

CENTRAL BASIN MUNICIPAL WATER DISTRICT

MARCH 9, 2005 - Finance

Hawkins, No Quorum

MARCH 21, 2005 – Board Meeting

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Approved by: Art Aguilar/Rich Nagel

ACTION CALENDAR

STANDBY CHARGE ADMINISTRATION SERVICES

SUMMARY:

As a result of regional drought-proofing efforts, Central Basin implemented a recycled water parcel charge in 1991 that offsets the debt obligations used to develop Central Basin’s Recycled Water Program. Currently the total Standby Charge Program generates approximately \$ 3.2 million. In order to administer the Standby Charge Program accurately and cost effectively, Central Basin contracts with a consultant.

In December 2004, staff received a request from the Board to review the Standby Charge administration consultant contract previously approved by the Board in September 2003. The contract was for a three-year term effective October 1, 2003 to September 30, 2006. In accordance with the District’s Procurement Policy, staff issued a “Request for Proposals” (RFP) in January 2005, which was posted on the District’s web site, and distributed to eight consulting firms. The RFP stated the contract was for a three-year period from April 1, 2005 through March 31, 2008 and were due January 31, 2005.

The District received three proposals in response to its RFP request. Staff reviewed all of the proposals received and rated their responses to the District’s RFP requirements. As a result of staff’s review, each firm was invited to be interviewed.

Staff interviewed all three firms on February 16, 2005. The three person interview panel consisted of District finance staff and a member of Metropolitan Water District of Southern California. The panel evaluated each firm and their average total score is as follows:

Category	Max Points	David Taussig	Datastream	MuniFinancial
Total	100	74	99	100
Contract Price		\$75,000 (1)	\$59,900	\$88,500

(1) Price is exclusive of the costs of printing notices and the costs of County of Los Angeles parcel data.

Due to Datastream and MuniFinancial having a very small difference in their scores, staff considered the proposal amounts from each firm. For the three-year contract period, Datastream’s proposal is \$28,600 less than MuniFinancial. Also, Datastream has institutional knowledge regarding Central Basin’s Standby Charge Program as it merged with the District’s longtime consultant, Reiter Lowry.

Staff is recommending that Datastream Business Solutions, Inc. be awarded a three-year Standby Charge Administration services contract for the period from April 1, 2005 through March 31, 2008, in an amount not-to-exceed \$59,900.

FISCAL IMPACTS:

Standby Charge Administration services are included in the annual budget.

ENVIRONMENTAL COMPLIANCE:

Not required.

COMMITTEE STATUS:

This item was not reviewed by the Finance Committee on March 9, 2005. Due to a lack of quorum, Director Hawkins suggested agendaizing this item to the March 21, 2005 Board meeting for consideration.

RECOMMENDED MOTION:

That the Board authorizes the Co-General Managers to enter into an agreement with Datastream Business Solutions, Inc. for a three-year services contract from April 1, 2005 through March 31, 2008 for a total not-to-exceed amount of \$59,900.

LIST OF EXHIBITS:

Exhibit "A" - Evaluation Matrix

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