



Meeting Date: June 27, 2024 **Agenda Type:** Consent Items for Action

From: Adam Willard, P.E. **Reviewed by:** Michael Short, P.E.
Chief Engineer of Water Director of Water Services and
Systems Compliance

Submitted by: Michael Short, P.E. **Approved by:** Ryan Kelso
Director of Water Services Chief Executive Officer
and Compliance

RECOMMENDED ACTION: Authorize CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Terracon Consultants, Inc. for Cultural Services for the Water and Wastewater Capital Improvements Program

BACKGROUND

On September 21, 2023 New Braunfels Utilities (“NBU”) issued a request for proposals for Cultural Services for the Water and Wastewater Capital Improvements Program (the “Services”), which provides Texas Historical Commission (“THC”) coordination, archeological surveying and test services, archeological assessments, THC antiquities permit coordination, mitigation excavation services, and reporting to THC as required for the New Braunfels Utilities (“NBU”) Water and Wastewater Capital Improvements Program.

On October 23, 2023, NBU accepted four (4) proposals for evaluation during the public solicitation process. The team evaluated the proposals and recommends the selection of Terracon Consultants, Inc. (“Terracon”). Terracon was selected as the respondent who provides the best value to NBU based on the selection criteria and the ranking evaluation, including their transmittal letter, firm qualifications and experience, past performance, and team member qualification and experience.

NBU staff requests that the Board of Trustees approve the Professional Service Agreement (the “Agreement”) with Terracon for the Project.

This item is being presented to the Board because the total amount of the Agreement is \$500,000.00.

FINANCIAL IMPACT

The total financial impact for the Agreement with Terracon for the Project is \$500,000.00. The Services are budgeted within the Fiscal Year 2024 through Fiscal Year 2029 NBU Board approved Capital Improvements Projects Budget.

LINK TO STRATEGIC PLAN

Infrastructure and Technology

Safety and Security

Stewardship

EXHIBITS

1. Professional Services Agreement with Terracon
2. Request for Proposal/Response Evaluation Matrix – RFP (24-0019)

Response Evaluation Matrix				
Criteria	Adams Environmental	Terracon	Colliers Engineering & Design	Raba Kistner
Transmittal Letter	4.7	4.5	4.5	4
Firm Qualifications and Experience	42.5	47.3	40.8	46.7
Past Performance	33.2	33.8	30.8	30.8
Team Member Qualification and Experience	8.7	9.3	8.7	8
Totals	89	95	84.8	89.5