

WWTP MANAGEMENT - RFQ 24-04-16 .
BID EVALUATION COMMITTEE MINUTES
MAY 21, 2024
2:00 P.M.
COUNCIL CHAMBERS

Finance Director Gina Toussaint opened the meeting at 2:00 p.m.

The committee members present on the evaluation team: Project Manager Jayce Vanderford, CDS Planning Administrator Nicholas Schwendt, Assistant Engineer Kyle Lusk, PS Sewer Foreman Brandon Bolton, and Financial Management Analyst Wendy Tarpley. Public Services Director Carlos Jones was also present.

Finance Director Gina Toussaint went over the procedures and mentioned that both companies have a commitment letter. Heather Sutton had contacted the references but only one municipality responded. The reference was for Jacobs and was favorable.

Finance Director Gina Toussaint stated for the scoring purposes, a 2 will be considered the favorite and 1 would be second. She stated whoever was a 2 would present last. She mentioned the final scoring would be done after the presentations. She then opened it up for discussion.

Discussions ensued on the two proposals received regarding longevity and history with Jacobs and US Water Services being new to the panhandle. The benefits of having a presentation were discussed, as it is hard to get a feel for the company on paper and it was noted that it is good to have interaction, as we will be working with them.

Consensus of the committee was to have Jacobs start the presentation on June 5th.

Assistant Engineer Kyle Lusk said Jacob's proposal was \$6.2 million and US Water Services was \$6.4 million. He explained that Jacobs submitted an Alternate B changing the structure of the electrical split. He added when you add back our electrical costs minus what we provide administratively, it adds in \$5 million, which is a \$919,000 difference. So, the difference is not as large as it appears when you add in Jacobs Alternate B. It was discussed with taxes; the difference is about \$1 million. CDS Planning Administrator Nicholas Schwendt Assistant stated that Jacobs mentioned the annual 5% increase, however, it in the RFP, so it will be negotiated either way. Assistant Engineer Kyle Lusk said Jacobs had engineering costs built in and added US Water Services is not an approved bidder currently, so we would have to add them.

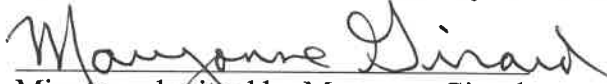
Project Manager Jayce Vanderford asked if the data would be able to be transferred, and Assistant Engineer Kyle Lusk said the maintenance connection would have to be transferred into Cartegraph. The transition of data was a concern to the committee.

PS Director Carlos Jones suggested asking each company about how they would keep up the maintenance as the WWTP is going to be highly visible. We will expect a high level for the appearance.

CDS Planning Administrator Nicholas Schwendt asked if the contractor would handle the design, as we may be moving the disposal somewhere else. Assistant Engineer Kyle Lusk said it would need to be added.

Discussion ensued regarding when the scoring would be done, and Finance Director Gina Toussaint explained that the scoring would be done after the presentations. She asked them to determine the ratings on each score sheet with 1 being the lowest and 5 being the highest.

Finance Director Gina Toussaint adjourned the meeting at 2:16 p.m.

A handwritten signature in cursive script, reading "Maryanne Girard".

Minutes submitted by Maryanne Girard
City Clerk

Proper notice having been duly given