

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: July 28, 2020

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: CATHERINE CERRI, General Manager

SUBJECT: CONSIDER AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR CONTRACTED DISTRICT ENGINEER SERVICES

A. RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to execute a contract with TKE Engineering Inc. (“TKE”) for Contracted District Engineer Services according to the attached rate schedule.

B. REASON FOR RECOMMENDATION

On June 10, 2020, staff issued a Request for Proposals (“RFP”) to six (6) engineering firms that offer staff augmentation and have specific experience as a contracted District or City Engineer. On July 13, 2020, the District received four (4) proposals which were ranked as shown below.

Engineering Firm	Ranking
TKE Engineering, Inc.	94
Dudek	90
Infrastructure Engineering Corporation	90
Tidewater	87

The firms were ranked based on multiple factors, including their understanding of the scope of the services, their experience with agencies as a contracted District/City Engineer, experience with LACSD and billing rates. All firms were qualified to provide the required services; however, TKE scored the highest due to their extensive experience with public agencies. TKE has provided numerous on-call engineering services to public agencies throughout Southern California including Interim City Engineer and Interim Public Works Director for the City of Upland, contracted City Engineer for the City of Hesperia and District Engineer for Mission Springs Water District. The District has had experience with TKE in the past and the results were positive. Michael Thornton, President and Principal in Charge of TKE, will be the designated District Engineer for this contract. He assisted the District with conflict resolution between the District and

the Hamiltair Property Owners Association which resulted in the successful completion of the North Bay Pump Station Intakes Replacement project.

C. BACKGROUND INFORMATION

The current District Engineer has announced her retirement for early next year. Staff considers it critical to have the contracted District Engineer work with Mrs. Hercules during the next few months to make the transition as smooth as possible. During this time, Mrs. Hercules will make Mr. Thornton familiar with the numerous tasks run by the District Engineer's office as well as the Capital Improvement Program.

D. FISCAL IMPACT

TKE Engineering has proposed a competitive hourly rate for the District Engineer as well as for other services that will be provided in support. These rates will reduce the District's outside engineering costs. The cost of a contracted District Engineer will be higher than an employee on an hourly basis but will not be billed full time.

E. ENVIRONMENTAL IMPACT

This item is an administrative action; therefore, it is not subject to the California Environmental Quality Act ("CEQA").

F. ATTACHMENTS

- TKE proposal dated July 13, 2020