

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve new contracts with **Atwell, BKI Engineering, and David Evans and Associates, Inc.** for **As-Needed Electric Distribution Design Services.**

Board Meeting Date: July 9, 2024
Project Name/Contract #: As-Needed Electric Distribution Design Services / 24-065-Q
Manager: Tyler Nice Ext. 7419
Executive Officer: Karen Kelley Ext. 7153

Contract Amount:

Original Contract Amount: \$750,000
Additional \$ Previously Approved: \$0
Spend over last approval: \$0
Amount this Request: \$750,000
% Increase over last approval: NA
Resulting Cumulative Total: **\$750,000 (over 5 years between 3 contracts)**

Contracting Method:

Method of Solicitation: Formal Request for Proposals (RFP)
If applicable, basis for exemption: NA
Term of Agreement: Initial term is one (1) year
Option to Renew? Yes, annually up to five (5) years total
Approval for purchases "as needed": Yes No
Proposals/Bids Received (Range): 5 / (QBS process, pricing not requested in Step One of evaluation)
Selection Basis: Qualification Based Selection (QBS)

Narrative:

Operational Requirement and Alignment with Strategic Plan

EWEB requires the services of multiple engineering firms to perform electrical designs for EWEB's 12kV distribution system as needed. Multiple firms performing these design services will serve to supplement internal resources as needed to support EWEB's Internal CIP projects for the purpose of maintaining project schedules and workflow. The services may also be used to mitigate design staff vacancies as well as mitigating effect on project schedules when emergent work and peaks are experienced.

Contracted Goods or Services

The as-needed services provided under this contract will include designing for purposes of installing, removing, and replacing distribution system components (i.e.: framing, poles, transformers, pad-mounted equipment, etc.).

Purchasing Process

In March 2024, EWEB issued a Formal Request for Proposals (RFP) for As-Needed Electric Distribution Design Services using the Qualifications Based Selection (QBS) process for engineering services. The solicitation was publicly advertised on OregonBuys. Selection for this solicitation is based on a two-step process. Step One is the qualification-based selection and the criteria scored included Availability and Capability to Perform the Work (40

points), Firm Experience and References (45 points). Step Two allows for scoring of pricing of up to three proposers and was worth a maximum of 15 points.

After evaluating and scoring Step One, Atwell, BKI Engineering, and David Evans & Associates were ranked as the most qualified consultants. Pricing proposals were then evaluated in Step Two. Pricing proposals included a response to a pricing scenario involving a sample work request. All three firms applied their proposed fees (hourly rates and travel costs) to the scenario to come up with a total price. The three responses were clear and detailed, reassuring EWEB that all of these firms will provide quality services as-needed under the contract.

Proposals/Bids Received

Vendor Name	City, State	Offered Price	Ranking (for RFPs)
Atwell	Greenwood Village, CO	\$ 5,173	3
BKI Engineering	Vancouver, WA	\$ 2,666	2
Burns & McDonnell	Vancouver, WA	NA	5
David Evans & Associates	Portland, OR	\$ 3,107	1
EN Engineers	San Ramon, CA	NA	4

Prior Contract Activities

Atwell

EWEB Contract	Project Name (Description)	Board Approved	Project Duration (Start to Close)	Original Amount	Approved/Amended Amount to Date (Total)	Reason Code
23-139	Electrical Design Services for PUC Corrections and Maintenance	NA	7/17/23 – 12/31/23	\$95,000	\$95,000	
Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other						

BKI Engineering

No previous contracts exist, but references were contacted and verified.

David Evans & Associates

EWEB Contract	Project Name (Description)	Board Approved	Project Duration (Start to Close)	Original Amount	Approved/Amended Amount to Date (Total)	Reason Code
24-081	Hayden Bridge Switching Station to Weyco 3 Transmission Line Rebuild	NA	4/8/24 – 6/28/24	\$85,000	\$85,000	
24-036	Coburg Transformer Oil Containment	NA	2/5/24 - 7/1/24	\$37,750	\$37,750	
23-250	Jessen Substation Rebuild	2/6/24	2/7/24 - 5/31/26	\$573,954	\$573,954	
Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other						

ACTION REQUESTED:

Management requests the Board approve contracts with Atwell, BKI Engineering, and David Evans & Associates for as-needed electric distribution design services. Approximately \$6 million was planned for these services in the 2024 Electric Capital budget of \$69.9 million. Variances will be managed within the budget process and Board policy.