



Department Source: City Utilities - Water and Light

To: City Council

From: City Manager & Staff

Council Meeting Date: May 15, 2017

Re: Report on Council Bill B377-15 Integrated Water Resource Plan Appropriation

## Executive Summary

Report on Scope of Services for Council Bill B377-15, Integrated Water Resource Plan Appropriation.

## Discussion

At their January 8<sup>th</sup>, 2014 meeting, Staff began discussions with the Water and Light Advisory Board regarding the need to conduct an Integrated Water Resource Plan. This work resulted in a Professional Services Request for Proposals (RFP) for Integrated Water Resource Planning services managed by the City's Purchasing division. A copy of this RFP, dated April 8, 2015, is included with this report.

As a result of this RFP, staff began working toward an agreement for Engineering Services using a purchasing-managed, qualifications-based selection process. After in-person on-site interviews, Black and Veatch was determined to be the best qualified to perform the work and a draft Scope of Services was agreed upon. This qualification selection draft Scope of Services was created and is included with this report (Attachment A to Agreement for Engineering Services, dated August 9, 2015). This draft Scope of Services serves as a starting point for the determination of the fees and services process.

The next step was for Black & Veatch to establish a price for the draft Scope of Services. An updated draft Scope of Services and cost for these services was created and is included with this report (Attachment A to Agreement for Engineering Services, dated August 26, 2015).

At that point staff looked for ways to reduce the cost of this project, while keeping the planning focus effective. In discussion with the consultant it was decided that 2 items would be changed.

1. Public Event #1: This public event would be removed and the informational and educational goals of this meeting could be achieved with the assistance of staff support using existing communication resources. Staff believed this approach may work better than expecting useful feedback at the same meeting for information and education.
2. Evaluate Rate Structures: Staff believed they could support the information needs necessary to complete the Resource Plan and that delaying the in-depth portion of this work could provide better integration with Cost of Service assessments and coordination with the final capital and operating cost estimates.

At that point, a revised final Scope of Services and cost for these revised services was created and is included with this report (Attachment A to Agreement for Engineering



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Services, dated September 23, 2015). The revision of these services provided about a \$55,000 reduction on cost.

The next steps were for two somewhat parallel paths to occur; one was for Purchasing staff to execute the Engineering Services Agreement and the other was for utility staff to appropriate funds for this project. Funding needed to be appropriated before Purchasing could sign on behalf of the City. The consultant signed on 11/2/15, the appropriation ordinance was introduced on 12/21/15, and approved on 1/4/16, and the Purchasing Agent signed on behalf of the City on 1/22/16.

A mistake was made by utility staff. The City Council appropriation request was for the cost of the revised final Scope of Services, but included with the appropriation request was the non-revised draft Scope of Services. Council Bill B377-15 is included with this report.

The resulting contact with Black and Veatch had the correct Scope of Services for the price agreed upon.

The correct Scope of Services was reviewed with the Integrated Water Resource Planning Committee at their first meeting on April 13, 2016 and is included with this report.

Utility staff apologizes for this mistake and to avoid this issue all future contract appropriation requests will be done as a request for contract approval and appropriation as seen in the recent Council request B99-17.

## Fiscal Impact

Short-Term Impact:

Long-Term Impact:

## Vision & Strategic Plan Impact

### [Vision Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### [Strategic Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### [Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

## Legislative History

Date	Action
	n/a



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Suggested Council Action

Information Only