

MINUTES OF THE RFP REVIEW COMMITTEE FOR ELECTRICAL ENGINEERING PROPOSALS

8:30 a.m.

April 23, 2019

Councilman Mulvaney brought the meeting to order with the following committee members present: Charles Anderson, City Manager and Bill Bennett, Director of Electric.

Councilman Mulvaney presented Agenda Item #1, discuss and rank the three proposals received for electrical engineering services. City Manager Anderson stated that the goal here today is to rank the candidates and make a recommendation to City Council if possible. He added that he would reach out to the top ranked candidate and discuss a tentative contract that would be presented to the City Council for consideration. The City currently uses a cost-plus fixed fee contract format for electrical engineering services so he would ask the firm if that would be suitable for them.

The first firm that was discussed was Execupower, which is a woman owned business. City Manager Anderson stated that they did not complete the form 330 as requested; they put that they would complete that upon award. He added that the other two firms did complete the form which helps the committee know how big their firm is and the experience of their firm. After reviewing the documents, it seems that they are not used to working with government clients. In their proposal, they never mention experience with substation maintenance mainly just working with contractors. It was added that their main office is located in King of Prussia, however, it did mention that if they were awarded the contract they would open an office here by the end of the year. City Manager Anderson stated that the City is aware about their plans to potentially open an office here.

City Manager Anderson stated that Execupower was the lowest scored firm by him.

The second firm discussed was Booth and Associates which is located out of Baltimore with their main office being located in Raleigh, NC. In the Baltimore office, there is a total of 10 people including 3 electrical engineers and 4 mechanical engineering; in the organization they have a total of 106 employees with 11 being electrical engineers. The total revenue for the company in a year is listed as \$10-\$25 million.

City Manager Anderson stated that he has reached out to the Director of Lewes Board of Public Works who has worked with them in the past. He spoke highly of them and had many positive things to say about their experience with the firm. They are a highly educated firm that is qualified to handle the contract. City Manager Anderson added that they do big projects which we do not do here as often.

The third firm, George, Miles & Buhr was then discussed. They took on many personnel from Downes Associates earlier this year when they closed. City Manager Anderson stated that they have the abilities to do the contract and are the closest to us; they are located in Salisbury. Mr. Bennett pointed out that in the next few years the bulk of our work will be subdivision design and pole attachments along with maintenance of the substations. GMB has 90 employees and has an annual revenue of \$10-\$20 million.

Councilman Mulvaney asked if Preston Waller was a contractor or joint contractor? City Manager Anderson stated that he would be partnering with them. He added that Downes did that with their projects for stormwater work, etc. Mr. Bennett added that Jay Waller did work on our Pine Street Substation project. City Manager Anderson pointed out that Mr. Bennett would need to know who our daily contact person would be if a need arises. City Manager Anderson stated that he could reach out to Lex Grier, P.E. with GMB to find out more about the communications.

Mr. Bennett brought up the organizational charts of each firm and how GMB puts the City of Seaford at the top of the chart. City Manager Anderson stated that this shows corporate culture and how they value their clients.

After a discussion about the personnel of each of the firms, it was decided to reach out to Lex Grier, P.E. from GMB. City Manager Anderson then called Mr. Grier to ask a few questions about their proposal. Mr. Grier stated that he would be the direct contact for the City of Seaford, however, he does encourage free communications. If Mr. Bennett has an urgent need then he can reach out to any consultant as needed; the time would be billed through GMB. GMB staff would coordinate any projects such as budget, circuit designs or any other needs. Any reports would be developed with all of the consultants; however, it would be coordinated through GMB. City Manager Anderson stated that the contract in the past has been a cost-plus fixed fee; he asked if that would be acceptable for GMB? Mr. Grier stated that would be fine and the consultants would provide a fee schedule on a yearly basis.

Councilman Mulvaney then discussed New Business #2, make a recommendation regarding a firm to provide City Electrical Engineering services to be presented to the City Council for consideration. The committee agreed to move forward with GMB to provide electrical engineering services. Mr. Bennett made a motion to make a recommendation for GMB to provide electrical engineering services to the Mayor and City Council. City Manager Anderson seconded the motion; motion so passed with all present voting in favor.

City Manager Anderson stated that he will reach out to GMB to provide an open-ended services contract to present at the next Mayor and City Council meeting for approval.

With no other business or questions, Councilman Mulvaney asked for a motion to adjourn. City Manager Anderson so moved; Mr. Bennett seconded the motion; the meeting was adjourned the meeting at 9:17 a.m.

Tracy Torbert, City Clerk