

**EUGENE WATER & ELECTRIC BOARD  
EXECUTIVE SESSION 1  
4200 ROOSEVELT BOULEVARD / VIRTUAL  
MARCH 31, 2022  
5:00 P.M.**

**Commissioners Present:** John Brown, President; Sonya Carlson, Vice President; John Barofsky, Matt McRae, and Mindy Schlossberg Commissioners

**Others present:** Frank Lawson, General Manager; Rod Price, Assistant General Manager; Deborah Hart, Chief Financial Officer; Lena Kostopulos, Chief Workforce Officer; Travis Knabe, Chief Information Officer; Sarah Gorsegner, Support Services Manager AIC; Ken Baldwin, Physical Security Supervisor; Tyler Tennent, Security Officer; Holly Shugart, Administrative Assistant; Evan Irons-DeSiena, IT Support Specialist; Anne Kah, Administrative Services Manager

**EXECUTIVE SESSION 1:**

The Executive Session was called to order at 5:05 p.m.

**Pursuant to ORS 192.660 (2)(f)**

The EWEB Board of Commissioners met in Executive Session to consider information or records that are exempt by law from public inspection (ORS 192.345(23)--Records or information that would reveal or otherwise identify security measures, or weaknesses or potential weaknesses in security measures, taken or recommended to be taken to protect buildings or other property)

President Brown adjourned the Executive Session meeting at 5:35 p.m.

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Assistant Secretary

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President

**EUGENE WATER & ELECTRIC BOARD  
EXECUTIVE SESSION 2  
4200 ROOSEVELT BOULEVARD / VIRTUAL  
MARCH 31, 2022  
5:30 P.M.**

**Commissioners Present:** John Brown, President; Sonya Carlson, Vice President; John Barofsky, Matt McRae, and Mindy Schlossberg Commissioners

**Others present:** Frank Lawson, General Manager

**EXECUTIVE SESSION 2:**

The Executive Session was called to order at 5:40 p.m.

**Pursuant to ORS 192.660(2)(i)**

The EWEB Board of Commissioners met in Executive Session to review and evaluate the employment performance of the General Manager.

President Brown adjourned the Executive Session meeting at 7:05 p.m.

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Assistant Secretary

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President

**EUGENE WATER & ELECTRIC BOARD  
EXECUTIVE SESSION 1  
4200 ROOSEVELT BOULEVARD / VIRTUAL  
APRIL 5, 2022  
5:00 P.M.**

**Commissioners Present:** John Brown, President; Sonya Carlson, Vice President; John Barofsky, Matt McRae, and Mindy Schlossberg Commissioners

**Others present:** Frank Lawson, General Manager; Lisa Krentz, Generation Manager; Mark Zinniker, Generation Engineering Supervisor; Jeremy Somogye, Planner; Rod Price, Assistant General Manager; Deborah Hart, Chief Financial Officer; Lena Kostopulos, Chief Workforce Officer; Julie McGaughey, Chief Customer Officer; Karen Kelley, Chief Engineering & Operations Officer; Travis Knabe, Chief Information Officer; Tim O'Dell, Right of Way Agent; Jared Rubin, Environmental & Property Supervisor; Ken Baldwin, Physical Security Supervisor; Chris Taylor, Hydro Generation Supervisor; Adam Spenser, Communications Specialist; Holly Shugart, Administrative Assistant, and Anne Kah, Administrative Services Manager

**EXECUTIVE SESSION 1:**

The Executive Session was called to order at 5:00 p.m.

**Pursuant to ORS 192.660 (2)(e)**

The EWEB Board of Commissioners met in Executive Session to conduct deliberations with persons designated to negotiate real property transactions – concerning the purchase of Leaburg canal properties.

President Brown adjourned the Executive Session meeting at 5:30 p.m.

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Assistant Secretary

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President

**EUGENE WATER & ELECTRIC BOARD  
EXECUTIVE SESSION 2  
4200 ROOSEVELT BOULEVARD / VIRTUAL  
APRIL 5, 2022  
5:30 P.M.**

**Commissioners Present:** John Brown, President; Sonya Carlson, Vice President; John Barofsky, Matt McRae, and Mindy Schlossberg Commissioners

**Others present:** Frank Lawson, General Manager; Rod Price, Assistant General Manager; Lena Kostopulos, Chief Workforce Officer; Kira Hutchens, Workforce Services Manager, and Randy Geller, Harrang Long Gary Rudnick PC

**EXECUTIVE SESSION 2:**

The Executive Session was called to order at 5:30 p.m.

**Pursuant to ORS 192.660 (2)(f)**

The EWEB Board of Commissioners met in Executive Session to consider information or records that are exempt by law from public inspection.

President Brown adjourned the Executive Session meeting at 5:57 p.m.

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Assistant Secretary

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President

**EUGENE WATER & ELECTRIC BOARD  
REGULAR SESSION**

**April 5, 2022**

**6:15 P.M.**

Commissioners may pose questions to staff prior to the scheduled Board meeting. To view Commissioners' pre-meeting questions and staff responses, visit <http://www.eweb.org/about-us/board-of-commissioners/2022board-agendas-and-minutes>.

**Commissioners Present:** John Brown, President; Sonya Carlson, Vice President; John Barofsky, Matt McRae, Mindy Schlossberg, Commissioners

**Others Present:** Megan Capper, Energy Resources Manager; Julie Desimone, Moss Adams; Quentin Furrow, Purchasing & Warehouse Supervisor; Deborah Hart, Chief Financial Officer; Anne Kah, Administrative Services Manager; Karen Kelley, Chief Operations Officer; Frank Lawson, General Manager; Ben Ulrich, Senior Energy Resource Analyst

President Brown called the Regular Session to order at 6:15 p.m.

**Agenda Check**

There were no changes or additions to the agenda.

**Items from Board Members and General Manager**

Ms. Kah suggested that since the meeting was running ahead of schedule, they should come back to the Public Input agenda item.

President Brown said that he would look to the audience at 6:35 p.m. to see if anyone had come to give public testimony.

**Approval of Consent Calendar – A, Minutes and Routine Contracts**

**MINUTES**

- 1. a. February 15, 2022 Work Session**
- b. March 1, 2022 Executive Session**
- c. March 1, 2022 Regular Session**

**CONTRACTS**

- 2. Anixter** – for Substation Potential Transformers. \$315,000 (over 5 years) based on a Formal Invitation to Bid.

**3. Habitat Contracting and Oregon Woods** - for two new contracts for Vegetation Maintenance and Enhancement Services on EWEB Owned and/or Controlled Properties in the Hydroelectric Project Boundaries within the McKenzie River Corridor. \$400,000 (over 5 years between two contracts) based on Formal Invitation to Bid.

**4. VEPO CrossConnex** - for an information technology services agreement to Plan and Implement a Comprehensive Backflow Database solution. \$550,000 (over 5 years) based on Formal Request for Proposals.

***Commissioner McRae moved to approve Consent Calendar – A. The motion passed unanimously 5:0.***

### **Approval of Consent Calendar – B, Non-routine Contracts and Other Consent Items**

#### **CONTRACTS**

**5. Anixter** – for various electrical products. \$5,000,000 (over 5 years) based on Cooperative Contract.

**6. Cascade Pacific Resource Conservation and Development** - for Fiscal Management Services of the Pure Water Partners Program (PWP). \$630,000 (Original contract amount \$700,000, additional amount previously approved \$232,000, resulting cumulative total \$1,562,000) based on Direct Negotiation.

**7. Mason, Bruce & Girard** – for Forest Management Services. \$650,000 (over 5 years) based on Formal Request for Proposals.

**8. Pacific Excavation, Inc.** – for the Construction of Two 7.5 Million Gallon Tanks at EWEB's East 40th Ave Storage Tank Site. \$19,200,000 based on Formal Invitation to Bid.

#### **OTHER**

**9. U.S. Department of Interior, U.S. Geological Survey (USGS)** – for a Joint Funding Agreement (JFA) to provide Monitoring and Consulting Services for Source Water Protection. \$294,000 based on Direct Negotiation.

#### **RESOLUTIONS**

**10. Acquisition of Property along Leaburg Canal.**

Resolution No. 2209

Resolution No. 2210

Tentative - Resolution No. 2211

***Vice President Carlson moved to approve Consent Calendar – B, less items: 5, 8, 9, and 10. The motion passed unanimously 5:0.***

### **Items Removed from Consent Calendar**

Vice President Carlson pulled Consent Calendar – B items 5, 8, and 10. She said she pulled items 5, and 8, because of the size of the dollar amounts associated with each. She felt projects of that size should not be something voted on quickly in the Consent Calendar, but should be regular action items on the agenda

Mr. Furrow pointed out that item 5, Anixter, was what is referred to as an interstate cooperative agreement. He said it was advertised for multiple agencies across the United States to establish a larger contract that will offer substantial savings to its participating members, and that cooperative procurements are allowable under ORS.

Vice President Carlson said that she would still support the Consent Calendar as is, but reiterated that items of this financial magnitude, really deserved closer attention—more conversations with staff, and Board conversations.

***Commissioner Barofsky moved to adopt Consent Calendar – B, Item 5, Anixter - for various electrical products. The motion passed unanimously 5:0.***

In reference to Consent Calendar – B, Item 8, Pacific Excavation, Inc., Vice President Carlson said she wanted to talk a little bit more about the process, and how EWEB arrived at using Pacific Excavation, Inc. for this work.

Ms. Kelley said they did receive multiple bids for the project, and EWEB has a working relationship with Pacific Excavation, Inc.

Mr. Furrow added that Pacific Excavation, Inc. was the highest ranked through EWEB's bid-ranking criteria.

Commissioner McRae pulled Consent Calendar B – Item 9. He said that the items were out of order on his agenda, and he meant to pull Item 8, Pacific Excavation. He wondered why large excavation projects like this one consistently go over budget.

Mr. Furrow assured the Board there were measures in place to limit increases in said projects and there is a process for managing increases; EWEB does work with contractors on any additional work or change orders on the project. He explained that many times when contracts exceed the original limit it is due to additional staff-directed work that is identified after the project is underway. While the project total may increase, EWEB saves time and money by not having to conduct another process and mobilize another contractor.

Vice President Carlson asked if staff could add a column to bid projects such as this one that would let the Board know if any increases were driven by the utility, or by outside influences.

Mr. Furrow said that was possible, and that staff would look more closely at her suggestion.

***Commissioner Carlson moved to adopt Consent Calendar – B, Items 8, Pacific Excavation and 9, U.S. Department of Interior, U.S. Geological Survey. The motion passed unanimously 5:0.***

Vice President Carlson pulled Consent Calendar – B, Item 10, Acquisition of Property along Leaburg Canal. She said she was not happy about the way the Resolutions in question came about, and she wanted to gauge her colleagues' feelings about it.

Commissioner Barofsky said he was in favor of moving ahead with Resolutions 2209 and 2210, but to put a hold on Resolution 2211

Commissioner Schlossberg was in agreement with Commissioner Barofsky. She added that she would like to see—in the future—more information as to how decisions such as these are made.

Mr. Lawson said he supported the request of the Board to evaluate the processes that EWEB staff used for the acquisition or divestiture of real property, adding that he could work with staff as a follow-up to this meeting on that request.

***Commissioner Barofsky moved to adopt Consent Calendar – B, Item 10, Resolutions 2209, and 2210. The motion passed unanimously 5:0.***

***Commissioner Barofsky moved to adopt Consent Calendar – B, Item 10, Resolution 2211. The motion failed unanimously 0:5***

### **Prior Year-End (2021) Audited Financial Statements and Management Letter**

Ms. Hart and Ms. Desimone offered the Board a report and PowerPoint presentation on Prior Year-End (2021) Audited Financial Statements and Management Letter.

Commissioner Barofsky asked which part of the dense report provided to the Board should they, as EWEB Commissioners, focus on.

Ms. Desimone suggested looking first at the audit opinion, then the management discussion, followed by EWEB's commitments and contingencies, located at the rear of the aforementioned report.

Commissioner Barofsky asked if items of concern from the previous audit were reflected in this audit, and if they have all been taken care of.

Ms. Hart said they had, and the results were reflected in this audit.

Commissioner Barofsky stressed the importance of a clean audit such as this one on the utility's bond rating.



President Brown posited that of all the many EWEB audits he had been on the board for, this was probably the best he had seen, and he praised staff for their diligence and hard work.

**Goal #8: EWEB Headquarters Property “RFP Process and Document Approval”**

Ms. Kah and Mr. Lawson offered the Board a report and PowerPoint presentation on Goal #8: EWEB Headquarters Property “Request for Proposal (RFP)” Process and Document Approval”.

**Public Hearing for EWEB Headquarters Property RFP Process**

President Brown opened the public hearing at 6:57 p.m.

No one present wished to speak; President Brown closed the public hearing at 6:57 p.m.

***Vice President Carlson moved to approve the RFP process and also to approve the associated documents. The motion passed unanimously 5:0.***

**Break**

President Brown called for a break at 7:04 pm. The meeting reconvened at 7:14.

**Goal #5: Integrated Resource Planning “EWEB’s Electricity Consumption Profile and Forecasting”**

Ms. Capper and Mr. Ulrich offered the Board a report and PowerPoint presentation on Goal #5: Integrated Resource Planning (IRP) “EWEB’s Electricity Consumption Profile and Forecasting”.

President Brown wondered what price assumption was used in the electricity forecasting of the IRP.

Mr. Ulrich replied they looked at demand before EWEB intervenes with resources or customer demand side programs that influence customer behaviors, such as time of use or other new pricing programs.

President Brown pointed out that the more expensive a commodity becomes, the more that commodity’s consumption drops off, and he wondered if EWEB continued raising electricity prices, how it might negatively affect EWEB electricity consumption.

Mr. Ulrich replied that the model does not take into account future price increases and how customers might respond.

Commissioner McRae said he appreciated the IRP being broken down into easier-to-digest pieces. He said he appreciated that EWEB was dedicating resources to stay ahead of the curve as far as the complexity of energy planning was concerned.

Commissioner Schlossberg asked if there was anything built into the IRP process that would account for more customers buying air-conditioning if the trend of hot summers continued. She also wondered how that would affect peak energy usage.

Ms. Capper said that was an area of regional energy focus, and EWEB had been working to strengthen their understanding as far as peak energy usage prompted by hot summers.

Commissioner Barofsky stated that although 90% of EWEB ratepayers were residential, they share the energy load equally with the commercial ratepayers. He stressed the importance of conservation and demand management work in the industrial, or commercial sector.

Ms. Capper agreed, saying this was a direction EWEB staff was already moving in. She added that action items would be necessary in the future, instructing staff to go and do energy research in the commercial sector.

Mr. Lawson asserted that once EWEB began to understand the forecasting assumptions, they will start discussing resource-mix in the near future.

### **General Manager's Annual Performance Evaluation and Merit Discussion for Prior Year**

Commissioners all thanked Mr. Lawson for his commitment to EWEB, and each said his leadership has been exemplary. They all agreed that the utility as a whole had improved since he has been General Manager.

***Commissioner Barofsky moved to increase the General Manager's base salary by 3%.***

Commissioner Carlson asked if Commissioner Barofsky meant a one-time bonus, or a permanent increase to his salary.

Commissioner Barofsky said he meant a 3% increase to the General Manager's base salary.

***Commissioner Barofsky's motion to increase the General Manager's base salary by 3%, passed unanimously 5:0.***

### **Correspondence & Board Agendas**

Mr. Lawson offered the Board a brief report on correspondence and future Board agendas.

***Vice President Carlson moved to direct staff to investigate and propose applicable policy changes directing that all procurements presently requiring Board approval of values over five million be deliberated on by the Board in a dedicated agenda item.***

Commissioner Barofsky asked if there was a distinction between \$5 million over the course of one year, and that same amount across multiple years.

Vice President Carlson asserted that it did not matter if it was for one year or multiple years—adding that for multi-year contracts, it was even more important to have Board agenda items surrounding these larger contracts, as decisions made today, will affect future Boards.

Commissioner McRae wondered how much extra work for the staff would be created if they decided to pass Vice President Carlson’s motion.

Mr. Lawson offered that he did not see Vice President Carlson’s motion as adding a lot of work for staff. He clarified the motion directed staff to investigate and propose applicable policy changes, and he asked the Board to pass it so he and staff could do just that for these larger contracts.

***Vice President Carlson’s motion to direct staff to investigate and propose applicable policy changes directing that all procurements presently requiring Board approval of values over five million be deliberated on by the Board in a dedicated agenda item passed unanimously 5:0***

### **Board Wrap-Up**

President Brown expressed concern about the upcoming river floating trip; he was afraid they would not be able to fill all the spots, to justify the expense of the boat itself.

Ms. Kah assured President Brown they would fill the slots before the May trip.

Commissioner Barofsky said he hoped they would have information on the upcoming upriver meeting well in advance of the meeting itself.

Mr. Lawson said that he would work with staff to make sure any and all pertinent information regarding the upriver meeting was passed on the Board.

President Brown adjourned the Regular Session at 8:19 p.m.

*Recorded by Rodney Cimburke*

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Assistant Secretary

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President

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a new contract with **Hamer Environmental** for **Biological Analyses and Reviews**.

Board Meeting Date: May 3, 2022  
Project Name/Contract #: Northern Spotted Owl Analyses & Biological Reviews/ 22-054-PSC  
Primary Contact: Karen Kelley Ext. 7153

### **Contract Amount:**

Original Contract Amount: \$215,000  
Additional \$ Previously Approved: \$0  
Invoices over last approval: \$0  
Amount this Request: \$215,000  
Percentage over last approval: NA  
Resulting Cumulative Total: **\$215,000 (Over 5 years)**

### **Contracting Method:**

Method of Solicitation: Formal Request for Proposals  
If applicable, basis for exemption: NA  
Term of Agreement: 5 years  
Option to Renew? No  
Approval for purchases "*as needed*"  
for the life of the Contract: Yes  No   
Proposals/Bids Received (Range): 9 (Analyzed rate schedules only)  
Selection Basis: Highest Ranked Proposer

### **Narrative:**

#### Operational Requirement and Alignment with Strategic Plan

As part of the FERC relicensing process for the Carmen-Smith Hydroelectric Project, EWEB consulted with the US Fish and Wildlife Service (USFWS) on Project effects to the federally threatened northern spotted owl (NSO). This resulted in the USFWS issuing a Biological Opinion (BO) in 2010 and 2015. Section 13.2 of the BO requires EWEB to monitor the effects of the Project against current northern spotted owl (NSO) data and provide yearly reporting of impacts to NSO. The annual report is due to the USFWS by April 30 of each year. This monitoring will ensure that actual Project effects do not exceed those identified in the BO. In addition, Section 4.7 of the Project's Wildlife Management Plan (WMP) requires that EWEB evaluate the potential impacts of construction activities on special-status wildlife species. The evaluation includes consulting with the USFWS, US Forest Service (USFS), and Oregon Department of Fish and Wildlife (ODFW) to address potential impacts, and modifying construction plans as feasible to prevent or minimize impacts.

#### Contracted Goods or Services

EWEB is hiring a biological consultant to continue to conduct the analyses and reviews required in the Project's BO and WMP, which have been ongoing and performed previously with a combination of internal staff and the current

contractor. The consultant will coordinate with EWEB to obtain updated information on construction activities, and with USFS to obtain geographic information system (GIS) layers for NSO locations and habitat. The consultant will also closely track and update Project Actions over the 5-year Contract. Annually, the consultant will conduct GIS and desktop pre-construction and post-construction analyses for Project impacts to NSO and prepare an annual report for submittal to the USFWS. The consultant will participate in meetings with agency personnel, as needed. NSO surveys may be needed in future years based on the intensity of anticipated Project Actions and requirements set forth by the USFWS.

The consultant will also conduct an annual, forward-looking review of potential impacts to special-status wildlife species from construction activities. The 2022 review, referred to as the “Master BE” (Biological Evaluation), has been prepared and includes Project Actions for the next five years (2022 – 2026). Consistent with provisions in the WMP, the USFS and ODFW have requested that EWEB evaluate additional special-status species that were not included in the Master BE. In 2022, the consultant will need to assess which species could occur near the Project and evaluate them for potential construction-related impacts. On an annual basis starting in 2023, the consultant will coordinate with EWEB on planned construction activities, document any changes from what was reported in the Master BE, and develop a stream-lined document that incorporates both USFS and ODFW-sensitive species. The consultant will coordinate with EWEB and agency personnel if impacts are anticipated and conduct limited field surveys as needed.

Purchasing Process

In March 2022, staff issued a Formal Request for Proposals (RFP) for NSO analyses and biological reviews. The solicitation was advertised on the State of Oregon’s public procurement site, OregonBuys. Nine proposals were received, and all met the minimum requirements and were deemed responsive and responsible. Proposals were evaluated and scored using the following criteria: Project Understanding and Technical Approach (30 points), Project Team Qualifications and Firm Experience (30 points), and staff rates (20 points). Hamer Environmental’s proposal garnered the greatest number of points for overall value.

Proposals Received

Vendor Name	City, State	Ranking (for RFPs)
Hamer Environmental	Portland, OR	1
Turnstone Environmental Consultants	Portland, OR	2
Stillwater Sciences	Portland, OR	3
Mason, Bruce & Girard	Portland, OR	4
Environmental Solutions & Innovations	Bend, OR	5
Western Ecosystems Technology	Corvallis, OR	6
Cafferata Consulting	Hillsboro, OR	7
Washington Conservation Science Institute	Tacoma, WA	8
Environmental Consulting & Technology	Kansas City, KS	9

Prior Contract Activities

This is a new Contractor for EWEB.

**ACTION REQUESTED:**

Management requests the Board approve a contract with Hamer Environmental for biological analyses and reviews. Approximately \$168,000 was planned to support activities associated with the Wildlife Management Plan in the Carmen Smith License Deployment Department 2022 budget of \$29.2 million. Variances will be managed within the budget process and Board policy.

## EWEB Board Consent Calendar Request

For Contract Increases

The Board is being asked to approve additional funds for **As-Needed Project Management and Business Analyst Services with Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services.**

Board Meeting Date: May 3, 2022  
Project Name/Contract #: As-Needed PM and BA Services / 20-154-PSC  
Primary Contact: Rod Price Ext. 7122

### Contract Amount:

Original Contract Amount: \$1,000,000  
Term of Agreement: 5 years  
Additional \$ Previously Approved: NA  
Invoices over last approval: NA  
Percentage over last approval: 350%  
Amount this Request: \$3,500,000  
Resulting Cumulative Total: **\$4,500,000 (between three contracts over 5 years)**

### Contracting Method:

Method of Solicitation: Formal RFP  
If applicable, basis for exemption: NA  
Option to Renew? Option to renew annually for up to 5 years  
Approval for purchases "as needed" for the life of the Contract Yes  No   
Proposals/Bids Received (Range): 23 proposals (\$99,350 - \$468,750)  
Selection Basis: Highest ranked proposers (top three)

Narrative:

#### Operational Requirement and Alignment with Strategic Plan

These as-needed project management and business analyst services serve to supplement internal resources as needed to support EWEB's projects for the purpose of maintaining project schedules and workflow. The services may also be used to mitigate staff vacancies as well as mitigating effect on project schedules when emergent work and peaks are experienced.

#### Additional Work Needed

The purpose of the increase is to support the services needed for:

- EWEB Enterprise Solutions (ESS) Program shared with the board in November by Travis Knabe – EWEB CIO (\$2 Million). EES was formerly referred to as an Enterprise Resource Planning (ERP) system.
- Enabling the transition from our legacy metering system to the new AMI systems, including the changes to operations, data and information management and the creation of meter data related products. (\$500,000)

These services include Program Management, Program Governance, Business Readiness, and a formal Incident Management program. In addition, we will leverage these contracts to help backfill resources to maintain day to day operation as EWEB staff resources are used to support project efforts.

### Contracted Goods or Services

Contracted services include as-needed Project Management and Business Analyst services.

Example Project Management duties include, but are not limited to:

Facilitate and lead project team meetings as needed for task and deliverable progress; lead development of the work plan and maintain current work plan status; coordinate and track the delivery of the project deliverables; escalate project issues and coordinate decision making.

Example Business Analyst duties include, but are not limited to:

Assist with Business Case and elicit requirements with stakeholders; translate and simplify requirements; documenting sound business solutions; budgeting and forecasting; planning and monitoring; process mapping of existing work flows; and process improvement.

EWEB issues work projects in the form of a Task Order under the awarded contracts. Each Task Order consists of a negotiated Scope of Work, Project Deliverables, Timeframes, and effort/costs related to the work.

### Purchasing Process

In September 2020, EWEB issued a formal Request for Proposals for As-Needed Project Management and Business Analyst Services. The solicitation was advertised on the Oregon Procurement Information Network (ORPIN).

Twenty-three proposals were received and evaluated and scored in Phase 1 of the evaluation process, worth 100 points. Phase 1 evaluation criteria included: ability and capability to perform the work (40%); project team experience (30%); and pricing (30%). The top ten highest scoring proposals were then moved to Phase 2 of the evaluation, worth an additional 60 points. Phase 2 included evaluation and scoring of: reference surveys (10 pts); and response to technical questions (50 pts).

Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services were selected as the highest ranked, responsive and responsible proposers.

### Proposals Received

Vendor Name	City, State	Offered Price	Ranking	
			Phase 1	Phase 2
		Based on RFP Estimate of Hours per role and travel costs annually		
22nd Tech	McLean, VA	\$182,300	12	NA
The Atum Group	Portland, OR	\$263,686	4	4
Bluecrane, Inc.	Rolling Hills Estates, CA	\$345,200	11	NA
Bright Work Consulting	Seattle, WA	\$254,000	21	NA
Compelling Reason Consultants	Portland, OR	\$296,003.5	18	NA
ejAmerica	Irvine, CA	\$99,350	17	NA
Elegant Enterprise-Wide Consultants	Chantilly, VA	\$185,700	8	10
Excergy	Denver, CO	\$431,502	5	6
Galaxux	Salem, OR	\$227,000	9	9
InnoActive Group	San Francisco, CA	\$228,750	13	NA
Kastech	Houston, TX	\$175,000	14	NA
<b>Make It Happen</b>	<b>Eugene, OR</b>	<b>\$355,500</b>	<b>2</b>	<b>2</b>
<b>Milestone Utility Services</b>	<b>Plantation, FL</b>	<b>\$334,000</b>	<b>3</b>	<b>3</b>

Point B	Portland, OR	\$346,100	10	8
Propeller, Inc.	Portland, OR	\$315,295	15	NA
Public Consulting Group	Lacey, WA	\$282,690	19	NA
RefineM	Springfield, MO	\$209,500	23	NA
Resource Data	Portland, OR	\$267,000	7	5
<b>Sure Power Consulting</b>	<b>Alpharetta, GA</b>	<b>\$224,760</b>	<b>1</b>	<b>1</b>
TEKsystems	Portland, OR	\$257,666	22	NA
Treinen	Olympia, WA	\$218,464.50	16	NA
West Monroe	Los Angeles, CA	\$468,750	20	NA
Whitlock	Charleston, SC	\$307,000	6	7

Prior Contract Activities

<b>Make It Happen, LLC</b>					
EWEB Contract	Project Name (Description)	Board Approval Date	Project Duration	Original Contract Amount	Final Contract Amount
2446	IT Project Management Services	4/3/18	9/21/15 – 1/31/19	\$102,500	\$166,000*
19-159-PSC	IS Contract Manager/Business Analyst Services	NA	10/30/19 – 6/30/20	\$107,000	\$105,600
20-079-PSC	AMI Contract Business Analyst Services	NA	3/23/20 – 1/31/21	\$65,340	\$118,480*
20-149-PSC	Energy Insite Replacement Project	NA	7/1/20 – 7/15/21	\$42,900	\$42,570

\* Increase reflects EWEB Staff directed additional work

<b>Milestone Utility Services</b>					
EWEB Contract	Project Name (Description)	Board Approval Date	Project Duration	Original Contract Amount	Final Contract Amount
005-2019-A	Customer Self Service Portal Product (includes Integration and Implementation Services)	8/6/19	10/9/19 – 10/8/26	\$1,970,000	N/A

Both Make It Happen, LLC, and Milestone Utility Services, have met EWEB's product quality and service requirements under their current contracts.

For completed contracts, Make It Happen, LLC was responsive to all needs and completed the work under each contract on time and satisfactorily.

**ACTION REQUESTED:**

Management requests the Board approve an increase to the contracts with Sure Power Consulting, LLC, Make It Happen, LLC, and Milestone Utility Services for as-needed Project Management and Business Analyst Services. Approximately \$1.5 million was planned for these services in the Information Services 2022 O&M budget of \$10.7 million, and approximately \$150,000 was planned for these services across the Electric and Water 2022 O&M budgets of \$256.2 million and \$26.5 million respectively. Variances will be managed within the budget process and Board policy.