

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 02/11/25 M&C FILE NUMBER: M&C 25-0101

LOG NAME: 13P RFP 24-0282 ICIM AUDIT SERVICES AO WTR

SUBJECT

(ALL) Authorize Execution of Agreement with Alan Plummer and Associates, Inc. for Industrial, Commercial, Institutional, and Multifamily Water Conservation Audit Services in an Annual Amount Up to \$250,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for an Annual Amount Up to \$200,000.00 for the Water Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Alan Plummer and Associates, Inc. for industrial, commercial, institutional, and multifamily water conservation audit services in an annual amount up to \$250,000.00 for the initial term and authorize four one-year renewal options for an annual amount up to \$200,000.00 for the Water Department.

DISCUSSION:

The Water Department approached the Purchasing Division to authorize the execution of an agreement with Alan Plummer and Associates, Inc. for industrial, commercial, institutional and multifamily water conservation audit services. Under the proposed agreement the vendor will: promote city-wide industrial, commercial, institutional and multi-family water conservation goals and initiatives; conduct comprehensive water audits; present a detailed written report with audit results, water saving recommendations, and a return on investment projection; provide recommendations for participation in Fort Worth Water Conservation program resources; and assist in engaging, promoting and assisting City in applying for conservation awards.

Purchasing Staff issued Request for Proposal (RFP) Number 24-0282. The RFP consisted of detailed specifications describing the responsibilities and requirements to provide these services. The RFP was advertised in the Fort Worth Star-Telegram on October 11, 2024, October 16, 2024, October 23, 2024, October 30, 2024, and November 6, 2024. The City received one (1) response.

An evaluation panel consisting of representatives from the Water Department, Diversity and Inclusion Department, and Environmental Services Department reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Vendor	Evaluation Factors					
	a	b	c	d	e	Total Score
Alan Plummer and Associates, Inc.	13.13	16.5	13.13	24.75	20	87.5

- Best Value Criteria
- a. Length of minimum experience
 - b. Experience doing heavy industrial and commercial water use audits for diverse industries
 - c. Ability to produce reports to audit clients and City of Fort Worth
 - d. Ability to meet the City's needs
 - e. Cost

After evaluation, the panel concluded that Alan Plummer and Associates, Inc. presents both the best value and the necessary experience for the water audit services; therefore, the panel recommends that Council authorize an agreement with Alan Plummer and Associates, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor's bid met specifications.

FUNDING: The maximum annual amount allowed under this agreement will be \$250,000.00; however, the actual amount used will be based on the needs of the department and available budget. Funding is budgeted in the General Operating & Maintenance category in the Water & Sewer Fund for the Water Department.

BUSINESS EQUITY: The Business Equity Division placed a 14.83% business equity goal on this solicitation/contract. Alan Plummer and Associates, Inc., will be exceeding the goal at 15%, meeting the City's Business Equity Ordinance. Any changes in subcontractors will be reviewed by the Business Equity Division.

AGREEMENT TERMS: This agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This Agreement may be renewed at the City's option for four one-year terms. This action does not require City Council

approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal terms.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water & Sewer Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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