

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): SEPTEMBER 12 & SEPTEMBER 16, 2024

FROM: ERIC WECK, P.E., ENGINEERING MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



AWARD OF CONTRACT TO TKE ENGINEERING FOR TEMPORARY STAFF AUGMENTATION

STAFF RECOMMENDATION

Authorize the General Manager to negotiate and execute a contract with TKE Engineering, Inc. for a not to exceed amount of \$30,000.00 for engineering staff augmentation services.

SUMMARY

On August 14, 2024, MSWD issued a request for proposals to pre-qualified on-call engineering firms to provide engineering consulting services supporting the Engineering Department. TKE's proposal included services performed mostly from TKE's office but occasionally in-person 2 days a week, 8 hours a day for a period of 3 months with the option to extend the 3-month duration and/or increase the number of days per week. The Engineering Department requested support with project management, plan checking, and occasional site visits as MSWD fills two vacant positions (Engineering Tech and Office Specialist).

ANALYSIS

MSWD received one proposal from the pre-qualified on-call engineering firms for the above referenced services. Based on the negotiated scope of service, cost, and anticipated time to fill vacant positions, TKE was selected for an initial 3-month staff augmentation services role. Additional extensions may be considered and would require Board approval.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The \$30,000.00 for engineering staff augmentation services has been included in the FY24/25 Operating Budget under various line items within the Water and Sewer Funds. This action is consistent with Strategic Plan Goal 3.2 - Control Costs and manage debt responsibly, by actively managing costs and operating within the approved budget.

ATTACHMENTS

TKE Letter Proposal for Engineering Consultant Services Agreement for Professional Services

FINANCIAL DATA		
Cost Associated with this action:	\$30,000	
Current FY cost:	\$30,000	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Various	
BID/Job#	Various	
Current BID/Job balance	N/A	
Balance remaining if approved:	N/A	