



Agenda Memo

Crest Hill, IL

Meeting Date:	October 9, 2023
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	RFP for Phase 1 Environmental Site Assessment-Old City Hall

Summary: The City through the Building Department, has advertised for qualified firms to provide a Request for Proposals (RFP) for professional environmental engineering services for the Old City Hall. This Phase 1 Environmental Study will provide the City with a preliminary study of environmental issues that the property and building might have. This study will provide information on any underground storage tanks, asbestos, lead or other materials in the building that once removed will need to be handled as hazardous waste. This assessment will provide the city, staff and any potential buyers of this property information on the type of materials that will need special processing when removed from the property. This is just a phase 1 study and will provide some preliminary information. If this assessment requires phase 2 this will be addressed after the finding of phase 1.

Three RFQ were received from qualified engineering firms on March 10, 2023. The three firms along with cost to perform the phase 1 are listed below:

ESC Midwest, LLC	\$10,900.00
Seeco Environmental	\$12,730.00
GSG Consultants, Inc.	\$13,200.00

Since this RFP was for professional services and the selection of professional services is typically not determined on price alone face to face interviews were scheduled to help staff determine who would be best to perform these services for the city. The face-to-face interviews were held on August 30, 2023.

The meeting and scoring were performed by Don Seeman, Dave Strahl and myself. Each independently reviewed each firm based on the submitted RFQs, responses to the face-to-face interview and the City's Quality Based Selection Policy and Procedure. The scores from each selection committee member were averaged and the results of each firm and their ranking are attached.

The consultant receiving the highest average score was ESC Midwest, LLC. with Seeco Environmental coming in second and GSG Consultants, Inc. coming in third.

Recommended Council Action: Authorize the mayor to execute the proposal with ESC Midwest, LLC for a not to exceed amount of \$10,900.00 to perform professional environmental engineering services for the Old City Hall- Phase 1 Environmental Study.

Financial Impact:

Funding Source: GF

Budgeted Amount: \$205,000.00

Cost: \$10,900.00

Total Budget amount authorized to date: \$104,915.00.

Attachments:

Final Committee Scoring.xlsx