

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to an existing contract with **Elcon Associates, Inc.** for **distribution engineering design services** to assess, investigate and remediate electric facilities conflicts with the LTD West Eugene EMX project.

Board Meeting Date: February 4, 2014  
Project Name/Contract#: MSA 2168, Task Order #044904-01  
Primary Contact: Mel Damewood Ext. 7145  
Purchasing Contact: Ramie Alkire Ext. 7413

<b>Action Requested:</b>	
<input type="checkbox"/>	Contract Award
<input type="checkbox"/>	Contract Renewal
<input checked="" type="checkbox"/>	Contract Increase
<input type="checkbox"/>	Other

**Contract Amount:**  
Original Contract Amount: \$ 138,000  
Additional \$ Previously Approved: \$ n/a  
Invoices over last approval: \$ \_\_\_\_\_  
Percentage over last approval: \_\_\_\_\_ %  
Amount this Request: \$ 176,000  
**Resulting Cumulative Total:** \$ 314,000

<b>Funding Source:</b>	
<input type="checkbox"/>	Budget
<input type="checkbox"/>	Reserves
<input type="checkbox"/>	New Revenue
<input type="checkbox"/>	Bonding
<input checked="" type="checkbox"/>	Other

**Contracting Method:**  
Method of Solicitation: Sole Source Exemption  
If applicable, basis for exemption: Rule 3-0275  
Term of Agreement: 9/24/13 -  
Option to Renew? No  
Approval for purchases "as needed" for the life of the contract No

<b>Form of Contract:</b>	
<input type="checkbox"/>	Single Purchase
<input type="checkbox"/>	Services
<input checked="" type="checkbox"/>	Personal Services
<input type="checkbox"/>	Construction
<input type="checkbox"/>	IGA
<input type="checkbox"/>	Price Agreement
<input type="checkbox"/>	Other

## Narrative:

The Board is being asked to approve an increase to the existing sole source contract with **Elcon Associates, Inc.** for distribution engineering work related to the LTD West Eugene EmX project.

In the second half of 2013, Lane Transit District (LTD) authorized EWEB to proceed with the identification of conflicts between EWEB's existing electric Transmission and Distribution facilities with LTD's proposed West Eugene EmX project. The only plans available from LTD at the time were conceptual drawings with little more than route location information. LTD requested detailed plans from EWEB by the end of 2013 with enough information to determine property / easement needs. In September 2013, EWEB reviewed the current list of qualified engineers that were available through the master services agreements awarded through RFP 007-2011 for Engineering & Related Services. Two engineering firms were interviewed based on the level of expertise and experience in distribution engineering services. Staff determined that of the two, Elcon and Associates had the most relevant experience for the project. A scope of work was established and a task order was executed in the amount of \$138,000. This estimate was based on the conceptual drawings provided by LTD.

In late November /early December LTD provided detailed drawings for the expansion project that drastically increased the scope of work to design the plans. The total cost is now estimated at \$314,000. These costs include the \$168,000 Elcon invoices to date, \$95,000 estimate to get the designs to the permitting/easement/notices stage, \$29,000 estimate for change orders stemming from requested changes coming out of the permitting / easement / notices stage, and \$22,000 for project staking. The

project staking estimate assumes assistance from LTD's project surveyor. These increases bring the total not to exceed amount to an amount that exceeds the threshold for intermediate procurements. Project timeline restraints, the cost, time and resources it would take to bring another firm in to continue the work would create unacceptable delays to the schedule and add to the project cost. Additionally, through initial research, Elcon Associates was deemed the only firm qualified to do the work. Staff has determined Elcon Associates to be a unique sole source provider. This work is part of an IGA in place between EWEB and LTD and the funds expended will be reimbursed by LTD.

**ACTION REQUESTED:**

Management requests Board approve in increase to the existing sole source contract with **Elcon Associates, Inc.** for **distribution engineering work related to the LTD West Eugene EmX project**. Funds for these services have been budgeted for 2014 and will be reimbursed through an IGA with LTD.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

LT Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_