

# Agenda Report

August 21, 2017

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH DUDEK FOR PREPARATION OF A SEWER MASTER PLAN UPDATE IN AN AMOUNT NOT TO EXCEED \$500,000**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the actions proposed herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), the general rule that CEQA does not apply to actions which have no potential for causing a significant effect on the environment; and
2. Authorize the City Manager to enter into a contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with Dudek for preparation of a Sewer Master Plan update for an amount not to exceed \$500,000.

## **BACKGROUND:**

The City owns and operates a sewer collection system that serves the City's current population. The collection system includes approximately 311 miles of sewer pipelines ranging in diameter from 8" to 30", three pump stations, and 7,430 sewer manholes.

The last update to the City's Sewer Master Plan was completed in 2007, and a new update is required to determine the adequacy of the City's current sewer rate structure and identify future capital projects.

The scope of services that will be provided under this contract are as follows:

- Field investigations, data collection, and analysis
- Creation of a comprehensive Sewer Model
- Development of selection criteria and recommendations for the Capital Improvement Program (CIP)
- Update of Sanitary Sewer System GIS land base and map

- Evaluation and update of the City’s Sewer Maintenance Program
- Update of Sewer System Management Plan required by the State Water Resource Control Board
- Make recommendations based on the evaluation and analysis of the City’s current Sewer Rate Structure

The Department of Public Works issued a Request for Proposals (RFP) on April 6, 2017 to solicit professional services for preparation of an update to the City’s 2007 Sewer Master Plan. The City received three proposals on May 11, 2017 in response to the RFP. The proposals were evaluated, scored, and ranked based on the evaluation procedures and criteria set forth in the RFP. The two top-rated consulting firms were interviewed by a panel of City employees on June 28, 2017. Attachment A contains a summary of the total scoring.

The following is a list of the two top-rated proposers and final scoring:

Final Ranking	Firm	City	Scoring Summary	
1	Dudek	Pasadena	90.8	Short-Listed
2	Stantec Consulting Service, Inc.	Pasadena	83.5	

Dudek maintains an office in Pasadena and is headquartered in Encinitas, California. This firm has over 37 years of professional experience providing waste water, water, recycled water infrastructure, and planning and design for numerous public agencies. Dudek has provided similar services for other municipalities such as the cities of South Pasadena, Carlsbad, Vista, and Encinitas, California. Dudek has not worked previously with the City of Pasadena.

Based on qualifications and scoring, it is recommended that the City enter into a contract with Dudek for an amount not to exceed \$500,000.

The proposed contract will be structured as follows:

Preparation of Sewer Master Plan Update	\$473,000
Contingency Allowance	<u>\$27,000</u>
Contract “Not to Exceed” Amount	\$500,000

It is anticipated that the Sewer Master Plan update will be completed in approximately one year.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council’s goals to improve, maintain and enhance public facilities and infrastructure, support and promote the quality of life and local economy, and ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein for professional engineering services to prepare a Sewer Master Plan update is exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3). The contract is covered by 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 the provisions of CEQA.

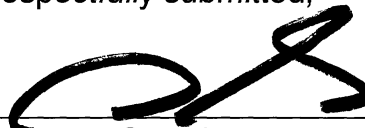
**FISCAL IMPACT:**

The total cost of this contract is \$500,000, and the total cost of this action will be \$600,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Sewer Master Plan* CIP project (budget account 76912). It is anticipated that all of the costs will be spent between FY 2018 and FY 2019.

The following table represents the cost summary:

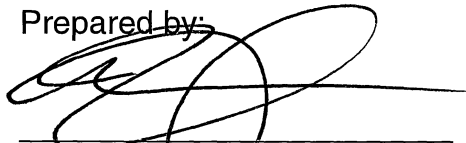
Sewer Master Plan Update	\$473,000
Contingency Allowance	\$ 27,000
Contract Administration	\$100,000
<b>Total Fiscal Impact</b>	<b>\$600,000</b>

Respectfully submitted,



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Approved by:



STEVE MERMELL  
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