

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **HDR Engineering, Inc.** for **Hydraulic Modeling Services**.

Board Meeting Date: November 7, 2023  
Project Name/Contract #: Hydraulic Modeling Services / 23-173-Q  
Manager: Mike Masters Ext. 7549  
Executive Officer: Karen Kelley/Rod Price Ext. 7153/7122

### Contract Amount:

Original Contract Amount: \$500,000  
Additional \$ Previously Approved: \$0  
Spend over last approval: \$0  
Amount this Request: \$500,000  
% Increase over last approval: NA  
Resulting Cumulative Total: **\$500,000**

### Contracting Method:

Method of Solicitation: Formal Request for Proposals (RFP)  
If applicable, basis for exemption: NA  
Term of Agreement: 5 Years (January 1, 2024 – December 31, 2028)  
Option to Renew? No  
Approval for purchases “as needed”: Yes  No   
Proposals/Bids Received (Range): 1 (\$100,000 per year - estimate based on proposed fee schedule)  
Selection Basis: Highest Ranked Proposer

Narrative:

### Operational Requirement and Alignment with Strategic Plan

EWEB requires Engineering Services to perform miscellaneous hydraulic modeling tasks to assist in evaluating hydraulic conditions under various conditions within the water distribution system. Hydraulic modeling of EWEB’s water system assists in the design of its distribution, pumping and reservoir system. Modeling tasks will be assigned on a per project basis to compliment upcoming work that is planned in the 10-year Capital Improvement Plan.

### Contracted Goods or Services

Historical task order amounts for hydraulic modeling in combination with planned specific projects suggest that the total contract amount will be approximately \$100,000 per year or \$500,000 over the total five-year period. This is in line with the current master plan and with the current 021-2017 Hydraulic Modeling Services contract with HDR Modeling, Inc. for \$500,000, covering the previous five-year period. The actual total dollar amount, however, is unknown and may be more or less than the estimated volume. Task Services will be based on need and not on any specific annual quantity.

Purchasing Process

In September 2023, staff issued a Formal Request for Proposals (RFP) posted in the State of Oregon’s procurement website, OregonBuys. EWEB received one proposal response submitted by HDR Engineering Inc. of Portland, OR. The response was evaluated based on evaluation criteria stated in the RFP, including Project Approach, Project Experience, and Project Team Experience. HDR has demonstrated extensive experience with similar hydraulic modeling projects and their key personnel has an average of 25 years hydraulic modeling experience.

Proposals Received

Vendor Name	City, State	Offered Price (estimate based on proposed fee schedule)	Ranking (for RFPs)
HDR Engineering, Inc.	Portland, OR	\$100,000 annually	1

Competitive Fair Price (If less than 3 responses received)

Five firms, Carollo, DOWL, Jacobs, RH2 Engineering, and West Yost, downloaded the RFP, but chose not to submit a proposal response. When questioned, each firm stated either that the scope of work was beyond the capabilities of their firm, or that they did not currently have sufficient personnel to perform the work required.

Prior Contract Activities

EWEB Contract	Project Name (Description)	Board Approved	Project Duration (Start to Close)	Original Amount	Approved/Amended Amount to Date (Total)	Reason Code
21-132-Q	FEMA Advance Assistance Support	NA	7/30/2021 – 12/21/2021	\$19,737	\$19,737	
19-046-PSC	Risk & Resiliency Assessment	NA	9/19/2019 – 12/1/2020	\$130,000	\$130,000	
021-2017	Hydraulic Modeling Services	6/6/2017	6/9/2017 – 12/31/2023	\$500,000	\$500,000	
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 HDR Engineering, Inc. for hydraulic modeling services. Approximately \$100,000 is and will be planned for these services annually in the Water Operations and Maintenance Budget, which is \$36.8 million for 2023. Variances will be managed within the budget process and Board policy.