



Legislation Text

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**TO:** Mayor Richard C. Irvin

**FROM:** Kurt Muth, P.E., Engineering Coordinator

**DATE:** November 27, 2023

**SUBJECT:**

A resolution authorizing the Director of Purchasing to execute a contract with Trotter and Associates, Inc. to provide construction engineering services for various underground utility installation and repair projects on an as-needed basis during the 2024 construction season, in an amount not to exceed \$350,000.00. The projects will be located throughout the City and will include the repair or installation of water mains, sanitary sewers, storm sewers, and the replacement of lead water services.

**PURPOSE:**

To execute a contract to allow Trotter and Associates, Inc., to provide services to supplement City staff throughout the 2024 construction season. Personnel from Trotter and Associates, Inc., have successfully provided similar services in past. This proposal allows for a full time representative during 2024 and minimal surveying services consisting of construction layout and the preparation of record drawings as needed.

**BACKGROUND:**

Due to the complex nature of underground utility construction, it is recommended that a representative of the City be on-site to review the construction procedures and ensure that the new utilities are installed in conformance with the design plans and specifications. The City published a request for qualifications that was advertised on September 24, 2023 and nine firms submitted statements of qualifications. A copy of the advertisement is attached as Exhibit A. After review of the proposals by engineering division staff, Trotter and Associates, Inc., was found to be the most qualified. A summary of the rankings of the top three firms as determined by three of the City's professional engineers is attached as Exhibit B. Trotter and Associates, Inc., was asked to submit a draft agreement for review and approval, which is attached as Exhibit C. The agreement includes on-site inspection during construction as well as surveying services consisting of construction layout and the preparation of record drawings as needed. The selected firm will provide these services as needed; no services will be provided when the engineering division can staff projects adequately.

Request for Qualifications are not subject to the Local Preference policy.

**DISCUSSION:**

Having on-site representation during construction is a benefit to the community due to the assurance that the construction is completed properly. These services are provided for in the 2024 budget in accounts 281-1856-512-73-09 (\$100,000.00 for this contract, \$3,000,000 requested in 2024 budget, B031), 510-4063-511-73-14 (\$85,000.00 for this contract, \$2,500,000 requested in 2024 budget,

IB018) and 510-4058-511-73-02 (\$165,000.00 for this contract, \$5,000,000 requested in 2024 budget, IC076.

**IMPACT STATEMENT:**

This contract will have no impact on the general public; however, the projects that will be inspected will impact traffic in various ways while underway. Trotter and Associates, Inc., will also monitor traffic control standards as a part of the daily reporting.

**RECOMMENDATIONS:**

I recommend approval of this resolution.

cc: Technology & Infrastructure Committee



CITY OF AURORA, ILLINOIS

RESOLUTION NO. \_\_\_\_\_  
DATE OF PASSAGE \_\_\_\_\_

A Resolution Authorizing a Contract with Trotter and Associates, Inc., to provide construction engineering services for various underground utility improvement projects during the 2024 construction season, in an amount not to exceed \$350,000.00.

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, the City has various utility installation and repair contracts scheduled for the 2024 construction season; and

WHEREAS, full time on-site construction inspection is required for many of the projects and the Engineering Division requires the services of a consulting engineer to supplement City staff on these projects; and

WHEREAS the City conducted a qualification-based selection (QBS) based on proposals for construction inspection services received from 9 local engineering firms; and

WHEREAS, Trotter and Associates, Inc., was selected as the most qualified firm and submitted a proposal in the amount of \$350,000.00 which includes on-site inspection, construction layout and record drawing preparation for select projects. These services are provided for in the 2024 budget in accounts 281-1856-512-73-09 (\$100,000.00 for this contract, \$3,000,000 requested in 2024 budget,

B031), 510-4063-511-73-14 (\$85,000.00 for this contract, \$2,500,000 requested in 2024 budget, IB018) and 510-4058-511-73-02 (\$165,000.00 for this contract, \$5,000,000 requested in 2024 budget, IC076). This is a not-to-exceed contract and services will only be requested and provided when the Engineering Division Staff cannot provide full time inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, as follows: the Director of Purchasing is hereby authorized to execute a contract with Trotter and Associates, Inc., in an amount not to exceed \$350,000.00 to provide construction engineering services for various underground utility improvements during the 2024 construction season.