



## Agenda Item Summary

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MEETING DATE: February 12, 2024

SUBJECT: **Resolution No. 17-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services Between the Town and Ramey Environmental Compliance, Inc. for Wastewater Treatment Facilities Services (Contract Wastewater Operations Services)

PRESENTED BY: Immanuel Windhorst, Pavement Management Manager

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### SUMMARY

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The Town of Mead (Town) advertised the Contract Wastewater Operations Services Request for Proposals (RFP) on November 20, 2023, and received two proposals on January 5, 2024. One proposal was submitted by the Town’s current service provider – Ramey Environmental Compliance, Inc. (REC), and the second proposal was from Direct Discharge Consulting (DDC).

Four individuals (two from the Town and two from JVA) evaluated the proposals in accordance with the RFP selection criteria. The sum of the scores of each criterion was totaled for each reviewer to determine the most responsive and qualified contractor. REC scored a total of 434 points and DDC scored a total of 260 points (out of a total of 484 points maximum).

The Town’s engineer (JVA) recommends that the Town proceed to contract with REC for the services described in the RFP. A copy of JVA’s recommendation letter (dated January 19, 2024) consisting of two (2) pages is attached to this *Agenda Item Summary* and is incorporated by reference (“recommendation letter”).

REC’s proposal scored very well in all the selection criteria compared to DDC, particularly in their qualifications, scope of services, experience, and the individuals performing the work. REC has demonstrated excellent service and commitment since they began providing services to the Town in 2008. DDC had a lower monthly base rate than REC, however, there were multiple items missing or incomplete that were required as part of the proposal. REC costs of services and hourly rates were very detailed and distinguished what services were included in the monthly base rate and what services and hourly rates were outside the monthly base rate.

Company Name	Monthly Services Total
Ramey Environmental Compliance, Inc. (REC)	\$6,402.09
Direct Discharge Consulting (DDA)	\$4,700.00

Town staff agrees with the recommendation set forth in the recommendation letter.

Resolution No. 17-R-2024 (the “Resolution”): (a) approves an Agreement for Professional Services (the “Agreement”) with REC, and (b) authorizes the Mayor to execute the Agreement on behalf of the Town once in final form. Town Staff recommends approval of the Resolution.

**FINANCIAL CONSIDERATIONS**

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The approved 2024 budget provides funding in the Sewer Fund to pay for the wastewater treatment-related services to be provided to the Town by REC in 2024, as those services are more particularly described in the Agreement.

The Agreement identifies a Not to Exceed amount of one hundred seventy-one thousand five hundred dollars (\$171,500.00) to cover fixed monthly services, operations, maintenance, and other special services.

The approved 2024 budget includes the following approved line items in the Sewer Fund:

<b>Account</b>	<b>Description</b>	<b>Available Funds</b>
06-47-5215	Repairs and Maintenance	\$50,000
06-47-5390	Sewer Maintenance Contract	\$95,000
06-47-5391	Sewer Testing	\$6,500
06-47-5396	R&M-Raterink Lift Station	\$20,000

**STAFF RECOMMENDATION/ACTION REQUIRED**

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A motion to approve the February 12, 2024 consent agenda will approve the Resolution. If the Resolution is removed from the consent agenda for additional discussion or questions for Staff, a suggested motion is set forth below:

Suggested Motion:

“I move to adopt Resolution No. 17-R-2024, A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services Between the Town and Ramey Environmental Compliance, Inc. for Wastewater Treatment Facilities Services (Contract Wastewater Operations Services).”

**ATTACHMENTS**

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- Resolution No. 17-R-2024
- JVA recommendation letter (January 19, 2024)
- Agreement for Professional Services (**Exhibit 1** to Resolution)