

TOWN COUNCIL

STAFF REPORT

Engineering Department



MEETING DATE:	June 8, 2021
PROJECT:	Consideration of Master Service Agreements for As Needed, On-call Stormwater Consulting Services
PROJECT MANAGER:	Bryan McIlwee, Director of Engineering

REQUEST:

Staff requests that Town Council authorize the Town Manager to award a Master Service Agreement (MSA) for As Needed, On-call Stormwater Consulting Services to four (4) stormwater consultants including Center for Watershed Protection, Inc., J. Bragg Consulting Inc., McCormick Taylor, Inc., and Woolpert, Inc. The selection of four firms rather than one provides the Town with a broader selection of stormwater and engineering capabilities, allows staff the flexibility to negotiate fees, and will save time in procuring and contracting stormwater engineering services for stormwater plan review and multiple Capital Improvement Projects.

While Town Council will continue to approve any individual contracts over \$100,000.00, Staff is requesting that Town Council authorize the Town Manager to allow for the expenditures from these MSA's be permitted to exceed the combined aggregate threshold of \$100,000.00 for multiple projects during the life of the Agreements, which may be extended up to a total of four years.

BACKGROUND/DISCUSSION:

Stormwater engineering consulting services will facilitate a multi-disciplinary consultant team to perform tasks identified in the "May River Watershed Action Plan Update & Modeling Report" (Action Plan) and other programmatic activities required by the Town's National Pollutant Discharge Elimination System (NPDES) permit and Municipal Separate Storm Sewer System (MS4) program. Professional disciplines will perform work that will include, but not be limited to, surveying, hydrology, civil engineering, environmental engineering, geotechnical engineering, ecological assessments, and policy/regulation review and revisions.

Each year Staff typically contracts with multiple civil and/or structural engineering firms in which the aggregate amount for these combined services may exceed \$100,000.00 in fees for multiple projects over the course of the contract life.

CURRENT STATUS:

The Town of Bluffton posted a solicitation on April 15, 2021 and received a total of nine (9) responses to a Request for Qualifications (RFQu) for As Needed, On-call Stormwater Consulting Services. All responses were reviewed and evaluated by a three-member Evaluation Committee to determine the highest ranked firms meeting the evaluation criteria outlined in the RFQu (*Attachment 1*).

NEXT STEPS:

Upon Town Council approval, the Town Manger will execute MSA Contracts (*Attachment 2 - Contracts*) with the engineering firms listed above and begin individual Work Authorizations for stormwater services related to Action Plan implementation and NPDES MS4 requirements.

ATTACHMENTS:

1. Attachment 1 - Evaluation Committee Scoring Sheet
2. Attachment 2 - Contracts
3. Attachment 3 - Recommended Motion