



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** August 16, 2018  
**MEETING DATE:** August 20<sup>th</sup>, 2018

**SUBMITTING DEPARTMENT:** Town Administration  
**DEPARTMENT DIRECTOR:** Larry Pardee  
**PRESENTER:** Larry Pardee

**SUBJECT:** Environmental Consultant Selection for Karns Meadow Environmental Assessment

#### STATEMENT/PURPOSE

To inform Town Council that staff has reviewed the proposals from three Environmental Consulting firms and request that Council approve a Notice of Award for the Environmental Assessment.

#### BACKGROUND/ALTERNATIVES

In the February 5<sup>th</sup> Town Council meeting, the Council discussed various project components and an environmental assessment for Karns Meadow. Staff was directed to prepare a Memorandum of Understanding with the Jackson Hole Land Trust to cover the funding of this process.

In the June 4<sup>th</sup> Town Council meeting, the Council reviewed and approved the Memorandum of Agreement with Jackson Hole Land Trust for funding the Karns Meadow Environmental Assessment.

The Parks and Recreation Department prepared and issue a Request for Qualifications for an Environmental Consultant which were due back by July 27<sup>th</sup>, 2018. Three statements of qualifications were received from 1) Eco-Connect Consulting LLC, 2) Y2 Consultants, and 3) Biota Research and Consulting, Inc.

Three independent reviews were made by department directors and the town manager. Each making their recommendations for Council's consideration. The quick overview is as follows:

- Eco-Connect – was recommended because they completed the requirements in full, prior working experience in the area with a former employer who did not apply, and much lower billing rates.
- Y2- Did not provide insurance sheet and had significantly higher billing rates.
- Biota – did not provide estimated cost of services/billing rates and recent references pertaining to project were very dated.

#### ATTACHMENTS

None

#### FISCAL IMPACT

None at this time until staff meets with consultant to finalize complete scope of services and deliverables.

### STAFF IMPACT

Staff impact thus far includes drafting and releasing the RFQ, and time to review each response. Staff impact if an award is made, will be time to negotiate contract services and costs for the Environmental Assessment Services and to bring back a contract for Council's consideration.

### LEGAL REVIEW

Yes, Town Attorney will be required to review contract for services.

### RECOMMENDATION

Staff recommends Town Council move forward with a Notice of Award to Eco-Connect Consulting LLC.

### SUGGESTED MOTION

Should Council be ready to make a motion, a suggestion would be:

I move to direct staff to issue a Notice of Award to Eco-Connect Consulting LLC to provide an Environmental Assessment of Karns Meadows.