



**GLWA Procurement**

**Effective Date:**  
7/1/2024

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FSA\_PRO\_TPL\_0024

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**Document Title:**  
Procurement Board Report

**Document Owner/Department:**  
Procurement Team

**Date: August 5, 2024**  
**To: Suzanne R. Coffey, P.E., Chief Executive Officer**  
**From: Daniel Edwards, Procurement Manager**  
**Re: Procurement Report**

**General Information**

Contract Number:	2300826	Project Owner:	Matt Lane
CIP#:	N/A		
Contract Title:	Water and Wastewater Service Charges Consultant		
Vendor:	Willdan Financial Services		
Budget:	Operations and Maintenance		
Federal/State Funded	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Procurement Method**

Competitively bid – Request for Proposal (RFP) Qualification Based Selection (QBS)

Advertised:	June 7, 2024	Addendums released:	2
Buyer:	Joan Salwasser	Downloaded by:	53
Response due date:	July 16, 2024	Responses received:	3

**Business Inclusion and Diversity (B.I.D.) - Applicable**

The recommended vendor for award submitted a B.I.D. plan per the requirements under this solicitation.

Vendor <i>(In order of highest to lowest)</i>	B.I.D. Plan <i>(Pass/Fail)</i>	Scored Criteria <i>(0 or 1)</i>			Cert.	Score w/o B.I.D.	Score with B.I.D.
		State of Michigan	GLWA Territory	Econ. Territory			
Carollo Engineers, Inc.	Pass	0	0	0	No	79.93	79.93
Raftelis	Pass	0	0	0	No	66.88	66.88
Willdan Financial Services	Pass	0	0	0	No	85.24	85.24



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**QBS - Cost Summary - Vendor Name**

<b>Description</b>	<b>Proposed Cost</b>	<b>Negotiated Cost</b>
Task 1 – Cost of Service Study (Initial term – 3 years)	\$ 250,000.00	\$ 250,000.00
Task 2 – Cost of Service Study (1 <sup>st</sup> renewal term – 1 year)	90,000.00	90,000.00
Task 3 – Cost of Service Study (2 <sup>nd</sup> renewal term – 1 year)	95,000.00	95,000.00
Task 4 – Additional Services – (Initial term – 3 years)	811,200.00	1,349,250.00
Task 5 – Additional Services – (1 <sup>st</sup> renewal term – 1 year)	280,800.00	459,810.00
Task 6 – Additional Services – (2 <sup>nd</sup> renewal term – 1 year)	296,400.00	485,080.00
Task 7 – Reimbursable Expenses (Initial & renewal terms)	150,000.00	150,000.00
<b>Totals</b>	<b>\$1,973,400.00</b>	<b>\$ 2,979,140.00</b>

*The hours for additional services in the RFP were 3,120, 1,040, and 1,040, for the initial (3 year) term and each renewal term (1 year) respectively. After evaluating GLWA needs, the contract is based on 5,800 hours for the initial (3 year) term, and 1,800 for each renewal term (1 year) respectively. This is a not to exceed amount. Any hours not utilized will not be billed against this contract.*

Benchmarking was completed by comparing the bids for this project. This analysis confirmed that rates are in competitive range. The rate comparisons and allowances (if any) are illustrated in the attached bid tabulation.

**QBS Evaluation Committee: (Designation - Organization)**

<b>Evaluators</b>
A – Manager - GLWA
B – Manager - GLWA
C - Director - GLWA
D – Chief Financial Officer & Treasurer - GLWA
E – DPW Director – Macomb Township
F – General Manager - SOCWA
G – Deputy Director - DWSD
H – Public Service Director – City of Allen Park
<b>Advisors</b>
A – Chief Financial Officer - DWSD
B – Manager - GLWA
C – Manager - GLWA
D – Management Professional - GLWA



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**Other Data Requested by GLWA Board Members for Recommended Vendor**

Minority Business Enterprise (MBE): No  
Detroit Based Business (DBB): No  
Small Business Enterprise (SBE): No

Sub-Contractor(s) List: N/A

Vendor Response Survey: N/A

**Litigation**

This vendor is not currently nor has been previously involved in any litigation with the GLWA.

**Financials**

A financial risk assessment was performed by the GLWA via Dun & Bradstreet and was determined that the selected vendor has the financial capacity to perform the tasks under this contract. This information is available for the Board of Directors to review upon request.

**Previous Contract**

Previous contract holder: N/A