

COUNCIL COMMUNICATION

From: The City Manager

Subject: Burns and McDonnell Engineering Company Inc. Agreement

Manager's Recommendation:

I recommend that the Agreement with Burns and McDonnell Engineering Company, Inc. ("Burns and McDonnell") be approved in the amount of \$41,100.00. Terms of the Agreement include development, assembly, printing, mail house services, and postage for the 2009 Regional Consumer Confidence Report ("CCR"). In addition, Burns and McDonnell has agreed to indemnify the City for all claims resulting from its negligence in performance of the Agreement up to \$2,000,000.00. The Agreement is subject to my approval as to substance and the City Attorney as to form.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Water Treatment Operations Engineering Services, Account Number 591-4730-861-8002.

Justification:

The City received two proposals during the week of November 23, 2009, to provide professional consulting services for coordination, development and distribution of the 2009 CCR. The proposals were received from Tetra Tech Inc. ("Tetra Tech") and Burns and McDonnell. The 1996 amendments to the Safe Drinking Water Act requires the City to provide consumers information about their drinking water and opportunities to get involved in protecting their source water pursuant to a CCR. All community water systems are required to prepare and provide their customers with an annual water quality report or CCR.

Several years ago, the Michigan Department of Environmental Quality District Engineer recommended the use of a regional approach to the report. For the past five years, the City has successfully used this approach to distribute information to customers by distributing the Saginaw Regional Water Quality Report/CCR. Specifically, this approach reduces the expense of production of the report, mailing costs and City staff time. The City will coordinate the development of the CCR with

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Burns and McDonnell. The individual communities will sign participation agreements and reimburse the City for their share of the costs. The CCR will be developed and distributed to City customers that elect to participate in the 2009 Regional CCR.

For the past twelve years, the City has worked with Tetra Tech to produce the CCR. Specifically, the City worked with Susan Franklin on this project. She has extensive knowledge regarding the CCR, the City and the municipalities that receive water services from it. In 2009, Ms. Franklin left Tetra Tech and is now employed by Burns and McDonnell. Due to her highly professional approach, her creative, on-going, efforts to reduce costs and great success in coordinating the Regional CCR, staff determined that the proposal from Burns and McDonnell best suited the City's interest. The estimated cost is slightly higher in the Burns and McDonnell quote due to increased estimate of the handling and postage. Both proposals indicate the costs for handling and postage will be based on actual costs and not the estimated cost. Moreover, Burns and McDonnell's cost includes a two-color print option and Tetra Tech's only provides a one-color print option. The recommended quoted cost includes a 1.5 % increase when compared to last year.

The following is a tabulation of the proposals received by the City:

Tetra Tech Inc. Ann Arbor, MI	\$40,500.00
Burns and McDonnell Engineering Co. Inc. Downers Grove, IL	\$41,100.00

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.