

Information for Town Council Meeting on December 10, 2019

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 Award of Request for Qualification No.2019-36, Water Feasibility Study to Kimley-Horn and Associates and Authorize the Town Manager and Staff to Negotiate the Proposal and Pricing, **Resolution No. 151-2019**

DATE: 25 November 2019

STAFF RECOMMENDATION

Staff recommends Town Council approve Resolution Approving the Award of Request for Qualification No.2019-36, Water Feasibility Study to Kimley-Horn and Associates and Authorize the Town Manager and Staff to Negotiate the Proposal and Pricing.

SUMMARY EXPLANATION/BACKGROUND

Town Purchasing issued RFQ No. 2019-36 for a Water Feasibility Study with the following Scope of Work:

The Scope of Work is comprised of the following essential tasks: • Water Supply Options • Water Distribution Options • Final Analysis and Recommendations for Long Term Water Supply.

The following is an outline of the anticipated scope to complete the essential tasks listed above:

1) Data Collection and Review. The selected consultant will perform a review of available data which includes “Inventory of City of West Palm Beach Water Facilities in the Town of Palm Beach” dated September 1, 2015 and the Retail Water Service and Franchise Agreement (City of West Palm Beach). Other data will be required to be collected, but this will be determined and identified by the selected consultant.

2) Water Supply Options. Based on the data collected and analyzed, the selected consultant will develop a suite of alternatives for water supply to the Town of Palm Beach. These alternatives should, at a minimum, consider the following options: a) Continue with a Retail Agreement with the City of West Palm Beach b) Negotiating a Wholesale Agreement with the City of West Palm, c) Negotiating a Wholesale Agreement with another Utility, d) Developing a Town-owned water source, e) Entering into a Public-Private-Partnership with a water provider, and f) Combination of the Water Supply Options For each option a general description will be provided listing the

advantage and disadvantages. Feasibility of each option will be assessed and will be based on the ability to supply Town's existing and future average annual and peak demand, as well as the cost of bulk water for each supply option. The cost estimate should be based on existing rates and discussions with potential bulk suppliers. All water supply options cost estimates should be at a minimum a Class 5 or "Order of Magnitude" estimate. The selected consultant will provide a cost estimate for each option in a manner that allows each option to be compared based on cost.

3) Water Distribution Options. Considering that each water supply option presents a different set of logistical configurations affected by elements such as source location and number of connections to the existing network, there will be differing distribution network modifications needed for each water supply option. Below is a nonexclusive list of potential water distribution options: a) Negotiate a Retail Renewal Agreement with the City of West Palm Beach b) Take ownership of water distribution system "as is" and perform repairs and replacement c) Take ownership of a portion of the water distribution system, with the exception of South Palm Beach (as documented in the existing Agreement) d) Capital improvements necessary to allow the existing distribution network to accommodate new water source options (with the potential need for new larger diameter water mains, storage tanks and re-pump facilities)

The repair and replacement backlog remaining should be assumed as part of the costs associated with taking ownership of the system in all options other than negotiation of a Retail Renewal Agreement with the City of West Palm Beach. For options where a new water supply option is considered, modifications to the distribution system may be necessary. For instance, if the source of the water supply is at only one point along the Town, either the north, central or southern portion, additional distribution infrastructure may be needed. The cost of these additional facilities should include land acquisition if necessary.

4) Evaluation Report. A Final Evaluation Report is the final deliverable that combines the water supply options and the distribution system options into a suite of alternatives. Each alternative should be presented with a total order of magnitude cost shown. The Feasibility Report should describe the assumptions and approach utilized to evaluate each alternative and should compare list non-quantitative factors such as constructability, regulatory, sustainability and risk.

Fifty-one (51) firms were contacted to participate, besides the public notification through Public Purchase, Demand Star and the Palm Beach Post. Of the fifty-one firms, only sixteen (16) began the process of submitting an actual response to the RFQ.

On opening day of the solicitation, only Kimley-Horn and Associates had actually submitted. I had purchasing staff conduct outreach to the other fifteen firms to determine why they didn't finalize their submittals.

In the review of the statements, and the experience Kimley-Horn and Associates has working on this particular discipline, both with the Town and with the City of West Palm Beach, the Public Works Director, Senior Project Engineer, Town Manager and my office recommend the award to Kimley-Horn and authorize the Town Manager and Staff to Negotiate the Proposal and Pricing.

FISCAL IMPACT/FUNDING SOURCE

There is no associated cost to this award as it is an approval of a Request for Qualification.

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. The vendor has completed work within the Town with a high degree of success.

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
Paul Brazil, Director of Public Works
Patricia Strayer, Town Engineer
Jason Debrincat, Senior Project Manager
Duke Basha, Assistant Purchasing Manager