



## Bassett Creek Watershed Management Commission

# MEMO

TO: Bassett Creek Watershed Management Commission  
FROM: Laura Jester, Administrator  
DATE: June 11, 2013

### **RE: Discussion of Possible Commission Policy Regarding Feasibility Studies**

The Commission should consider adopting a policy governing the conduct of feasibility studies for projects partially or wholly funded by the Commission. Such a policy would address several interests:

1. Taxpayers within all nine member cities contribute to the Commission's operating budget and capital expenditures and thus deserve representation in how the projects are chosen, assessed, planned, designed, implemented and maintained.
2. Commissioners should be able to analyze the merits of a particular approach for conducting feasibility studies against a policy framework.
3. To date, Commissioners have been asked to judge proposals without the time to receive and review proposals for feasibility studies.

The feasibility study policy could include the following components:

1. All feasibility studies for capital improvement projects or other projects funded in whole or in part by the Commission will be conducted by a consultant to the Commission.
2. Proposals for feasibility studies will be solicited by the Commission, typically through a request for proposal (RFP) process.
3. All RFPs for feasibility studies will be developed by the Commission.
4. All proposals for feasibility studies (responses to RFPs) will be reviewed by the Commission. The Commission will select a consultant and enter a contract with the consultant.
5. A specific list of criteria for evaluating proposals could be developed by the Commission as part of the feasibility study policy (including items such as project understanding, completeness, innovation, company experience, and budget).