

**MEMORANDUM**

DATE: November 5, 2020  
 TO: Ted Corrigan, CEO and General Manager  
 FROM: Michael J. McCurnin, P.E., Director of Engineering Services  
 SUBJECT: Professional Services Selection

In 2009, an internal process was developed to guide utility staff in the acquisition of professional services. The graduated system of procurement, from those efforts in 2009, is summarized in Table 1 below.

<b>Existing Procurement Process</b>		
<b>Estimated Professional Services Fee</b>	<b>Notification</b>	<b>Selection</b>
Less than \$5,000	<ul style="list-style-type: none"> <li>• No notification</li> </ul>	Applicable department Director/Manager or CEO/GM selects firm.
\$5,000 - \$25,000	<ul style="list-style-type: none"> <li>• Letter to known or interested professional services firms</li> <li>• Post on web site</li> </ul>	Applicable departmental team (Director/Manager and staff assigned to project) makes recommendation; CEO/GM signs agreement.
\$25,000 - \$100,000	<ul style="list-style-type: none"> <li>• Modified RFP to known or interested professional services firms</li> <li>• Post on web site</li> </ul>	Applicable departmental team plus CEO/GM review proposals and make recommendation; CEO/GM signs agreement.
More than \$100,000	<ul style="list-style-type: none"> <li>• RFP to known or interested professional services firms</li> <li>• Post on web site</li> <li>• Publish in newspaper</li> </ul>	Applicable departmental team plus CEO/GM review and rate proposals and make recommendation; Board authorizes execution of agreement.

Table 1

Staff proposes to alter the process for acquisitions that are less than \$100k. Proposed process is summarized in Table 2. Modifications will help streamline the administrative efforts of our own staff, but also the potential respondents. Overall costs, familiarity with our facilities and processes, and past performance will remain key variables in acquiring and selecting professional services.

<b>Proposed Procurement Process</b>		
<b>Estimated Professional Services Fee</b>	<b>Notification</b>	<b>Selection</b>
Less than \$25,000	<ul style="list-style-type: none"> <li>• No notification</li> </ul>	Applicable department Director/Manager or CEO/GM selects firm.
\$25,000 - \$100,000	<ul style="list-style-type: none"> <li>• Letter or request to known or interested professional services firms</li> <li>• Post on web site</li> </ul>	Applicable departmental team plus CEO/GM review quotes and make recommendation; CEO/GM signs agreement.
More than \$100,000	<ul style="list-style-type: none"> <li>• RFP to known or interested professional services firms</li> <li>• Post on web site</li> <li>• Publish in newspaper</li> </ul>	Applicable departmental team plus CEO/GM review and rate proposals and make recommendation; Board authorizes execution of agreement.

Table 2

If amenable to the Board, staff would begin following the modified process beginning immediately.