



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, City Manager
DATE: October 4, 2022
SUBJECT: Award a Contract to T.R. Holliman & Associates to Provide Recycled Water Implementation Services

Background and Analysis:

At a previous City Council meeting, Mayor White and Mayor Pro Tem Martinez were appointed to a sub-committee to represent the City of Beaumont on a 2x2 committee with two separate agencies, Beaumont Cherry Valley Water District, and the San Geronio Pass Water Agency.

Over the course of meetings with the two other agencies, it was agreed upon that the staff members of the three agencies would collaborate on a scope of services to retain a consultant to provide recycled water implementation services, the cost of which would be divided equally amongst the three agencies. The intent of the contract award is to provide an independent assessment, analysis, and recommendation for the future use of recycled water.

The City took the lead and, with the approval of the other two agencies, issued a Request for Qualifications on August 26, 2022, through PublicPurchase.com and the City's website. The other agencies assisted in notifying various qualified firms of the published Notice to Invite.

The scope of services included multiple task orders, including:

- Initial individual facilitation meetings with each of the three agencies;
- Data collection and review of 22 documents, studies, and correspondence;
- Ongoing project facilitation meeting attendance and support;
- The preparation of technical memos presenting recommended conceptual plan and associated options for recycled water implementation; and finally,
- Prepare addendum for contract for additional services based upon conceptual plan for recycled water implementation.

Responses were due on September 19, 2022. A total of nine firms downloaded the bid packet; however, only one firm submitted a proposal.

Staff from the three agencies met to review the bid packet and cost proposal and agreed that although only one consultant responded, the firm was reputable and adequately able to perform the duties outlined in the scope of services.

City staff met with the Finance and Audit sub-committee to review the bid package and received approval to move forward to City Council.

Finally, should City Council award the contract, the consultant will present progress payment invoices to the City of Beaumont who will in-turn submit appropriate fair share invoices to the two respective agencies for reimbursement to the City.

Fiscal Impact:

The City's financial share of this contract shall not exceed \$57,333, to be paid out of the Wastewater Treatment Fund contingency budget.

Recommended Action:

Award a Contract to T.R. Holliman & Associates in an amount not-to-exceed \$149,600 to Provide Recycled Water Implementation Services and authorize the City Manager to approve any changes orders necessary up to \$172,000.

Attachments:

- A. Professional Services Agreement