

Management Approaches to SWM Contracts

What works for you

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EQR Background and Experience

EQR has been performing stormwater management facility construction, maintenance, and retrofits for 23 years. We have held maintenance contracts with cities and counties throughout the Baltimore-Washington Metropolitan Area. We've worked with a variety of different contracting vehicles.

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Key Components

- ▶ Inventory
- ▶ Inspections
- ▶ Prioritizing Actions
- ▶ Performing Repair Work, Creating Work Cycles
- ▶ Re-evaluate priorities


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Inventory

- ▶ Even if funds are not available to perform any work, an inventory of facilities should be performed.
- ▶ An inventory provides a framework of numbers, types and locations of facilities which can be used to create inspection lists etc.

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Inspections

- ▶ Creates reports on what you have and what you have to do to return facilities to proper function. The inspection program also become an important tool in creating budgets for future work.
- ▶ Inspections are either performed by the agency or by an outside contractor.
- ▶ Self performed inspections allow for a greater sensitivity to the frequency and types of maintenance a facility may require.
- ▶ Contracted inspections will typically follow a set calendar cycle with reduced response to 'needy' facilities.

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Prioritizing Actions

- ▶ Along with using the inspections to structure budgets, they are also used to categorize the actions required at each site, establishing facilities which will require immediate action, and which can be postponed.

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Repair Work

- ▶ Immediate Repairs
 - ▶ Facility failures -Pipe clogs
- ▶ Regular Maintenance
 - ▶ Mowing
 - ▶ Trash and Debris Removal
 - ▶ Minor Repairs
 - ▶ Some agencies self-perform a lot of routine maintenance (mowing trash and debris removal etc., but do request contractors to help with post storm event response.
- ▶ Major Repairs
 - ▶ Structural Repairs
 - ▶ Dredging
- ▶ Retrofits
- ▶ Emergency Repairs
- ▶ Cranky Neighbors-Residents

Re-Evaluate Priorities

- ▶ Start all over again
 - ▶ Inventory
 - ▶ Inspect
 - ▶ Prioritize
 - ▶ Perform work
 - ▶ Re-evaluate Priorities

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Contracting Vehicles

▶ Unit Price Contracts

- ▶ Contract Items based on materials or activities, pipe installation, SY or CY of material, pipe. Project price is based on quantifying the number of each of the contract line items required to finish the project. Materials are often included as incidental to an activity.
- ▶ T/M type contracts - Projects are performed using contract hourly rates for labor and equipment, and cost multipliers on materials.
- ▶ In general both contract types are used similarly, in that the agency will request an estimate. In some cases the agency will provide the scope items, in others EQR establishes the scope items.

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Contracting

- ▶ To expedite standard maintenance, some agencies simply issue work orders to perform recurring maintenance activities, or storm response without a request for estimate from the contractor. This occurs once the agency understands the costs of this type of maintenance and has included an allowance for the repairs. This approach is associated with T/M contracts.

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Contractors

- ▶ Pre-qualifications and Experience
- ▶ Staff
- ▶ Key Personnel and Staff- How long have they been with the company?

How long in business in this line of work This will help determine whether the contractor will be able to handle technical issues which inevitably arise.

- ▶ Large enough, with adequate staff and equipment to handle the anticipated scope of work
- ▶ Establish lines of communication

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Conclusion

What works is decided by the Agency

- ▶ UPC line items vs. T/M is typically decided by the Purchasing Dept.
- ▶ All programs must have the capacity for modification, based on increased program responsibility (added facilities) or funding (allowing required work or added features be added at a facility).

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