

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING
MEETING

DATE(S): MAY 13 & 17, 2021

FROM: Danny Friend – Director of Engineering and Operations

FOR: ACTION X DIRECTION INFORMATION



PROFESSIONAL GENERAL ENGINEERING SERVICES CONTRACT RENEWAL FOR HEITEC CONSULTING

STAFF RECOMMENDATION

Approve the scope of work and proposed agreement and authorize the General Manager to renew an agreement with HEITEC Consulting on an as-needed basis for a period of one year at a not-to-exceed amount of \$150,000.

SUMMARY

The District continues to use outside engineering consultants as necessary to assist the District with general engineering services and project work, including plan and document review, survey, and project inspection which is primarily for development projects with those costs being paid for by the developer. These services are also limited to the budget constraints established by the approved budget line items for Contract Labor Engineering – Miscellaneous, and Contract Labor – Inspection (for costs not related to reimbursable work).

ANALYSIS

Staff issued a Request for Qualifications/Proposal for Professional General Engineering Services in 2020; HEITEC Consulting was one of four respondents. Renewing the contract with HEITEC will allow District staff to continue to utilize their professional engineering services, as required, on a time and materials basis. This contract work is a necessary part of the customary engineering services the District needs to provide and supplements our reduced engineering staffing levels.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for these services is limited to the approved budgeted items for miscellaneous engineering and contract inspection. Staff will continue to monitor and manage the use of the consultant to maintain acceptable levels of cost based on the needs presented. Other approved costs may also be charged directly to District capital projects and development reimbursable projects. This is a continuing costs savings when compared to equivalent fulltime District labor.

ATTACHMENTS

HEITEC Consulting Agreement for Professional General Engineering Services