

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: February 5, 2024

Topic:

Approve a Professional Services Agreement with Engineered Utility Solutions, Inc. for Project Number 2022-10011, Gas Master Plan, for a not-to-exceed amount of \$327,750, authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2023-2024 budget.

Background:

Engineered Utility Solutions, Inc. completed phase one of the Gas Master Plan at the beginning of the current fiscal year. Phase one of the master plan included creating a baseline natural gas hydraulic model to include all active customers and geographic location, sizes and meter and pipe information.

The proposed professional services agreement with Engineered Utility Solutions, Inc. includes a scope of work to continue creating the gas master plan, or phase two. Phase two will include finalizing the preliminary baseline model of the existing natural gas system and begin identifying which efforts should be focused on the correct the current system mapping. Additionally, this phase will include identifying replacement and improvement plans for the system and developing a five-year comprehensive master plan for the natural gas system.

Engineered Utility Solutions, Inc. was previously selected through the Request for Qualifications process (RFQ 2022-09). Two firms submitted statements of qualifications, with Engineered Utility Solutions being selected as the most highly qualified respondent, and after such selection, staff engaged in discussions with Engineered Utility Solutions to determine fair and reasonable rates for the professional service. The selection and discussions were held in accordance with the City’s adopted Procurement Policy and Manual and state procurement law.

The proposed professional services agreement is for phase two of the gas master plan, for a not-to-exceed amount of \$327,750, funds for completing the proposed project were allocated in the Fiscal Year 2023-2024 budget.

Origination: Project Management

Recommendation:

Staff recommends awarding a Professional Services Agreement to Engineered Utility Solutions, Inc. for the creation of a Gas Master Plan for a total amount not to exceed \$327,750.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____

If yes, specify Account Number: # 600-615-6304

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date