

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an existing IGA with **Lane Council of Governments** for **technical assistance activities related to EWEB's property management systems.**

Board Meeting Date: September 4, 2018

Project Name/Contract #: Property Management Tech Assistance, IGA 16-0003

Primary Contact: Susan Ackerman Ext.7185

Purchasing Contact: Sandra Hahn Ext.7163

Contract Amount:

Original Contract Amount: \$90,000

Additional \$ Previously Approved: \$398,000

Invoices over last approval: \$17,680

Percentage over last approval: 4.4%

Amount this Request: \$60,000

Resulting Cumulative Total: \$556,500

Contracting Method:

Method of Solicitation: Direct Negotiation

If applicable, basis for exemption: EWEB Purchasing Rule 6-0110 (1)(a)(A)

Term of Agreement: **January 1, 2016 - October 31, 2019**

Option to Renew? Yes

Approval for purchases "as needed" for the life of the contract: No

Proposals/Bids Received (Range): Direct Negotiation; Confirmed pricing at market rate

Selection Basis: IGA

Narrative:

Operational Requirement and Alignment with Strategic Plan

EWEB has acquired approximately 8,000 easements since its inception over one hundred years ago. Prior to 2015, these legacy easements were documented in paper format, usually hand drawn on velum overlay. This antiquated system made it difficult to easily ascertain which rights EWEB had already attained and which were needed to install and maintain service. Right-of-Way Agents were required to research multiple sources and archives, which led to delays in getting this critical information to EWEB Engineering and Operations groups.

Contracted Goods or Services

Contracted services include digitization and attribution of EWEB utility easement data into a geospatial database, scanning and attaching related documents, and verification that data in GIS matches actual conditions. Because many of the easements are dated and not clearly described, where necessary LCOG will conduct property rights research, such as deed searches and verification of legal descriptions, so that the easements may be accurately mapped. In addition, where they can be identified, issues such as encroachment are documented. Work provided under this contract is primarily for legacy records, however emerging records have been included over the past 2 years.

To close out this contract for converting legacy records, digitizing new easements and emerging work will no longer be provided under this contract. A new contract has been negotiated for the emerging work, and will be presented to the Board for approval.

Prior Contract Activities

In 2015, EWEB Management decided to pilot converting hard copy maps and documents into GIS with LCOG conducting the work. The pilot was successful, and in 2016 EWEB negotiated this contract for completing the remaining legacy records. Initially the work was expected to take several years. However, due to complications of working with old incomplete records the level of effort was significantly greater than anticipated.

LCOG has completed approximately 90% of the legacy work. The remaining work is for complex easements that require additional research such as when legal descriptions don't match or documents contradict each other. Staff expect that completion of the legacy records will cost approximately \$60,000 and that the work will be complete by mid-2019.

In 2015, the pilot activities were initially contracted for \$50,000. This was increased to \$90,000 through an amendment. In 2016, the initial contract was \$90,000. There have been 3 Amendments issued, and a 4th Amendment negotiated:

- Initial Contract-\$90,000
- Amendment 1-\$22,500, Total \$112,500
- Amendment 2-\$285,000, Total \$397,500-Last Board Approval
- Amendment 3-\$99,000, Total \$496,500-Under 25% increase over last Board Approved amount
- Amendment 4-\$60,000, Total \$556,500

Purchasing Process

EWEB Staff directly negotiated a contract, allowed under an exemption for awarding Intergovernmental Agreements. Staff determined that the pricing was competitive based on requested pricing estimates from private firms that do similar work. LCOG is a good partner for this project because they have prior experience working with these records, facilitate the regional GIS consortium and have extensive knowledge with the system, have direct access to County records, and are cost competitive.

ACTION REQUESTED:

Management requests the Board approve an increase to an existing IGA with Lane Council of Governments for technical assistance activities related to EWEB's property management systems. Funds for these services were budgeted for 2018, the total 2018 budget for the Energy Division, less purchased power, is \$32.9 Million.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Executive Officer: _____

Purchasing Supervisor: _____

Board Approval Date: _____