

Information for Town Council Meeting on December 11, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Selection Committee Recommendation and Award of Purchase Order to Kimley-Horn for Professional Engineering Services for an Infiltration and Inflow Study of The Town of Palm Beach Sanitary Sewer System (RFQ No. 2018-48), **Resolution No. 186-2018**

DATE: November 26, 2018

STAFF RECOMMENDATION

Staff recommends Town Council approve the recommendation of the Selection Committee and the ranking of the firms that responded to RFQ No. 2018-48, for Professional Engineering Services for an Infiltration and Inflow Study of the Town of Palm Beach Sanitary Sewer System and to Award a Purchase Order to Kimley-Horn in an amount not to exceed \$95,796 for Phase 1.

SUMMARY EXPLANATION/BACKGROUND

A recommendation within the Comprehensive Review of Town Operations adopted by Town Council in March 2018 was to conduct an investigation of inflow and infiltration into the Town's sanitary sewer system. The Town's sanitary sewer collection system must handle not only sewage effluent but also groundwater or rainwater that enters the system (through damaged piping, cross-connects from stormwater drains, high groundwater table, etc.). The additional flow results in higher electric bills, more wear and tear on pumping systems, and greater sewage treatment costs. This study will provide an evaluation of the Town's sewage collection system and provide a prioritized recommendation for addressing the most cost effective and cost saving solutions.

A Request for Qualifications (RFQ 2018-48) for Professional Engineering Services was issued on June 10, 2018. The RFQ was broadcast through Demand Star to 495 potential vendors and 31 firms downloaded the solicitation. The RFQ was also broadcast through Public Purchase to 38 potential vendors and 18 firms downloaded the solicitation. In addition, Purchasing reached out to all known firms within the Tri-County area via an email blast notifying them of the pending solicitation.

Six (6) proposals were received on July 10, 2018. The Selection Committee met on August 10, 2018 to review the submittals. The Selection Committee consisted of Patricia Strayer, P.E., Town Engineer; Todd Engle, P.E., City Engineer, Palm Beach Gardens; Brett Madison, Facilities Manager; Eric Brown, P.E., Assistant Public Works Director; Jason Debrincat, P.E., Senior Project Engineer (non-voting); Duke Basha, Assistant Purchasing Manager (non-voting); Dean Mealy, Purchasing Manager (non-

voting); and John Cmar, Purchasing Coordinator (non-voting). In addition, the Office of the Inspector General (OIG) is invited to attend all Selection Committee Meetings as was the case for this solicitation. While they were not in attendance, the OIG did receive a copy of the recordings of all meetings and related backup material. Below are the rankings of the six (6) firms:

1. Kimley-Horn and Associates, Inc.
2. Hazen and Sawyer
3. Baxter & Woodman, Inc.
4. Wright-Pierce, Inc.
5. McKim & Creed, Inc.
6. Chen Moore and Associates

Based on Purchasing Department's recommendation, oral presentations were scheduled for the top three (3) firms. Florida Statue requires all CCNA Solicitations to hold oral interviews with a minimum of three firms. Prior to the presentations Hazen and Sawyer withdrew their proposal. Therefore, on September 19, Kimley-Horn and Associates, Inc. and Baxter & Woodman, Inc. made oral presentations to the same selection committee. At the conclusion of the presentations, the committee used the ordinal scoring system ranking each firm as either 1 or 2. The selection committee unanimously ranked Kimley-Horn and Associates as the number 1 firm.

Subsequent to the oral presentation, Purchasing requested a proposal from Kimley-Horn for Phase 1. Led by Purchasing, the Town and Kimley met two times, October 1st and October 12th to review and update the proposal that would best meet the Town's needs. The final proposal submitted by Kimley-Horn for Phase 1 is \$95,796.

Background information for upcoming phases will consist in Phase 2 of the implementation of the flow meter monitoring plan developed in Phase 1. This flow meter monitoring plan will specifically target priority lift station service areas that have been identified in Phase 1 as potential areas of high inflow and infiltration. Phase 2 will include the installation of metering devices and associated monitoring devices, such as piezometers for groundwater and tidal influences measurement, along with supplemental rain gauges in the system. The results of the Phase 2 analysis will be to identify and prioritize system corrective improvements, along with estimated costs for these recommended improvements, to the collection system for the reduction of inflow and infiltration in our collection system. Phase 3 work consist of the implementation of the recommended improvements determined in Phase 2. Both Phase 2 and Phase 3 will be brought back to Town Council.

FISCAL IMPACT/FUNDING SOURCE

Public Works identified this as a critical item in the Comprehensive Review of Town Operations in March 2018. The funding source will be Capital Fund Contingency. Funding for future phases will be addressed at a later date.

USER DEPARTMENT CONCURRENCE

Public Works is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research and extensive outreach to secure participation in the solicitation process.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
H. Paul Brazil, P.E., Director of Public Works