COUNTY DEPARTMENT AGENDA REQUEST

Department:	Stormwater Management	Presenter(s):	Tony Parrott
Meeting Date:	Thursday, December 10, 2009	Type of Request:	Old Business

Wording for the Agenda:

Consideration of Stormwater Management Department's recommendation to award the preparation of a Stormwater Utility Feasibility Study to Integrated Science & Engineering in the amount of $39,450.

Background/History/Details:

Stormwater Management is charged with identifying all operations and maintenance of the County's stormwater system including but not limited to identification and engineering of capital improvement projects, water quality management, regulatory compliance and program administration. Currently Fayette County Stormwater Management functions at a minimal level given the constraints imposed by resource allocations. The preparation of a Stormwater Utility Feasibility Study will assist the Fayette County in determining the necessity of a Stormwater Utility and provide detail of subsequent steps associated with a Stormwater Utility development.

On August 13, the Board of Commissioners authorized staff to proceed with issuing requests for proposals to firms interested in preparing a Feasibility Study for Fayette County. The Board indicated at that meeting that further discussion of the proposals and a discussion of funding would occur prior to awarding the work to any firm.

Four firms submitted proposals which have been evaluated by staff. If the Board votes to award the work as recommended by staff, the County Attorney will prepare a contract for subsequent approval and execution by the Board.

What action are you seeking from the Board of Commissioners?

Staff is recommending that the study be performed and recommends the work be awarded to Integrated Science & Engineering in the amount of $39,450. The Board must determine whether or not to have the study performed, to whom the work will be awarded and where funding will come from.

If this item requires funding, please describe:

Funding for the Stormwater Utility Feasibility can be reallocated from authorized CIP projects.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Thursday, August 13, 2009
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Yes	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Fayette County
GEORGIA

Where Quality Is A Lifestyle

To: Jack Krakeel

From: Tim Jones TJ

Date: December 1, 2009

Subject: Proposal #P722, Feasibility of Stormwater Utility

Sealed proposals were requested for the subject item. A proposal tally sheet is attached for your review.

In Tony Parrott's attached recommendation, Tony indicated Integrated Science & Engineering met the evaluation criterion, and they offered the lowest price at $39,450. I concur with Tony's recommendation.

If this recommendation meets your approval, please place this item on the next available consent agenda. If any additional information is needed, please let me know.

TJ/tcb

Attachments

cc: Tony Parrott

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Where Quality Is A Lifestyle

MEMORANDUM

DATE: November 25, 2009

TO: Tim Jones, Director of Purchasing

FROM: Tony Parrott, Director of Utility Services TP
Stormwater Management Department

SUBJECT: Staff Recommendation of Stormwater Feasibility Study Award
Request for Proposal #P722

The Stormwater Management Department reviewed the proposals for the Stormwater Feasibility Study and recommends that the contract be awarded to Integrated Science and Engineering (ISE) in the amount of $39,450. This Stormwater Feasibility Study will assist Fayette County in determining the necessity of a Stormwater Utility and provide detail of subsequent steps associated with a Stormwater Utility development.

Four companies submitted proposals in response to the County's request for Proposals. These proposals were reviewed by the Stormwater Management and Purchasing Departments. The proposals were scored in accordance with the evaluation criteria established in the RFP and listed below. After reviewing the proposals, a short list was developed and these companies made presentations to the review committee.

Following the presentations the review committee selected ISE for the following reasons:

- *Project Understanding and Technical Approach* – ISE demonstrated their competence to define a program strategy based on Fayette County's current and future needs.
- *Project Team Capabilities, Experience and Qualifications* – Resumes provided in the ISE proposal demonstrate the experience the project team

brings to the table. Qualifications include local understanding as well as technical abilities.

- *Schedule* – ISE verified their ability to deliver the study within 90 days.
- *Public Involvement Strategy* - ISE proposed elements that will give the Board of Commissioners and Fayette citizen's opportunities for education, involvement and comment during the utility feasibility assessment.

Cost – Of the four proposals ISE was the lowest bid.