

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 TKE ENGINEERING, INC.

STAFF RECOMMENDATION

Approve the scope of work and proposed agreement and authorize the General Manager to renew an agreement with TKE Engineering, Inc. on an as-needed basis for a period of one year at a not to exceed amount of \$250,000.

SUMMARY

The District continues to use outside engineering consultant(s) on an as-needed basis to assist staff with District project and construction management, development projects, plan and document review, special projects, and with future planning of District facilities.

ANALYSIS

Staff issued a Request for Qualifications/Proposal for Professional General Engineering Services in 2020; TKE Engineering was one of the four respondents. Renewing the contract with TKE Engineering will allow staff to continue to utilize their professional engineering services, as required, on a time and materials basis. This practice complements and replaces the reduced engineering staffing level needs and helps to accomplish the customary engineering services the District needs to continue to provide. TKE's services include plan review, consultation, and review of planning documents, preparing agreements and general engineering services. Outside consultants also bring with them a variety of skilled services they have available in-house, which if duplicated at the District would be a substantial cost.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for services is not anticipated to exceed \$250,000 per year. As of May 3, 2021, the line-item expense for TKE for this fiscal year is \$69,000 of the approved budget amount of \$90,000. Other approved costs have been charged to capital job numbers such as the MSWDRWRF, CVRWGMG, Well 42, Terrace Reservoirs Rehabilitation and Site Improvements, Vista Reservoir No. 2, Well 24 Rehabilitation and the Water and Wastewater Master Plans Update projects, which are outside the current line item. Total amount paid this fiscal year averages around \$19,000/month for line item and capital costs combined. Staff will monitor and manage the use of the consultant to maintain acceptable levels of cost based on the needs presented.

ATTACHMENTS

TKE Engineering, Inc. Agreement for Professional General Engineering Services