

Council Communication

December 6, 2016, Business Meeting

Approval of a public contract exceeding \$75,000 for Engineering Services (Municipal Electric Utility)

FROM

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SUMMARY

This public contract is for Engineering Services. The department's intent is to award the public contract to highest ranked proposer, OS Engineering. If approved by the Council, the contract will be awarded for a two-year term with the option of extending the contract annually for up to three (3) additional years for a maximum term of five (5) years.

The Electric Department requires expert engineering services for occasional system analysis and on an ad hoc project basis. Due to the irregular need for engineering services, it is not cost effective to maintain the required, licensed electrical engineering, expertise within the Department. This contract provides the Department with electrical engineering resources as required.

BACKGROUND AND POLICY IMPLICATIONS:

The sourcing method used to acquire these services is a formal Competitive Sealed Proposal (Request for Proposal). The City received six (6) proposals in response to the RFP. The proposals were evaluated and scored by a three-person evaluation committee in accordance with the requirements and evaluation criteria set forth in the RFP. Upon the completion of the evaluation process, OS Engineering was declared the highest ranked proposer. The evaluation summary is attached for your review.

Section 2.50.080 Formal Processes - Competitive Sealed Bidding and Proposals

Except as otherwise expressly provided herein, in addition to the requirements of the Model Rules and the Oregon Public Contracting Code:

- C. The Local Contract Review Board shall approve the award of all contracts for which the Ashland Municipal Code or the Oregon Public Contracting Code require formal competitive solicitations or formal competitive bids.

Section 2.50.070 Public Contracting Officer Authority

- A. Except as otherwise provided by this code, the Public Contracting Officer shall have authority to:
 2. Contract for all personal services as long as the contract price does not exceed \$75,000;

COUNCIL GOALS SUPPORTED:

21. Be proactive in using best practices in infrastructure management and modernization.



FISCAL IMPLICATIONS:

The Electric Department's estimated budget for these services is currently +/- \$75,000 per fiscal year and a maximum amount of \$160,000 for the current 2016-2017 biennium budget. The cost of services beyond the current biennium budget will be dependent on actual need and funds budgeted per each biennium budget.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends the public contract for Engineering Services be awarded to the highest ranked proposer, OS Engineering.

SUGGESTED MOTION:

The Council, acting as the Local Contract Review Board, moves to approve the public contract award to OS Engineering.

ATTACHMENTS:

RFP – Evaluation Summary



City of Ashland
REQUEST FOR PROPOSAL
ENGINEERING SERVICES (MUNICIPAL ELECTRIC UTILITY)
Evaluation Summary
November 22, 2016

Evaluation Criteria	Points	Brown and Kysar, Inc.				EETS, Inc.				Electrical Consultants, Inc.				Electric Power Systems, Inc. (EPS)				OS Engineering				TriAxis Engineering, Inc.			
		#1	#2	#3	Consensus	#1	#2	#3	Consensus	#1	#2	#3	Consensus	#1	#2	#3	Consensus	#1	#2	#3	Consensus	#1	#2	#3	Consensus
Letter of Introduction /Cover Page	5	5	5	4	4	4	5	4	4	5	5	5	5	4	4	4	4	5	5	4	5	5	5	4	4
Proposal Submission Form (Exhibit A)	5	5	5	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Experience providing engineering services to electric utility	25	19	22	21	21	22	20	23	20	18	23	23	21	22	23	21	21	22	23	23	23	20	23	24	22
Experience working with computer modeling software that would be utilized to make assessments of the City's electrical distribution system	10	10	9	9	9	8	9	8	7	9	8	9	9	9	9	9	9	7	9	8	8	7	9	9	9
Experience working with SCADA systems	10	9	8	8	8	8	8	9	8	9	8	9	7	9	9	9	9	7	10	9	9	7	6	8	5
Experience working with hydroelectric generation	10	9	8	8	6	9	10	9	9	8	9	9	9	9	8	8	8	10	10	9	10	10	9	8	8
Ability to provide services promptly and efficiently to the City	20	17	18	16	15	15	15	18	16	17	15	17	16	16	16	17	17	18	19	16	17	19	16	16	16
References	10	10	9	10	7	6	8	10	7	7	9	9	8	10	9	10	10	8	9	10	9	8	9	10	8
Contractual Terms and Conditions (Exhibit B & Exhibit D)	10	5	8	9	8	10	10	10	10	10	10	10	10	10	10	9	10	10	10	10	10	10	10	10	10
Subtotal	105	89	92	89	82	87	90	96	86	88	92	96	90	94	93	92	93	92	100	94	96	91	92	94	87
Cost Proposal	15				12.1				12.4				13.6				12.1				15				11.6
TOTAL	120				94.1				98.4				103.6				105.1				111				98.6