COUNTY AGENDA REQUEST

Department:	Purchasing	Presenter(s):	Steven Rapson/Ted Burgess
Meeting Date:	Thursday, September 26, 2013	Type of Request:	New Business

Wording for the Agenda:

Consideration of staff's recommendation to award a contract to CH2M Hill to serve as Engineer of Record for the Water System as specified in RFP #888, for the fiscal year ending June 30, 2014 and with provisions for two one-year renewals, and for the County Manager to execute said contract and related documents.

Background/History/Details:

Periodically, the need arises for specialized professional engineering services related to the treatment, storage, and distribution of water. To efficiently obtain these services on an as-needed basis, a common practice is to go through the competitive procurement process to contract with an Engineer of Record. This allows the county to go through the process once, and to carefully select a qualified engineering firm with negotiated fees for services that will be ordered as needed. It allows the Water System to respond to the needs of water customers or the requirements of regulators more rapidly than would be possible otherwise.

The Purchasing Department issued Request for Proposals #888 to obtain an Engineer of Record for the current fiscal year. A mandatory pre-proposal conference was held on July 24, with a total of 24 firms attending. Ultimately, by the bid-opening date of August 21, nine firms had responded. An Evaluation Committee reviewed and scored the nine proposals, and shorted-listed those firms to three: Woodard & Curran, Mallett Consulting, and CH2M Hill. The three short-listed firms made final presentations to the Evaluation Committee on September 12 and 13. Based upon the firms' proposals, evaluation scores, references, and presentations, the Evaluation Committee unanimously recommends CH2M Hill for the Engineer of Record contract.

What action are you seeking from the Board of Commissioners?

Approval of staff's recommendation to award a contract to CH2M Hill to serve as Engineer of Record for the Water System as specified in RFP #888, for the fiscal year ending June 30, 2014 and with provisions for two one-year renewals, and for the County Manager to execute said contract and related documents.

If this item requires funding, please describe:

Funds are budgeted in various accounts in the Water System's budget, depending on the specific projects assigned to the Engineer of Record.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

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

Staff Notes:

The County Manager and Attorney will work with CH2M Hill to develop a best and final fee and rate structure prior to the contract being executed.

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To: Steve Rapson

From: Ted L. Burgess

Date: September 17, 2013

Subject: RFP#888 – Water System Engineer of Record

A requirement common to county and municipal water systems is the ongoing use of professional engineering services related to the treatment, storage, and distribution of water. The need can arise at any time during the year. A few recent examples for Fayette County include management of water line extensions; design and specifications for trash screens; surveys, permits, and environmental work for sediment removal; design, plans, and specifications for process (MIEX) upgrades; and design, inspection, mussel monitoring, and project management for Lake McIntosh.

To go through a sealed bid or proposal process each time engineering services are needed would be cumbersome, and would delay work that impacts water quality or service. It is therefore customary for local governments to contract with a firm to serve as the "on-call engineer" or Engineer of Record.

The Purchasing Department released Request for Proposals (RFP) #888 to seek an Engineer of Record for a contract through June 30, 2014 with provisions for two 12-month extensions. As noted in the RFP, the Engineer of Record could be asked to perform work that includes, but is not limited to, the following examples:

- Assess existing water treatment infrastructure and equipment; recommend improvements
- Assess current processes, procedures, and plant operations; recommend improvements
- Develop a report to be used as the foundation for a capital improvement program
- Conduct water quality studies
- Provide modeling, data analysis, and data interpretation services
- Conduct mapping or surveying as needed
- Manage the county's annual water line extension contract
- Manage the Lake Peachtree dredging project

The Department direct-mailed notices to 22 qualified companies already established as vendors with the county. Invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. An additional 418 vendors were notified through the Internet-based Georgia Procurement Registry.

A mandatory pre-proposal conference was held on July 24. A total of 24 firms attended. By the bid-opening date of August 21, nine companies had submitted bids. Since the contract will specify that work is to be assigned on an as-needed basis, proposals do not include a lump sum cost. Instead, they show hourly and other charges.

The Evaluation Committee, representing administration from the county and two outside water systems, scored the proposals using the evaluation criteria in the RFP. The criteria included (1) proposed approach to addressing the need, (2) relevant experience and qualifications of the firm, (3) qualifications and experience of proposed team members, (4) past performance and references, and (5) proposed fees. Based on the aggregate scoring of the nine firms, the highest scoring three firms were short-listed, and made presentations on September 12 and 13. After reviewing the results of the presentations, the Evaluation Committee unanimously determined that CH2M Hill was their choice for the Engineer of Record contract. The Purchasing Department supports the recommendation.

The cost of these services will ultimately depend on the number and complexity of projects the county assigns to the Engineer of Record. Funds are budgeted in various accounts, depending on the nature of the expenditure. A final contract, which includes fees and rates, will be executed by the County Manager upon approval of the Board of Commissioners.