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DEPARTMENT OF PUBLIC WORKS

MEMO

TO: CEA Review Committee

FROM: Nate Loper, Deputy Director of Public Works

SUBJECT: Fuel Site Consulting Services with Endpoint Solutions

DATE: March 20, 2018

In response to a request for proposals issued by our office, we received two (2) proposals for the Fuel Site Consulting Services. After reviewing the proposals, we have found both companies to be capable of providing the required scope of services. The following is a summary of the proposed fees for each company:

Endpoint Solutions	-	\$ 30,630
OMNNI Associates, Inc.	-	\$ 60,310

The scope of services for this contract includes inspecting the entire existing fuel system, evaluating to ensure compliance with all regulations, providing detailed cost estimates and implementation strategy options for all proposed upgrades and repairs, creating specifications and bid documents for the 2019 construction project, managing the project through completion and providing as-built drawings when the project is complete.

Endpoint Solutions was selected as the consultant based on the following factors:

- Most knowledge of our current fuel site
- Performed the 2013 evaluation and report for our site
- Experienced project team
- Bid estimate was almost 50% lower than OMNNI

The Department of Public Works recommends award of the Fuel Site Consulting Services to Endpoint Solutions in the amount of \$30,630 with a contingency of \$1,370 for a project total not to exceed \$32,000.

Thank you for your consideration.