Ivins City Staff Report
City Council Meeting 12/17/15

Agenda Item: Approval of expenditure for engineering services to prepare Wastewater Master Plan, Impact Fee Facilities Plan, and Impact Fee Analysis

Submitted by: Thomas J Jorgensen, P.E., Assistant Public Works Director

Recommended City Council Action:
Approve expenditure of $42,233 for engineering services to prepare Irrigation Master Plan, IFFP, IFA, and Implementation Plan plus an additional $7,767 for contingency for a total of $50,000

BACKGROUND:
Ivins City needs to update the Wastewater Master Plan along with the Impact Fee Facilities Plan and Impact Fee Analysis. The latest edition of these plans were prepared in 2006. Staff has submitted a request for proposals (RFP) for engineering/financial services to several engineering/financial firms to receive quotes to prepare a plan. Additional details are identified in the attached RFP.

FINDINGS AND ANALYSIS:
We received three proposals where the costs are summarized below:

	Wastewater MP, IFFP, & IFA	Potential Discount *	Cost w/ Discount
Alpha Engineering & Zions Bank	$57,924	$2,896	$55,028
Bowen Collins & Associates	$43,733	$1,500	$42,233
Sunrise Engineering	$52,900	$2,200	$50,700

*amount that each firm was willing to discount if they were awarded multiple contracts due to increased efficiencies

Due to the high degree of specialty required for preparing master plans and impact fees, qualifications were evaluated by staff prior to review of the cost proposals. Once the proposals were scored by qualifications, preparation costs were evaluated as shown in the table above. Staff has evaluated the proposals and determined that Bowen Collins & Associates had the best qualifications as well as reasonable pricing. Staff recommends selection of BC&A and requests a total expenditure of $50,000, which includes a contingency of $7,767 to help account for possible unforeseen expenditures during the planning process. The contingency amount was also based on the budgeting amount that was anticipated during the Community Impact Board grant application process.

SUPPORT MATERIALS:
- Request for Proposals
- Bowen Collins & Associates Proposal

FINANCIAL IMPACT:
The expense has been budgeted.
GL 52-42-875: $50,000 (50% of this expense to be reimbursed by Community Impact Board grant)

Respectfully Submitted:

Thomas J Jorgensen, P.E., Assistant Public Works Director

Content Review:

Dale Coulam, City Manager