

W. S. B. I.

Memorandum Date: July 06, 2006  
Order Date: July 19, 2006

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**TO:** Board of County Commissioners

**DEPARTMENT:** CAO/Economic Development Standing Committee

**PRESENTED BY:** Michael McKenzie-Bahr C&ED Coordinator

**AGENDA ITEM TITLE:** IN THE MATTER OF AWARDING A CONTRACT TO HBH CONSULTING ENGINEERS FOR PROFESSIONAL SERVICES RELATED TO THE INSTALLATION OF A NEW TREATMENT SYSTEM FOR THE MAPLETON WATER DISTRICT USING CDBG FUNDS IN THE AMOUNT NOT TO EXCEED \$103,000 AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN CONTRACT

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I. **MOTION** MOVE TO ADOPT AWARDING A CONTRACT TO HBH CONSULTING ENGINEERS NOT TO EXCEED \$103,000 AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN THE CONTRACT.

II. **AGENDA ITEM SUMMARY**

The County was awarded a Community Development Block Grant to make water filtration improvements for the Mapleton Water District. The next step in that process is to retain the services of an engineering firm. After following the prescribed process for competitive selection of an engineering firm, a proposed contract has been negotiated with HBH Consulting Engineers. The contract is for \$103,000, which includes \$3,000 for environmental engineering services as required by the State of Oregon.

III. **BACKGROUND/IMPLICATIONS OF ACTION**

A. **Board Action and Other History**

**Background.**

The Mapleton Water District serves the community of Mapleton along the Siuslaw River. For several years it has operated with an aging filter system to treat the residents' drinking water. The District was able to make use of the services of Lane County to put together a grant request that was awarded \$750,000 from the Oregon Department of Economic and Community Development Department, using federal Community Development Block Grant (CDBG) funds.

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The first step in the purchase and installation of a new filtration system is the competitive selection of an engineering firm to assist in the selection of a new filtration system and the design modifications of the building to house the new equipment.

A competitive solicitation was prepared and invitations to bid were placed in the Siuslaw News, the Eugene Register Guard and the Portland Daily Journal of Commerce. The four following firms responded: HBH Consulting Engineers; HGE Inc.; Weber Elliot Engineers, P.C.; and Lee-Pace Engineers.

All four responses were reviewed and graded by staff from the Mapleton Water District, LCOG and the County. The same agency representatives then interviewed the top two scored firms.

HBH consulting Engineers, Inc. was selected as having the best response, and negotiations were started. A contract for Professional Services has been developed which has been reviewed and approved by staff from the Mapleton Water District, and by the State CDBG liaison.

**B. Policy Issues**

This project is an example of the Board of Commissioner's policy to assist the rural communities of Lane County in solving infrastructure issues. In moving to the next phase of this project – engineering and design, County staff has followed state and county policy issues regarding the solicitation for services and the selection process of contractors have been followed by staff.

**C. Board Goals**

This project meets the Board goal to "Maintain a *healthy environment* with regard to air quality, water quality, waste management, land use and parks."

**D. Financial and/or Resource Considerations**

The engineering services contract fits into the project budget that we have allocated for these services. All of the \$103,000 contract is being paid from the grant funds for this project.

**E. Analysis**

The proposed agreement is satisfactory to the Mapleton Water District and the state CDBG program. It fits within the budgeted amounts for the work that has been identified as necessary, and contains restrictions to prevent exceeding the budgeted funds. The engineering firm selected is qualified. Working under the state program of assistance to small districts, this firm,

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HBH, developed the original plans for the work that the Mapleton Water District needed done.

**F. Alternatives/Options**

The options before the Board are as follows:

1. The Board may take no action. This would result in at least a delay in the project until the matters of concern to the Board could be resolved.
2. The Board may choose to approve the proposed contract. This would allow the engineering firm to start work, and allow for possible completion of the project during the coming winter, when conditions are optimal for such efforts.
3. The Board may choose to reject the proposed contract.

**IV. TIMING/IMPLEMENTATION**

We are moving forward with an aggressive timeline in the hopes the majority of the work done at the Mapleton water plant are completed by Memorial Day 2007. In order to meet that timeline, we need to have an engineering firm on board and working on the solution. Upon Board approval of the hiring of an engineering firm, we expect the firm to begin work almost immediately.

**V. RECOMMENDATION**

Staff recommends that the Board adopt the proposed Order.

**VI. FOLLOW-UP**

Upon approval of the Board, C&ED staff will work with County Counsel, CAO, LCOG and contractor to get the contract signed and project moving forward.

**VII. ATTACHMENTS**

Attachment 1: Board Order in the matter of awarding a contract to HBH Consulting Engineers for professional services related to the installation of a new treatment system for the Mapleton water district using CDBG funds in the amount not to exceed \$103,000 and authorizing the County Administrator to sign contract.

Attachment 1

**IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY OREGON**

) **IN THE MATTER OF AWARDING**  
) **A CONTRACT TO HBH**  
) **CONSULTING ENGINEERS FOR**  
) **PROFESSIONAL SERVICES**  
) **RELATED TO THE**  
) **INSTALLATION OF A NEW**  
) **TREATMENT SYSTEM FOR THE**  
) **MAPLETON WATER DISTRICT**  
) **USING CDBG FUNDS IN THE**  
) **AMOUNT NOT TO EXCEED**  
) **\$103,000 AND AUTHORIZING THE**  
) **COUNTY ADMINISTRATOR TO**  
) **SIGN CONTRACT**

WHEREAS, Lane County has applied for and been awarded CDBG funds on behalf of the Mapleton Water District in the amount of \$750,000, including \$100,000 for engineering services and \$3,000 for environmental services; and

WHEREAS, Lane County has solicited proposals for professional services for the engineering services to be performed as a part of the grant award, has received four responsive proposals and, working with the Mapleton Water District has reviewed the proposals for professional services; and

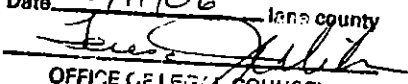
WHEREAS, after reviewing these proposals, Lane County has selected HBH Consulting Engineers, Inc. as the respondent most capable of performing the desired services within the scope of the CDBG award.

NOW THEREFORE IT IS HEREBY RESOLVED AND ORDERED that the Lane County Board of Commissioners does hereby approve contracting with HBH Consulting Engineers, Inc. for an amount not to exceed \$103,000;

IT IS FURTHER ORDERED that the County Administrator is authorized to sign the proposed contract as approved by County Counsel.

DATED this 19<sup>th</sup> day of July, 2006

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Chair, Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 7/11/06 lane county  
  
OFFICE OF LEGAL COUNSEL