

JACKSON COUNTY WATER AND SEWERAGE AUTHORITY

RESOLUTION AUTHORIZING SELECTION OF ON DEMAND PROFESSIONAL ENGINEERING FIRMS FOR PERFORMANCE OF ENGINEERING TASKS HAVING A VALUE OF LESS THAN \$25,000.00

WHEREAS, the Jackson County Water and Sewerage Authority ("Authority") is a political subdivision of the State of Georgia, providing water and sewerage services to the citizens of Jackson County;

WHEREAS, Section 4(4) of the Authority Charter (Ga. L. No. 1367, H.B. No. 1995) authorizes the Authority to "(to appoint, select, and employ officers, agents, and employees including engineering...experts...and to fix their respective compensation ;)"

WHEREAS, the Board of the Authority has observed that, from time to time, the Authority has the need to move quickly to resolve engineering related issues. Further, the Board finds that the use of only one professional engineering firm may hinder the Authority's ability to move on an issue quickly, particularly if the firm has limited staff or resources. The Authority also recognizes that environmental and civil engineering encompasses a vast field involving an array of specialized areas and engineering firms differ in their areas of expertise.

WHEREAS, the Board has determined that "On-Demand" professional engineering provides the Authority with the opportunity to best match a particular firm's expertise with a particular or specialized project. On-Demand professional engineering also offers the Authority the ability to choose from several firms if the work required is time sensitive.

WHEREAS, the Authority Members, upon discussion and consultation with staff, have determined it is desirable to adopt a policy authorizing the pre-qualification of professional engineering firms in anticipation of their use on future Authority projects.

NOW THEREFORE, BE IT RESOLVED, that the Jackson County Water and Sewerage Authority, by and through its Board, directs as follows:

1. **On Demand Firm Designation and Utilization Limitation:** The Authority Manager or his designee shall maintain a list of at least three (3) pre-qualified professional engineering firms ("On Demand Firms"), which firms may be called upon to provide professional engineering services to the Authority on engineering tasks have a value of twenty-five thousand dollars (\$25,000.00) or less and require less than twelve months (from the time that the task is let) for completion. Engineering tasks having a value in excess of \$25,000.00 shall be allocated per the usual Authority policy, in compliance with applicable local, state, and Federal law.
2. **Selection of On-Demand Firms:** Each calendar year, on or before May 1st of said year, and in compliance with applicable local, state, and Federal law, the Authority shall issue a request for qualifications, establishing the minimum qualifications for the On Demand Firms. Such qualification requirements shall include the provision of

insurance in an amount to be determined by the Authority Manager. Those firms seeking designation as an On Demand Firm shall respond by the following June 1st. Based on the responses and qualifications issued, the Authority Manager shall select the final On Demand Firms by the second Thursday in June. Final approval of the selected On Demand Firms shall be made by the Authority Board at the June Authority Board meeting, at which time said selection shall be made public. A list of the selected On Demand Firms shall be kept on file at the Authority Engineering office for public review.

3. **Contracting:** Upon selection of the On Demand Firms, said firms shall enter into an agreement with the Authority (in a form approved by the Authority Board) governing the provision of the On Demand Engineering services. Said agreement shall not have a term of more than one year, and shall have an effective date of July 1 of that year, terminating on June 30th of the following year.
4. **Utilization of On Demand Firms:** The Authority Manager, upon consultation with the Authority Chief Engineer, is authorized to allocate Authority engineering tasks among the On Demand firms, based on the best interest of the Authority at the time selection is made. Prior to the awarding of a particular engineering task to an On Demand Firm, the Authority Manager shall solicit a cost proposal and planning statement from the proposed On Demand Firm, establishing the costs and technical approach of said firm in accomplishing the engineering task in question. The Authority Manager's selection of a particular On Demand Firm for a particular engineering task shall be based on the ability of the On Demand Firm to produce the required engineering product in the most timely and cost-effective manner. No minimum or maximum amount of work shall be guaranteed to the selected On Demand Firms during their term of service.
5. **Task Contracting and Reporting:** Upon the assignment of an engineering task to an On Demand Firm, the On Demand Firm and the Authority shall enter into a written contract defining the scope of the work required for the task, the cost of the work to be performed, and the term within which such work shall be completed. As a prerequisite to enforcement of said contract, it must be reviewed and signed by the Authority Attorney. The assignment of the engineering task and the execution of the contract for said engineering task shall be reported to the Authority Board at the next Authority Board work session following the execution of the contract.
6. **Effective Date:** The policy enacted in this resolution shall be effective immediately, with the first list of On Demand Firms being selected on or before June 30, 2008.

So resolved this 17th day of April, 2008.

JACKSON COUNTY WATER AND SEWERAGE
AUTHORITY

By: _____
Hunter Bicknell, Chairman

By: Randall Pugh
Randall Pugh, Vice-Chairman

By: Alex Bryan
Alex Bryan

By: _____
Rob Jordan

By: Andy Goodman
Andy Goodman