



Memo

File #: 313-24

Agenda Date: 7/2/2024

TO: Mayor and City Council

FROM: Beth Beatty, City Manager

SUBJECT:

Award of Professional Services Agreement for the Water Loss Control Technical Assistance Program to Cavanaugh & Associates PA in the amount of \$248,412.00

BACKGROUND:

On January 5, 2021, the Mayor and City Council approved Resolution No. 7613, committing to water conservation through the reduction of non-revenue water in order to comply with the allocation requirements of the Level of Lake Michigan Act, 615 ILCS 50, and the corresponding State regulations. A condition of the City's Lake Michigan water allocation permit is completion of the City's Non-Revenue Water Reduction Plan. A major component of this plan is IDNR reporting and program management. The City has implemented a number of water loss control projects including water main replacement, water meter analysis and water meter replacement, a water billing audit, and expansion of the district metering program. A consultant specialized in water loss control is now needed to manage the City's current water loss activities and to lead and manage the program into the future.

In January 2024, the City published a Request for Qualifications for Water Loss Control Technical Assistance Program. Seven qualifications were received, four firms were interviewed, and the selection committee identified Cavanaugh & Associates PA, as the most qualified firm to complete the services for the program. Cavanaugh & Associates PA has successfully completed similar projects for communities throughout the United States. They have a team of seasoned engineers, environmental scientists, and data analysts which have significant experience in managing non-revenue water technical assistance program and fulfilling the requirements of regulatory reporting requirements. Therefore, Cavanaugh & Associates PA was requested to provide a proposal for leading and managing the City's non-revenue water program. The Public Service Committee will review this matter.

CONCLUSION:

Cavanaugh & Associates PA provided a proposal, in the not to exceed amount of \$248,412.00, to lead and manage the City's non-revenue water program. The scope of work for the first phase of their work includes: review of all aspects of the current program; data validation and audit of the most recent IDNR water audit and reporting; assessment of the water meter and water distribution system to confirm accuracy of the water pumped and water billed; identification of apparent and real losses; district meter assessment and program roadmap; program management; IDNR support; and reporting for the 2024 water year. They will identify next actions to be taken in subsequent contracts such as installation of District meters, additional field work, and additional analyses that may be

needed.

Section 2-438 of the City of Joliet Code of Ordinance states that purchases over twenty-five thousand dollars (\$25,000.00) may be awarded without written specifications under certain circumstances. Two (2) of these circumstances apply:

(f) Purchases when authorized by a concurring vote of two-thirds (2/3) of the Mayor and City Council;

(g) Purchases of professional services.

Funds will be charged to the Public Utilities Engineering / Professional Services (Org 50080013, Object 523300, \$248,412.00).

RECOMMENDATION:

Based on the above, it is recommended that the Mayor and City Council approve the professional services agreement for the Water Loss Control Technical Assistance Program, in the amount of \$248,412.00, on behalf of Cavanaugh & Associates PA.