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## AGENDA COVER MEMO

DATE: July 26, 2005  
TO: Lane County Board of Commissioners  
DEPT: Public Works/Waste Management Division  
PRESENTED BY: Patti Hansen, Waste Management Manager  
AGENDA ITEM TITLE: ORDER/Awarding Contracts to Jones & Stokes Associates and EGR & Associates, Inc., for Environmental Consultation Services for FY 05/06 and Authorizing the County Administrator to Execute the Contracts.

### I. MOTION

MOVE APPROVAL OF ORDER AWARDING CONTRACTS TO JONES & STOKES AND EGR & ASSOCIATES, INC., FOR ENVIRONMENTAL CONSULTATION SERVICES FOR FY 05/06 AND AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE THE CONTRACTS.

### II. ISSUE OR PROBLEM

Should Lane County award a contract for environmental consultation?

### III. DISCUSSION

#### A. Background

Lane County requires the services of external consultants for environmental consultation for both the Engineering and Waste Management Divisions of the Public Works Department. Lane County does not possess all of the internal capability and expertise necessary to address the broad scope of issues related to impacts to environmentally sensitive habitats. In the past, the Engineering Division has issued multiple professional services requirements contracts for these services. The Waste Management Division has previously obtained these services through its Solid Waste Engineering and Technical Services contract. Other divisions requiring these types of services could also utilize the contract.

In particular, both the construction of the Jasper Road Extension and the planned development of the Short Mountain Landfill will impact significant acres of regulated wetlands. To continue assisting the County in developing suitable mitigation for these and other smaller project impacts, a Request for Proposal for Environmental Consultation was issued.

It is expected that work performed by the consultant will include some or all of the following:

- Evaluation of environmental attributes
- Evaluation of mitigation opportunities
- Permit applications
- Development of mitigation plans
- Mitigation construction management
- Mitigation monitoring and reporting
- Wetland delineation
- Biological Assessment
- Threatened and endangered species
- Other Lane County projects as mutually agreed upon

The contract provides for an initial one-year period with an option for two additional years, at a minimum of \$5,000 per year, up to a maximum of \$400,000 over the life of the contract.

**B. Analysis**

Thirteen (13) proposals were received on July 7, 2005.

The proposals were evaluated by an evaluation committee consisting of Sonny Chickering (County Engineer), Don Strunk (Waste Management Technical Specialist), Patti Hansen (Waste Management Manager) and Dan Hurley (Waste Management Engineering Associate).

The top three scoring proposers (Jones & Stokes, EGR & Associates and Schott & Associates) were invited to an interview with the evaluation committee.

**Criteria**

40 Points total: Specialized Experience

40 Points total: Capacity and capability to perform work in timely manner

15 Points total: Professional Record

5 Points total: Familiarity and availability with the area

**ENVIRONMENTAL CONSULTATION  
INTERVIEW EVALUATION**

**07/20/2006**

Criteria	Maximum Possible Point Value	EGR & Associates	Schott & Associates	Jones & Stokes
General qualifications (wetlands projects, biological assessments, delineations, permitting)	30	28	23	28
Specialized experience (wetland banks, toxicology)	10	9	6	8
Proposer's ability to complete work in a timely manner (availability, resources, prioritization)	10	9	6	7
Proposer's professionalism in maintaining working relationships (agencies, other consultants, attitude toward diversity)	10	10	8	8
Proposer's demonstrated concern for cost control	20	17	16	15
Proposer's approach to handling complex environmental issues? (thorough, skilled, reasonable)	20	17	14	18
<b>TOTAL</b>	<b>100</b>	<b>90</b>	<b>73</b>	<b>83</b>

Based on the interview, the evaluation committee is recommending contracts be awarded to Jones & Stokes and EGR & Associates, Inc.

**C. Alternatives/Options**

The Board may accept the recommendation of the evaluation committee, select another contractor from those that submitted proposals, or not award a contract. If no contract is

awarded, Lane County may not be able to fulfill permit requirements necessary for the continued development of the Short Mountain Landfill/Wetland Mitigation, construction of the Jasper Road Extension, or other road projects.

**D. Recommendation**

Staff recommends that the contract for Environmental Consultation be awarded to Jones & Stokes and EGR & Associates, Inc. and that the County Administrator be authorized to execute the contracts.

**E. Timing**

Upon award of the contract, staff will prepare the contract documents and deliver them to the contractors for execution.

**IV. IMPLEMENTATION FOLLOW-UP**

The Consultants shall perform work under this contract on a project-by-project basis. Work may only commence on a project by County issued and fully executed Work Authorization Documents (WAD). The terms and conditions of the original contract shall govern all work performed pursuant to a WAD, unless otherwise specified. Each Project will have a maximum monetary limit that will be negotiated by County and the Consultant prior to commencement of any work. The maximum amount may only be exceeded upon prior written approval by County through an amended WAD.

The Work Authorization Document will describe:

- The tasks that are to be performed for the defined project.
- A cost estimate including the consultant hours, identified staff and time for completion, and costs and deliverables for the task item. Cost estimates for each work authorization shall be detailed using the Fee Schedule attached to the contract.

**V. ATTACHMENTS**

Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

)IN THE MATTER OF AWARDING CONTRACTS TO  
)JONES & STOKES AND EGR & ASSOCIATES, INC.,  
)FOR ENVIRONMENTAL CONSULTATION SERVICES  
)FOR FY 05/06 AND AUTHORIZING THE COUNTY  
)ADMINISTRATOR TO EXECUTE THE CONTRACTS  
)CONTRACT #WM 05-06-01.

WHEREAS, Lane County has need for specialized environmental consultation to meet the regulatory demands for operating the County's landfill and system of roads, and

WHEREAS, a Request for Proposal was properly prepared and issued, and

WHEREAS, thirteen proposals were received, reviewed and three proposers were interviewed, and

WHEREAS, the most responsive proposers was determined to be Jones & Stokes and EGR & Associates, Inc., and

WHEREAS, the parties anticipate negotiating and agreeing to a separate scope of work for each project, and

WHEREAS, the parties anticipate that each mutually agreed upon project will be memorialized in writing and processed as an amendment; and, NOW THEREFORE, BE IT HEREBY

ORDERED that Jones & Stokes and EGR & Associates, Inc., be awarded a contract for Environmental Consultation, as defined in their proposal, in the amount of a minimum of \$5,000 per year and a maximum of \$400,000 over the life of the contract, and IT IS FURTHER

ORDERED that the County Administrator be authorized to execute the contracts with Jones & Stokes and EGR & Associates, Inc.

DATED this \_\_\_\_\_ day of August, 2005.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 8-1-05 lane county

  
OFFICE OF LEGAL COUNSEL