

Legislation Text

File #: BILL NO. 20-13, **Version:** 1

An Ordinance approving award of RFQ 2020-030 to HDR Engineering, Inc., and to Olsson Associates Inc. for on-call yearly engineering services for water and wastewater for a one-year with two possible one-year renewal options.

(PWC 1/06/20)

Key Issues:

This contract is to provide technical and professional engineering support as required for all aspects of the water distribution system, sanitary sewer collection and conveyance system, and their associated facilities.

Two contracts are being awarded in order to 1) have firms available in the event of conflict or if the other firms are unable to respond in the needed time frame; and 2) be able to choose the firm that may have the better expertise to complete the task 3) to have an engineering consultant available in an emergency situation.

Background:

This agreement allows the City to contract for water and sanitary sewer engineering services under an on-call agreement. This enables the City to authorize work to the firm that provides the best expertise and/or has staff available for the task. All the firms selected have expertise in both water and sanitary sewer engineering.

This type of engineering contract eliminates going through a selection process for each individual small water utilities project. Projects are typically less than \$20,000 each. The contract allows the City to expedite the process and decrease staff time, resulting in savings.

In order to meet the current rules of the purchasing policy which sets the annual contract expenditure limit at \$50,000 before contracts are required to come before council we have identified a yearly not to exceed amount of \$250,000 and a total limit over the three years of \$750,000. This will allow us to use this contract on smaller costs as per the purchasing policy and still bring any individual contract at or above \$50,000 to the council for approval.

In the event that the engineering firm is engaged to provide services, the City will enter into a written authorization describing the scope, compensation, required deliverables, and completion time for such services. Exhibit A of the agreement establishes hourly rates for billing.

Purchasing issued RFQ 2020-030 on October 07, 2019. The RFQ was advertised in the City website and PublicPurchase.com. 194 firms were notified by Public Purchase and 43 access the document along with eight firms notified by email. Seven firms submitted statements of qualifications prior to the November 1, 2019 closing date. All submittals were evaluated by a City Staff evaluation team composed of five personnel with representatives from Public Works and Water Utilities Departments.

Proposed City Council Motion:

FIRST MOTION: I move for a second reading of an Ordinance approving award of RFQ 2020-030 to HDR Engineering, Inc., and to Olsson Associates Inc. For on-call yearly engineering services for water and wastewater. A one-year with two possible one-year renewal options.

SECOND MOTION: I move for adoption of an Ordinance approving award of RFQ 2020-030 to HDR Engineering, Inc., and to Olsson Associates Inc. For on-call yearly engineering services for water and wastewater. A one-year with two possible one-year renewal options.

Mark Schaufler, Director of Water Utilities

Staff Recommendation: Staff recommends approval of an Ordinance approving award of RFQ 2020-030 to HDR Engineering, Inc., and to Olsson Associates Inc. For on-call yearly engineering services for water and wastewater. A one-year with two possible one-year renewal options.

The Public Works Committee voted unanimously 4-0 to recommend to City Council approval of an Ordinance approving award of RFQ 2020-030 to HDR Engineering, Inc., and to Olsson Associates Inc. For on-call yearly engineering services for water and wastewater. A one-year with two possible one-year renewal options.