



Meeting Date: December 14, 2023 **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 Interim Chief Executive Officer
and Compliance

RECOMMENDED ACTION: Authorize Interim CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Freese and Nichols, Inc. for Program Management and Staff Augmentation for Engineering and Engineering Related Services in Support of New Braunfels Utilities' Water and Wastewater Capital Improvement Plan

BACKGROUND

On January 26, 2023, New Braunfels Utilities (“NBU”) issued a request for qualifications for Program Management and Staff Augmentation for Engineering and Engineering Related Services (the “Services”). The Services include (i) program management, (ii) staff augmentation, (iii) development review assistance, (iv) construction observation services, (v) water and wastewater modeling, (vi) project planning, design or operation support services, (vii) land acquisition management and policy modifications, (viii) Guadalupe-Blanco River Authority (“GBRA”) Gonzales-Carrizo Water Supply (“GCWS”) project representative, (ix) City of New Braunfels street project design services, (x) aging infrastructure design services, and (xi) survey services for fiscal year (“FY”) 2024 through FY 2026 to support Water Engineering in program management and staff augmentation for the water and wastewater capital improvement plan and development review.

On March 7, 2023, NBU received three (3) Statements of Qualification (“SOQ”) for the Services during the public procurement process. The team evaluated the SOQs and recommends the selection of Freese and Nichols, Inc. (“FNI”). FNI was selected as the respondent who provides the best value to NBU based on the selection criteria and the ranking evaluation, including their past performance and similar services, overall qualifications, available resources, corporate history, and references.

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

This item is being presented to the Board because the total amount of this contract exceeds \$500,000.

FINANCIAL IMPACT

The total financial impact of the Contract with FNI for the Services is \$10,578,296 for the three-year term of this agreement. The contract amount includes \$3,361,467 for FY 2024, \$3,611,684 for FY 2025, and \$3,605,145 for FY 2026. The Project is budgeted within the FY 2024 NBU Board approved Capital Improvements Projects Budget. The costs for the Services will be updated within the proposed fiscal year 2025 through fiscal year 2029 Capital Improvements Projects Budget.

LINK TO STRATEGIC PLAN

Infrastructure and Technology

EXHIBITS

1. Professional Services Agreement with FNI
2. Recommendation Concurrence
3. Bid Evaluation Matrix – RFQ (02660)

Bid Evaluation Matrix				
Item	Criteria	Freese and Nichols, Inc.	Plummer Associates, Inc.	Info Way Solutions LLC
1.	Cover Letter	5	5	1
2.	Qualifications of Respondent	48	46	1
3.	Qualifications and Availability of Key Personnel	22	22	0
4.	Past Performance	18	17	0
	Total Score	93	90	2