

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Stephen L. West, LLC** for consulting services for Water Division Policy Updates.

Backgrounder: **No**

Board Meeting Date: September 15, 2009

Project or Job Name: Consulting Services for Water Division Policy Updates

Project Contact: Todd Simmons Ext. 3603

Purchasing Contact: Guy Melton Ext. 3306

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$30,000

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$ 30,000

Resulting Cumulative Total: \$ 30,000

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Exempt: EWEB Rule 6-0270

If applicable, basis for exemption: Class Exemption for Personal Services

Term of Agreement: September 16, 2009 – December 31, 2009

Option to Renew? Yes

Approval for purchases "as needed" for the life of the contract No

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve a new contract with **Stephen L. West, LLC** for consulting services for Water Division Policy Updates.

Staff has negotiated a contract with Stephen L. West, LLC to provide services that require subject matter expertise to the four specific projects listed below. The subject matter expertise to be provided by Stephen L. West, LLC involves a wide range of knowledge of water operations management, with specific focus on emergency planning and water loss. Stephen L. West, LLC will provide updated and new complete documents to be used solely by the EWEB Water Division.

Emergency Action Plan: Update the EWEB Water Division Emergency Action Plan including contact information, facility upgrades and additions, and AWWA best management practices.

Contingency Plan: Create an EWEB Water Division, Water Supply Contingency Plan including curtailment, additional source, and potable water delivery strategies.

Leakage & Water Loss Audit: Assist the Water Management Services Group in developing procedures to establish a baseline monitoring regime so water loss can be accurately trended over time.

Residential Fire Lines: Research EWEB residential fire lines to determine the cost and benefits of combining or separating the domestic service.

ACTION REQUESTED:

Staff requests Board approve a new contract with **Stephen L. West, LLC** for consulting services for Water Division Policy Updates as needed. Funds for these services were budgeted for 2009.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____