



STORMWATER MANAGEMENT COMMISSION

MEMORANDUM

To: Stormwater Management Commission

From: Kurt Woolford, Executive Director  
Ernesto Huaracha, Water Resource Professional

Date: October 2, 2023

Re: Approval of CONTRACT with CIORBA GROUP, INC. for GENERAL ENGINEERING SERVICES, in the amount of \$100,000.00

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**ACTION REQUESTED: APPROVAL**

SMC staff issued a Request for Proposals (RFP) for General Engineering Services on March 4, 2022. Proposals for this RFP were due on Friday, March 18, 2022, at 4:00 p.m. for which SMC received thirteen proposals. Firms were evaluated by the Selection Committee in accordance with the evaluation criteria of the Local Government Professional Services Selection Act (50 ILCS 510) which include: satisfactory relationship for services, qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, approach to the project, and other qualifications-based factors as applicable.

The General Engineering Services scope of work included:

- General Engineering Services
  - Plan & Specifications Development and Review
  - Project Specific Permit Application Development and Review
  - Hydrology & Hydraulics Analysis and Technical Correspondence
  - Watershed Development Ordinance (WDO) Regulatory Program Assistance
- Other tasks or services that may be provided by the firm applying for this RFP, or a qualified sub-consultant:
  - ⊖ Supplemental engineering services under the general direction of SMC

SMC staff recommends approval of the **Professional Services Agreements for General Engineering Services CIORBA GROUP, INC., Chicago, IL, with the following 'not to exceed' amount of \$100,000.00.** Upon SMC approval, SMC staff will obtain required insurance information and executed contract with selected firm.

If you should have any questions, please feel free to contact Kurt Woolford at 847-377-7720 or Ernesto Huaracha at 847-377-7715.