have provided a blended rate.					
	WTD PERCENTAGE	80% @ \$76.00 per hour 20% @ \$146.00 per hour	90% @ \$95.00 per hour 10% @ \$150.00 per hour		10% @ \$140.00 per hour 10% @ \$117.60 per hour 50% @ \$105.00 per hour 5% @ \$95.00 per hour 20% @ \$72.80.00 per hour 5% @ \$118.00 per hour
	POINTS AWARDED	100%	90%	88%	87%
		60	54	53	52

**SCORECARD (BID TAB)
ENGINEERING AND DRAINAGE PLAN REVIEW SERVICES
CPD-FY16-02**

CRITERIA	POINTS	Hay and Associates, Inc. 26675 W. Commerce Dr. Ste 601 Volo, IL 60073	Strand Associates, Inc. 1170 South Houbolt Road Joliet, IL 60431-9063	Hampton, Lenzini and Renwick, Inc. (HLR) 380 Shephard Drive Elgin, IL 60123	V3 Companies 7325 Janes Avenue Woodridge, IL 60517
Adherence to Specification, including References*	40		40	40	
Price	60	47	44	44	43
TOTAL	100	87	84	84	83
*If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.					
HOURLY RATE*		\$113.98	\$121.55	\$122.40	\$125.00
*Some firms have provided a blended rate.		60% @ \$127.61 per hour 40% @ \$93.52 per hour	30% @ \$155.00 per hour 5% @ \$195.00 per hour 60% @ \$98.00 per hour 5% @ \$118.00 per hour	90% @ \$120.00 per hour 10% @ \$144.00 per hour	
WTD PERCENTAGE		79%	74%	74%	72%
POINTS AWARDED		47	44	44	43

**SCORECARD (BID TAB)
ENGINEERING AND DRAINAGE PLAN REVIEW SERVICES
CPD-FY16-02**

CRITERIA	POINTS	Ament, Inc. 2025 S. Arlington Heights Road, Ste 108 Arlington Heights, IL 60005	Robert E. Hamilton Consulting Engineers, Inc. 3230 Executive Drive Joliet, IL 60431-8401	BLA, Inc. (DBA Bollinger, Lach & Associates, Inc.) 333 Pierce Road, Suite 200 Itasca, IL 60143	Corba Group 5507 N. Cumberland Avenue Chicago, IL 60656-1471
Adherence to Specification, including References*	40		40	40	40
Price	60	43	41	40	40
TOTAL	100	83	81	80	80
*If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.					
HOURLY RATE*		\$125.50 70% @ \$145.00 per hour 30% @ \$80.00 per hour	\$132.00	\$135.00	\$135.00
*Some firms have provided a blended rate.					
WTD PERCENTAGE		72%	68%	67%	67%
POINTS AWARDED		43	41	40	40

