



MEMORANDUM

REGULAR CITY COUNCIL MEETING

November 4, 2024 at 7:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Lead Service Verification (Potholing) Change Order #2

The City of Douglas, with assistance from Plummers Environmental Service, has completed the Complete Distribution System Materials Inventory (CDSMI) to the state per the grant requirements. The requirements for the grant were to obtain 20% of the unknown services or approximately 191 services. While Plummers is still verifying the remaining services under the CDSMI contract (approximately 100 services), we anticipate that there are still approximately 200 water services remaining that need verification to complete the entire City of Douglas. We estimate that the costs for verifying these remaining services is around \$154,000 including engineering and contingency fees.

With the above information, we encourage the City to have this additional work added as a change order with the current work that Plummers Environmental has. Here are our reasons we would encourage Council to approve a change order with Plummers instead of going out for bids for this work:

1. Plummers is already in the area and wrapping up locating some of the remaining services under the CDSMI contract.
2. Plummers has a good relationship with KLSWA.
3. Plummers has gained an institutional knowledge of Douglas now that they have located many services within the City and have built relationships with the residents they have worked with thus far.
4. Plummers could also then add this work to the work they already have and would eliminate delays in bidding this project out and getting the contract signed (typ. 1-2 months).

If the City were to go this route, staff would inform Plummers that the work needs to be completed by May 1, 2025, to ensure the work is paid for and completed before the end of the fiscal year.

The City has budgeted \$400,000 for lead service inventory in account: Water System, Capital Items (450-536-974). With the approval of the proposed change order, the City will again be under budget.

Sample Motion: I recommend City Council approve the change order to allow Plummers Environmental Services to continue verifying the remaining water service lines for the City of Douglas with a not to exceed amount of \$154,000 including engineering consulting and contingency fees.