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SUBJECT: Request for Proposal for Lift Station Evaluations

Dear Commissioners:

The Wastewater Utility recently sent out a Request for Proposal (RFP) for Lift Station Evaluation. The evaluation is set to be an assessment tool used to establish an upgrade timeline as well as a budgeting tool for long-term planning. Each lift station will be evaluated and ranked on mechanicals, structural, electrical, and process functionality. The RFP was sent to five firms with four proposals received as shown below:

| Evaluation Criteria | Total Score | Base Cost | Total Cost |
|----------------------|-------------|-------------|--------------|
| Applied Technologies | 77 | \$48,800.00 | \$64,800.00 |
| Clark Dietz | 81 | \$65,000.00 | \$89,900.00 |
| Donohue & Associates | 87 | \$72,480.00 | \$79,860.00 |
| Strand & Associates | 84 | \$95,000.00 | \$130,000.00 |

Each firm was ranked on a matrix of weighted priorities, and cost proposals were sent separately with password protection.

The RFPs were subsequently reviewed by Water and Wastewater staff where Donohue was ranked the highest. The lowest cost proposal did not have as much relevant experience in assessments or upgrades, and it was from a smaller firm with less resources available from which to draw. The Utility recommends moving forward with Donohue and Associates in the amount of \$79,860.00 (\$72,480.00 Utility and \$7,380.00 City). This proposed amount falls slightly under the average costs and was the second lowest proposed amount. It also falls within the budgeted amount of \$100,000.00.

Sincerely,

Nate Tillis
Wastewater Utility Director

NT/jb