

CWD Selection Committee Minutes

4/8/02, SAW

The selection committee met at the CWD office beginning at 7 PM on April 8, 2002. Members present were Steve Wilson, Ken Blanc, Randy Stark, and Gordon Fulks. Doug Geller was absent.

Master Plan proposal review

The first agenda item was to review proposals for the Master Plan. Proposals had been requested and received from Bell Design, Curran-Mcleod, and Lee Engineering. After general discussion, the committee decided to rank proposals based on the criteria listed in the RFP. The following is a summary of results:

	<u>Bell</u>	<u>Curran</u>	<u>Lee</u>
History	6	9	10
Experience	7	10	10
Cost	3	9	10
References	10	9	10
Total score	26	37	40

Bell Design came in with a proposed price of \$83,000, which significantly affected their score. The other two firms proposed prices of under \$30,000, following direction of the original project advertisement. Bell Design was considered non-responsive in this regard and could have been rejected entirely. The Curran-McLeod proposal was also non-responsive in terms of defining the work scope and cost estimate in the proposal and left the group with many questions about what the actual work product and final price would be. All of the firms were perceived as being well qualified, but based on the proposals, Lee Engineering was clearly the best.

Steve Wilson moved the Board
Recommendation - The committee recommends that the Board authorize hiring Lee Engineering to complete the Master Plan update based on the proposal submitted and terms presented in the RFP.

1st motion

Reservoir project considerations

The second agenda item was to consider how to proceed with hiring an engineer to assist with the reservoir project. Randy had sent out an addendum to the RFP, which advised firms that this selection process might be used to retain professional assistance for "other projects". The consensus of the committee was that utilizing Lee Engineering to provide services for the reservoir project might be more efficient and avoid duplication of effort on issues like review of the treatment facility improvements that should be included in the reservoir project. Concerns were that 1.) this would delay the project schedule, 2.) negotiation for scope and price to complete design work would not be competitive, and

3.) Lee Engineering may be unfamiliar with the districts specific needs including the design/build approach to tank procurement.

The committee decided that a compromise approach could be used to keep project momentum going while these issues are resolved and negotiated with Lee. The approach would be to authorize Lee Engineering to proceed immediately with a geotechnical evaluation of the site (subject to price – anticipated to be in the \$10,000 range). In addition, the district will request that review of treatment facilities included in the Master Plan scope be accelerated and performed from the perspective of what needs to be upgraded and included in the reservoir project. This may mean that the schedule for completing other elements of the Master Plan can be delayed proportionately. Finally, negotiation with Lee Engineering to determine the cost of services for supporting the reservoir project should proceed in the next month. The selection committee is willing to participate in these discussions, and make further recommendations to the board at the May meeting.

2 motion
Steve Wilson moved the Board to accept the
3rd
4th
5th
6th
7th
8th
9th
10th
11th
12th
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29th
30th
31st

~~Steve Wilson moved the Board to accept the~~
Recommendation – The selection committee recommends retaining Lee Engineering to provide additional, preliminary services pertaining to the reservoir project. Services at this time should include accelerating the treatment plant evaluation and providing a recommendation regarding the improvements that should be included in the reservoir project. An additional \$5,000 should be added to the contract to provide for a preliminary design recommendation and schematic layout of the project. The report should be completed prior to the June 11, 2002 Board meeting.

Recommendation – The selection committee recommends authorizing Lee Engineering to add a task to the Master Plan contract for a geotechnical services in an amount not to exceed \$10,000. The objective is to determine foundation requirements for the reservoir project. If additional funds are required to complete the work, the reasons and additional cost will be presented at the next board meeting. Assuming that this budget allowance is adequate, findings should be available prior to the June 11, 2002 Board meeting.

Jeff Grover made motion to retain Lee Engineering to provide a conceptual design of the reservoir including a geotechnical study on the actual site. with a combined figure of approximately \$15000.00

all
Jeff made motion to add an
Board members voted for motion
passed unanimously.
ended at 8:45

