

Agenda Item: {{section.number}}>{{item.number}}

September 3, 2024

TO: THE ENGINEERING, OPERATIONS, AND WATER RESOURCES COMMITTEE

Director Gracie Torres

Director Fauzia Rizvi

FROM: Tim Barr, Deputy General Manager

AWARD A PROFESSIONAL SERVICES CONTRACT TO KENNEDY JENKS CONSULTANTS, INC. TO PROVIDE GRANT PROGRAM SUPPORT SERVICES DURING FISCAL YEAR 2024-2025

RECOMMENDATION:

Staff requests that the Engineering, Operations, and Water Resources Committee recommend the Board of Directors:

1. Award a Professional Services Contract to Kennedy Jenks Consultants, Inc., in an amount of \$130,000 to provide professional and technical services for the grant program during Fiscal Year 2024–2025.

EXECUTIVE SUMMARY:

To ensure the best value and service quality, staff solicited professional service proposals from qualified consulting firms to prepare monthly updates regarding new grant opportunities, participate in quarterly strategic grant program planning meetings, and provide as-needed assistance in preparing grant applications. Kennedy Jenks Consultants, Inc. has been selected as the preferred vendor based on qualifications and experience. Staff recommend awarding a professional services contract to Kennedy Jenks Consultants, Inc. for Fiscal Year 2024–2025 grant program support services.

BUDGET IMPACT:

There is no budget impact. The Board-approved Fiscal Year Operating Budget for Fiscal Year 2024–2025 includes adequate funding for this request for grant program support services.

DETAIL:

To serve Western Municipal Water District's (Western Water) customers with high-quality municipal services in the most cost-effective manner, Western Water annually seeks assistance in identifying grant funding opportunities and preparing grant applications when needed. The selected consultant will assist staff to monitor local, state, and federal grant opportunities, such as those administered by the California Department of Water Resources; California State Water Resources Control Board; California Department of Public Health; Governor's Office of Emergency Services; U.S. Bureau of Reclamation; and the U.S. Environmental Protection Agency. The selected consultant will support quarterly teleconferences to review opportunities with Western Water staff and federal/state advocates. Once grant opportunities are identified and projects are deemed eligible for funding, grant application preparation support will be provided on an as-needed basis. For Fiscal Year 2024–2025, staff believe that up to eight funding opportunities will utilize consultant support.

Western Water staff received proposals from three professional consulting firms for grant support services. The proposals were evaluated by a committee of internal staff who ranked the proposals from highest to lowest based on: 1) Understanding the work to be performed; 2) Approach to the project; and 3) Grant communication templates. The evaluation committee selected the Kennedy Jenks Consultant proposal as the most advantageous to Western Water.

Staff have historically used consultant support for the grant program under the General Manager's purchasing authority. For Fiscal Year 2024-2025 staff requested and the Board approved funding in the Operating Budget for increased grant program support. Much of this contract will be utilized in as-needed capacity for grant applications requiring professional and technical services.

Reason for Action:

Staff require additional resources to assist with the development of technical grant applications as well as grant monitoring services.

Solution:

Award a contract for professional services to Kennedy Jenks Consultants, Inc. for Fiscal Year 2024–2025.

STRATEGIC PRIORITIES REFERENCE:

This action is in alignment with Western Water's 2022–2025 Strategic Priority of Financial Stewardship.

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PROPOSED DATE OF ACTION:

If approved by the Committee, this item is scheduled for consideration by the full Board of Directors at their meeting on September 18, 2024.

LEGAL COUNSEL REVIEW:

Not applicable.

Respectfully submitted by:

Tim Barr, Deputy General Manager