

SUBJECT: Requesting approval to increase the single project limit amount to \$150,000 for the Engineering and Survey Services Contract Numbers 20-117P-A, 20-117P-B and 20-117P-C to HDL Engineering Consultants LLC, Lounsbury & Associates Inc., and Stantec Consulting Services Inc.

AGENDA OF: June 21, 2022

ASSEMBLY ACTION:

*Approved under the Consent
Agenda 6-21-22 BSM*

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *MB*

Route To:	Department/Individual	Initials	Remarks
	Originator - A.Senta	<i>AS 6/3/22</i>	
	Division Manager	<i>BS 4/3/22</i>	
	Public Works Director	<i>TDD</i>	<i>3 Jun 2022</i>
	Purchasing Officer	<i>Ch</i>	
	Finance Director	<i>CX</i>	
	Borough Attorney	<i>JS</i>	
	Borough Clerk	<i>BAA for JRM</i>	

ATTACHMENT (S): Fiscal Note: Yes ☐ No ☒

SUMMARY STATEMENT: On August 7, 2020, Purchasing awarded contracts 20-117P-A, 20-117P-B and 20-117P-C for Engineering and Survey Services to HDL Engineering Consultants LLC, Lounsbury & Associates Inc., and Stantec Consulting Services Inc.

Currently the single project limit is set to \$50,000 for services under the subject contracts. Over the last 12-24 months, the

Borough has seen a less competitive market and in general less interest from engineering firms for smaller design projects. By increasing the limit for a single project under these contracts, the Borough would gain more flexibility to obtain quotes from the three firms already under contract to respond as needed to complete projects.

Under the engineering and survey services contracts, three quotes are solicited from the three highly qualified firms when the need for a project arises, and the lowest bid is awarded. This method provides for a competitive market and ensures the Borough is getting a good price for the services rendered. When the scope is identified sufficiently, this method can save anywhere from 30-40% on the overall design cost of a project compared to other methods.

This procurement method also provides for a relatively quick execution of design projects. The solicitation already selected the three highest qualified firms to participate in the low-bid process, and as such a project can go from concept to under a design contract within about two weeks when the need arises. An advertised Request for Proposals would take anywhere from 5-7 weeks and varies by project, and is dependent on the availability and interest of local firms. Reviewing and awarding proposals also takes up limited staff time, and the increased limit on the subject contracts would decrease that need since the awards are based on a simple low bid.

Overall, the requested increase in single project limit amount will save time, money, and increase the availability of limited consulting firms for design services and result in a more efficient process for engineering services for civil construction projects throughout the Borough.

The Administration is requesting approval to increase the single project limit amount to \$150,000, for Engineering and Survey Services Contracts Number 20-117P-A, 20-117P-B and 20-117P-C.

RECOMMENDATION OF ADMINISTRATION: Approve this legislation.