



## **BUSINESS ACTION ITEM STAFF REPORT**

---

### **ITEM 6.B. DISCUSSION, REVIEW AND APPROVAL OF A TEMPORARY CONTRACT WITH OLIVEIRA ENVIRONMENTAL CONSULTING TO PERFORM GENERAL SERVICES NOT TO EXCEED THE AMOUNT OF \$10,000.00.**

#### Summary:

On March 12, 2021 a contract for services was executed with Oliveira Environmental Consulting to provide general services to the District. The current contract expires on March 31, 2022. GES Staff is asking that the Board to extend the OEC contract for a period of ninety days to allow additional time for GES to perform a formal request for proposal process. The temporary contract would begin April 1 and would end June 30, 2022.

#### Discussion:

Oliveira Environmental Consulting (OEC) is currently assisting the District with a multitude of projects such as the Coastal Hazard Response Plan, creation of an RFP for the Pipe Bridge Replacement, and repair of the Pico Stairs. A disruption in this work product or switching vendors in the middle of these projects could potentially be problematic for the community.

Section 19.04 (4, 8) of the Policy and Procedures Manual states:

#### **4. Selection Procedures for Professional Services in Excess of \$5,000 Not Exceeding \$10,000**

Formal RFP's are not required for professional services in excess of \$5,000 and not exceeding \$10,000. District staff may select a consultant from a pre-qualified consultant file if available. District staff shall contact at least three (3) qualified consultants and request an informal written proposal or verbal proposal. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited with written documentation retained in the project file.

The selection shall be based upon the criteria noted in Section 2 above. Notations documenting the proposals and reasons for selection shall be made in the project file. Following Board approval, the General Manager shall then execute the agreement.

## **8. Special Circumstances**

These professional consultant selection procedures are not applicable when three (3) qualified professional service firms or individuals are unavailable or if it is appropriate and in the best interest of the District under the specific circumstances of the project at issue to limit the number of consultants solicited. Examples of such specific circumstances may include the following: the need to take immediate action on a project precludes the District's ability to follow these procedures; the absence of any fiscal or competitive advantage in following these procedures; only one consultant is known to be available and capable of providing needed services within the required time; the services to be provided are so unique that only one known consultant is qualified and available to perform them; or the terms of a legal mandate or negotiated agreement require the use of a particular consultant. The basis for such action shall be documented in writing and noted in the contract and approved by the General Manager. When Board approval is required, the documented basis for such action shall be included in the report to the Board.

### Possible Options:

- 1) The Board may choose to approve the temporary contract extension for the period of 90 days.
- 2) The Board may choose to decline the temporary contract extension which would result in a disruption of services as of April 1, 2022.

Enc: Proposal from OEC