



**PUBLIC SERVICE BOARD MEETING
AGENDA ITEM
REGULAR MEETING**

Wednesday, April 11, 2018

SUBJECT

Commercial Conservation Services: Three Water Efficiency Workshops and Benchmarking Services

BACKGROUND

The Texas Water Development Board (TWDB) has established a series of best management practices in conservation for municipal water utilities and requires reporting on these practices in the Utility's five-year Conservation Plan submitted to TWDB. EPWater's next plan is due in May 2019. Staff is seeking outside expertise to help perform an assessment of commercial water accounts (benchmarking) and help shape strategies for a commercial conservation program. Staff is also seeking expertise to lead commercial conservation workshops this year in response to interest expressed by Pretreatment partners and also restaurants participating in the Utility's Certified Water Partner program.

STRATEGIC OBJECTIVES SUPPORTED

Improve Land & Water Management

EVALUATION PROCESS

Staff issued a Request for Services and received four proposals. All proposals met requirements. Staff evaluated and scored proposals and then conducted interviews with two finalists. Alan Plummer Associates was selected as the best and most qualified firm.

FINANCIAL IMPLICATIONS

Sufficient funds are available in Account Number 150-7720, and the funding source is the Water and Sewer Fund.

PROPOSED ACTION REQUESTED

Consider and award a professional services contract to Alan Plummer Associates, Inc., for Commercial Conservation Services in the estimated annual amount of \$57,000 with the option for two, one-year extensions.

SUPPORTING DOCUMENTATION PROVIDED

- Memo Detailing Selection Process, Scores



INTEROFFICE MEMO

TO: Rose Guevara, Levi Chacon

FROM: Lisa Rosendorf

DATE: April 2, 2018

SUBJECT: Selection of commercial conservation firm

Through a two-phase selection process, Alan Plummer Associates has been chosen to provide the commercial conservation services, as advertised on January 30, 2018 through RFS 23-18 – “Providing El Paso Water Targeted Customers with Three Water Efficiency Workshops and Benchmarking Services.”

Four firms submit proposals: Brendle Group, Alan Plummer Associates, Maddaus Water Management, and Hazen & Sawyer. All four met the requirements.

First phase: Conservation Manager Anai Padilla and I scored the four proposals in early March according to the six stated criteria: Experience & Competence, Approach/Expertise for Workshops, Approach/Expertise for Benchmarking, Team Member Expertise/Availability, Strategy & Project Management and Cost of Services. While our rankings varied, Anai and I both rated two firms higher than the others and decided to interview the two finalists. Final combined scores are shown below.

Firms	Anai’s Final Scores	Lisa’s Final Scores
Brendle Group	78	88
Alan Plummer Associates	93	92
Maddaus Water Management	97	91
Hazen & Sawyer	81	86

Second phase: Along with a third evaluator – Customer Service Manager Mark Bolduc – we conducted Skype interviews on Friday, March 30, with the two finalist firms. All three of us agreed that Alan Plummer Associates was much stronger on the benchmarking capabilities and had an integrated approach to the overall program that could benefit the utility. Final scores are listed below, and details are attached.

Firms	Anai’s Scores	Lisa’s Scores	Mark’s Scores
Alan Plummer Associates	97	93	100
Maddaus Water Management	85	91	90