



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6.B

Title:

Recommendation to Approve Professional Service Agreement for Risk / Resilience Assessment and Emergency Response Plan

Presenter:

Tim Wilson

Meeting: Government Services Committee

Date: March 29, 2021

Proposed Cost: \$110,200

Budgeted Amount: \$148,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The American Water Infrastructure Act requires all Community Water Supplies serving populations greater than 3,300 to conduct an assessment of the risks to, and resilience of, its water system. The Risk and Resilience Assessment (RRA) include an assessment of some of the following items:

- malevolent acts, natural hazards, physical barriers, source water, water production, water treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) monitoring practices of the system; the financial infrastructure of the system; the use, storage, or handling of various chemicals by the system; and operation and maintenance of the system.

In addition, the City must prepare an Emergency Response Plan (ERP) that incorporates the findings of the RRA and certify to the US EPA Administrator, not later than 6 months after completion of the RRA, that the system has completed such a plan.

Staff followed a two-step process for Engineering Procurement based on the qualification selection. The first step of this process is to issue a Request for Qualifications (RFQ). On December 10, 2020, the City received four (4) RFQ submissions. City staff evaluated the RFQ submittals and ranked the firms based on the standard criteria. The second step of the process was interviewing the top two firms for final selection and negotiating the contract. The City started the negotiating phase on January 7, 2021. As a result of this selection process, Baxter-Woodman was selected for this project.

The engineering fees associated with this project are based on cumulative hourly rates not to exceed the total project cost. Baxter and Woodman have completed several RRA and ERP projects in this region.

Attachments *(please list):*

* RFQ Results

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve Professional Services Agreement for the Risk / Resilience Assessment and Emergency Response Plan to Baxter and Woodman Inc. for \$110,200, contingent on Funding Approval in the FY 21/22 Budget.

5942 Request for Qualifications: Water and Wastewater Utility - Risk and Resilience Assessment (RRA) & Emergency Response Plan (ERP)

BAFO-evaluation phase  Ends on **Mar 23 2021 8:00 AM**

Compare & Select

Offer phase (5) > **Evaluation (5)** > BAFO-phase (2) > BAFO-evaluation (2) > Awarding






1. SOLICITATION DOCUMENTS

0 of 5 Complete offers

20 Questions

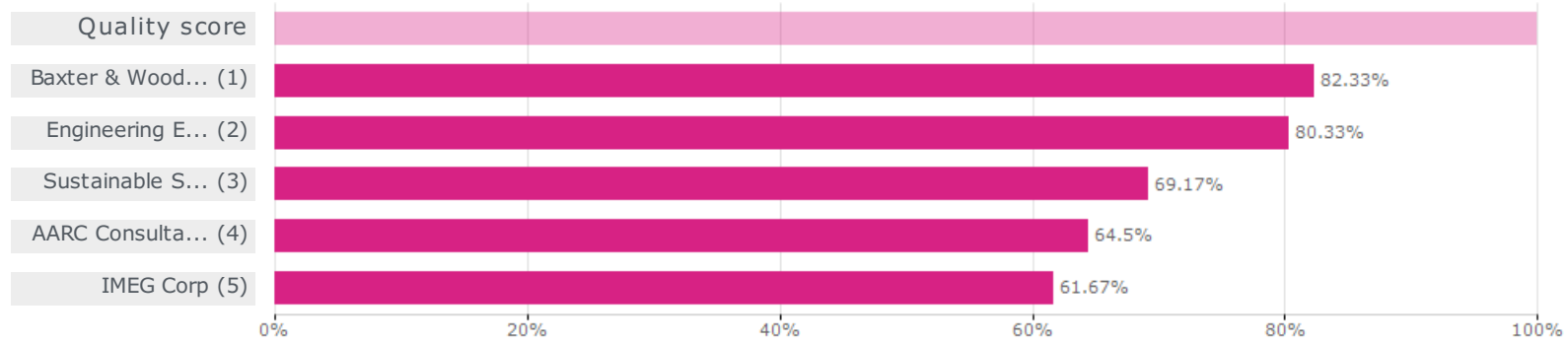
Comparison table

Sort by: Rank

Offers/Applications	Rank	Knockouts of 6	unanswered question(s) of 20	Uploads missed of 9	Incomplete evaluations of 8	Quality score	Phase
 Baxter & Woodman, Inc. Baxter & Woodman, Inc. Dec 9 2020 4:04:56 PM	1	-	-	<u>1</u>	-	82.33%	BAFO-evaluation
 Engineering Enterprises, Inc. Engineering Enterprises, Inc. Dec 10 2020 6:27:05 AM	2	-	-	-	-	80.33%	BAFO-evaluation
 Sustainable Systems LLC - Consulting Sustainable Systems LLC - Consulting Dec 9 2020 8:23:47 PM	3	-	-	<u>2</u>	-	69.17%	Evaluation
 AARC Consultants, LLC AARC Consultants, LLC Dec 10 2020 7:43:08 AM	4	-	-	-	-	64.5%	Evaluation
 IMEG Corp IMEG Corp Dec 9 2020 12:02:34 PM	5	-	-	<u>1</u>	-	61.67%	Evaluation

Compare by: Question groups Questions

Sort by: Rank



Question groups:

- 1.1. SOLICITATION PROCESS (0%)
- 1.2. BUSINESS REQUIREMENTS (0%)
- 1.3. PROJECT: SCOPE OF WORK (0%)

- 1.4. QUALIFICATIONS: Structure, Requirements, Evaluation (100%)
- 1.5. AWARD PROCESS (0%)