

Agenda Report

TO: CITY COUNCIL

DATE: April 26, 2004

THROUGH: FINANCE COMMITTEE

FROM: City Manager

SUBJECT: Contract Award to Kennedy/Jenks Consultants for the Preparation of the Master Sewer Plan Project for an Amount Not To Exceed \$445,000.00

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to enter into a contract with Kennedy/Jenks Consultants for the Preparation of the Master Sewer Plan Project, not to exceed the Amount of \$445,000; which includes \$425,000 for the base scope of services and \$20,000 for any additional services the City may request.
2. Approve a journal voucher appropriating \$150,000 from the Sewer Fund to Budget Account 76275, Sewer Master Plan.

Competitive bidding is not required pursuant to City Charter Section 1002(F), professional or unique services.

EXECUTIVE SUMMARY:

The Master Sewer Plan will include the digitizing of the City sewer system maps for inclusion in the City's GIS mapping system, and the preparation of a Sewer Master Plan that would provide an analysis of existing and projected sewer needs. Kennedy/Jenks Consultants had the highest ranking among a total of six consultants who submitted proposals. The ranking was based on the qualifications of the consultant's project team, the consultant's qualifications, the consultant's project understanding and approach, a local business preference, and price. A journal voucher for additional funds is requested since the scope of work has been expanded to include additional services which will be beneficial to the City. These services include a sewer connection fee study, a storm water infiltration analysis, and pumping station evaluation.

BACKGROUND:

As part of the FY 2004-2008 Capital Improvement Program, the City Council approved the Master Sewer Plan project (MSP). This project provides for a study to prepare a master sewer plan for the City of Pasadena. The MSP will provide the following information for the management of the sewer system: an evaluation of the capacity of the existing sewer system, including identification of existing system deficiencies and recommendations for system improvements; an evaluation of future sewer requirements for both the short term (ten years) and long term (thirty years), including identification of future deficiencies and recommendations for future system improvements based on projected population changes and land use development.

Findings of compliance with the General Plan were made previously and are shown on page 6.5 of the Fiscal Year 2004-2008 Capital Improvement Program.

A Request for Proposals (RFP) for this project was issued on December 24, 2003, for consulting services to prepare a Master Sewer Plan. A pre-proposal meeting was held on January 15, 2004, to answer any questions regarding this RFP. On January 30, 2004, six proposals were received. A five-member consultant selection committee composed of staff from the Department of Public Works Street Maintenance & Integrated Waste Management and Engineering Divisions, and the Finance Department Information Technology Services Division reviewed the proposals and ranked the consultants based on the selection evaluation criteria set forth in the RFP. The Consultant ranking is provided in Attachment A.

As a result of this process, the top two firms were invited for interviews. The two short-listed consultant firms were Kennedy/Jenks Consultants and Dudek & Associates, Inc.

The consultants were interviewed on March 16, 2004, and ranked by the consultant selection committee. Based on their qualifications and successful interview, Kennedy/Jenks Consultants was ranked number one and selected for the project.

The total compensation to Kennedy/Jenks Consultants under this contract, including change orders, shall not exceed \$445,000.00. This includes a base contract amount of \$425,000.00 and approximately five percent allocated for contingencies.

The scope of work envisioned in the approved FY 2004-2008 Capital Improvement Program included the digitizing of the City sewer system maps for inclusion in the City's GIS mapping system, and the preparation of a Sewer Master Plan that would provide an analysis of existing and projected sewer needs. The amount appropriated for these tasks was \$370,000. The following additional tasks were included in the RFP:

- Provide interactive software so that the City will have the capability of analyzing the impact of developments on the sewer system and determine appropriate mitigation measures.

- Provide a tabular database containing the location of the City's 7,430 sewer manholes, and the location, size, age, and other properties of the City's 1,642,080 feet (311 miles) of sewer pipe.
- Provide a sewer maintenance database link to assist the Public Works Street Maintenance & Integrated Waste Management Division in tracking maintenance problems and correlating problems to capacity issues.
- Provide software with query capability to allow for the accurate analysis of several parameters, such as age of pipe, slope of pipe, pipe material, and maintenance history. This information will be used to make the City's sewer maintenance, rehabilitation, repair and replacement programs more efficient and effective.
- Provide recommendations for a sewer maintenance program including type and frequency of maintenance operations.

The price submitted by Kennedy/Jenks Consultants to provide the work contained in the RFP was \$384,000.00. Prior to the interview, the consultants were asked to submit information on their ability, and the approximate cost, to provide the following additional services that were beyond the scope of the Request for Proposal:

- Provide a sewer connection fee study to determine an appropriate fee to charge for new developments.
- Provide a storm water infiltration analysis. This work includes sewer flow measurement during nonrainy and rainy times, and it is typically much more time consuming, expensive, and accurate than a simple dry-flow measurement and analysis.
- Provide pumping station evaluation to establish the physical condition of the plants and to perform an evaluation of pumping station capacity.

Kennedy/Jenks Consultants included the storm water infiltration analysis in their base bid; hence the cost for the additional work is \$41,000. Therefore, the total contract amount will be \$384,000 plus \$41,000, for a total of \$425,000. The total funds required to complete the expanded project are as follow:

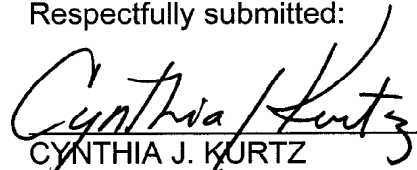
Contract base amount	\$425,000.00
Contract contingencies (5%)	<u>\$ 20,000.00</u>
Total contract amount	\$445,000.00
Staff oversight and administration	<u>\$ 75,000.00</u>
Grand Total	\$520,000.00

The Master Sewer Plan account currently has an appropriation of \$370,000. It is requested to journal voucher \$150,000 from the Sewer Fund into this account so that the additional consultant services can be completed.

FISCAL IMPACT:

Funds in the amount of \$370,000 are appropriated in Budget Account No. 76275 (Sewer Master Plan); an additional \$150,000 is required for the additional services from the Sewer Fund.

Respectfully submitted:


CYNTHIA J. KURTZ
City Manager

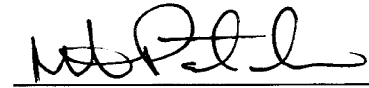
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Attachment