

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **J&M Homes, LLC** for **Carmen-Smith Campus Homes**.

Board Meeting Date: January 3, 2023
Project Name/Contract #: Carmen-Smith Campus Homes / 22-214-G
Manager: Lisa Krentz Ext. 7450
Executive Officer: Karen Kelley Ext. 7153

Contract Amount:

Original Contract Amount: \$292,000
Additional \$ Previously Approved: \$0
Spend over last approval: \$0
Amount this Request: \$292,000
% Increase over last approval: NA
Resulting Cumulative Total: **\$292,000**

Contracting Method:

Method of Solicitation: Formal Request for Proposal (RFP)
If applicable, basis for exemption: NA
Term of Agreement: Completion by August 15, 2023
Option to Renew? Yes, may extend up to five (5) years total
Approval for purchases "as needed": Yes No
Proposals/Bids Received (Range): 2 (\$291,987 to \$292,737)
Selection Basis: Highest Ranked Proposer

Narrative:

Operational Requirement and Alignment with Strategic Plan

Staffing at the Carmen-Smith Hydroelectric Project has increased to handle additional construction work, dam safety monitoring, and relicensing related operational changes. EWEB needs to purchase two new manufactured homes for the project campus. A three-bedroom home will be used for an additional on-site operator residence. A two-bedroom home will be used as temporary lodging for off-site operators when on call-out duty, operators-in-training, and project engineers or other EWEB staff are required to be at the Carmen-Smith Project for long duration assignments. The ability to house more staff at the Project campus will better ensure safe and reliable operation of the facilities.

Contracted Goods

This contract is intended to provide two new, move-in-ready manufactured homes that are to be delivered to the Carmen-Smith Project campus. Other associated tasks including utility extensions, an access road, garages, home building pads, covered porches, wastewater drain fields, and engineering design are being purchased separately from the homes.

Purchasing Process

In October 2022, Purchasing initiated a formal Request for Proposal (RFP) process for move-in ready manufactured homes for the Carmen-Smith campus. The initial solicitation of 22-199-G closed on November 2, with no proposal submissions. Request for Proposal (RFP) 22-214-G was posted again on OregonBuys and proposals were received from two vendors. All vendors were responsive and responsible.

The 2-bedroom and 3-bedroom homes were evaluated and scored separately. The proposals were evaluated by an EWEB evaluation team. The maximum number of possible points for each home was 200, using the following criteria: Minimum Qualifications (Pass / No Pass – Not scored), Ability to Meet Technical Specifications (90 points), Ability to Meet EWEB’s Terms (50 points), and Proposal Pricing (60 points).

J&M Homes was selected as the highest ranked proposer for both homes and staff has issued an intent to award the contract to the proposer. J&M Homes demonstrated the ability to meet technical specifications, meet EWEB’s terms, and offered reasonable pricing.

Bids Received

Vendor Name	City, State	Offered Price	Ranking (for RFPs)
J&M Homes	Albany, OR	\$112,463 & \$180,274 Total: \$292,737	1
Clayton Homes	Albany, OR	\$100,934 & \$191,053 Total: \$291,987	2

Competitive Fair Price

Purchasing issued this RFP twice, as there were no responses to the first RFP. As the due date for submitting proposals for the 2nd RFP neared, Purchasing received messages from all interested parties stating they would not be submitting proposals due to family illness, their own illness, etc. Three of the parties stated they had nearly finished drafting their proposals but ran out of time so Purchasing extended the due date and received two of the three promised proposals.

Prior Contract Activities

EWEB Contract	Project Name (Description)	Board Approved Date	Project Duration (Start to Close)	Original Amount	Final Amount	Reason Code
1051-2014	Carmen-Smith House 4 Replacement Structure	N/A	2-13-15 To 10-1-15	\$101,022	\$101,022	

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 a contract with J&M Homes, LLC for Carmen-Smith Campus Homes. Approximately \$350,000 was planned for these goods in the Carmen-Smith Type 3 Relicensing Capital Improvement Plan. The 2023 Type 3 Capital budget for Carmen-Smith is \$14.7 million. Variances will be managed within the budget process and Board policy.