

# Agenda Report

November 2, 2015

**TO:** Honorable Mayor and City Council

**FROM:** Water and Power Department

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH STANTEC CONSULTING SERVICES, CAROLLO ENGINEERS, INC., AND RMC WATER AND ENVIRONMENT CONSULTING FIRMS TO PROVIDE GENERAL ENGINEERING SERVICES FOR VARIOUS PROJECTS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Find that the proposed contracts are exempt from the competitive bidding process pursuant to the City Charter Section 1002 (f), contracts for professional or unique services; and,
3. Authorize the City Manager to enter into contracts with Stantec Consulting Services, Carollo Engineers, Inc., and RMC Water And Environment to provide engineering services for projects included in the approved capital improvement program ("CIP") budget for engineering services on a per-project basis as set forth in the adopted CIP; with each contract not-to-exceed \$3,000,000 for three years with one optional one-year extension not-to-exceed \$1,000,000 that shall apply only for the purpose of completing any Task Order issued prior to the expiration of the initial three year contract period.

## **BACKGROUND:**

Pasadena Water and Power ("PWP") regularly completes projects directed by the goals and recommendations associated with the CIP, Water System Master Plan, and Water Integrated Resource Plan. Due to the current volume of projects, a mix of in-house staff and outside contract resources are needed to complete tasks including those requiring specialized engineering services of limited durations.

PWP has been using multi-year engineering services contracts since 2005. The most recent were approved by City Council on July 23, 2012, for a three-year term with an optional one-year extension to facilitate the completion of Task Orders issued prior to the expiration of the initial term. Typical Task Orders could include studies which assist in the development of a project scope of work, supplement construction management, and inspection services during large projects. No new Task Orders are allowed during

the extension period and no added funds are permitted during the extension term. These multi-year contracts with designated firms have proven to be beneficial by allowing PWP to efficiently obtain timely access to pre-qualified engineering firms and reducing the administrative burden and time associated with contracting for such services on a project-by-project basis.

On July 21, 2015, a Request for Proposals (“RFP”) was issued seeking general engineering services to supplement existing in-house resources at PWP. The RFP was posted on the City’s web page on and an email notification was automatically forwarded to vendors signed up with Planet Bids under categories associated with Engineering and Engineering Services. The bids were due on August 11, 2015. Eleven bids were received.

Staff conducted an evaluation of the proposals using the criteria set forth in the RFP. A summary of the bid evaluations is included in Exhibit A. Based on the results of the evaluation, PWP staff selected three firms which demonstrated a broad range of general and specialized engineering services, capabilities, and experience. Staff is recommending that contracts be awarded as follows:

<u>Firm Name</u>	<u>Location</u>
Stantec Consulting Services	Pasadena, CA
Carollo Engineers, Inc.	Pasadena, CA
RMC Water and Environment	Walnut Creek, CA

As each project scope of work is identified, PWP may conduct additional informal competitive selection processes to determine which firm is best qualified to provide engineering services for that particular project.

These selected firms will not be guaranteed any specific quantity or value of work and will not be eligible for any compensation except to the extent that is identified by the Task Order (which may span over several months) and only upon completion to the City’s satisfaction. The optional one-year extension will facilitate the completion of Task Orders issued prior to the expiration of the initial three year contracts. No new Task Orders will be issued during the extension period and no funds will be added during the extension term. Additionally, PWP shall reserve the right to self-perform any work or conduct additional formal competitive selection processes that allow other firms to be considered. PWP anticipates beginning the RFP process for a new General Engineering Services contract prior to the expiration of the initial three year contracts.

PWP currently has contracts with both RMC Water and Environment and Carollo Engineers, Inc. (\$2,130,467 and \$2,119,557, respectively, over the term of the 2012 contract from 9/27/2012 to 9/14/15) for work associated with an extension of the 2012 General Engineering Services contract to complete task orders as permitted. In addition, Carollo and Stantech are both local firms.

The proposed contracts are exempt from the competitive bidding process pursuant to the City Charter Section 1002 (f), contracts for professional or unique services.

**COUNCIL POLICY CONSIDERATION:**

The proposed contracts are consistent with the Public Facilities Element of the General Plan and support the Council’s goal to improve, maintain and enhance public facilities

infrastructure and to implement capital improvements that will maintain and rehabilitate infrastructure.

**ENVIRONMENTAL ANALYSIS:**

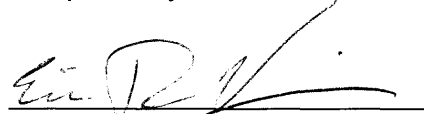
The proposed awarding of contracts has been determined to be exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The awarding of contracts for projects yet to be determined has been deemed to not have the potential for significant effect. However, further CEQA review may apply to construction projects in the future.

**FISCAL IMPACT:**

The cost of this action will be up to \$3.0 million annually (\$9 million over the initial three-year term). Funding for this action will be addressed by the utilization of existing budgeted appropriations in various CIP budget categories as appropriate. PWP may conduct additional informal competitive selection processes to determine which firm is best qualified to provide engineering services for each identified project.

Respectfully submitted,



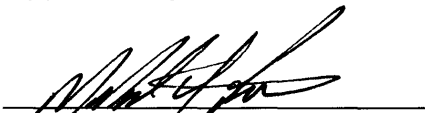
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Prepared by:



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Approved by:



Michael J. Beck  
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Attachments: (1)

Exhibit A – General Engineering Services RFP Evaluation