



# Agenda Report

July 9, 2018

**To:** Honorable Mayor and City Council  
**From:** Water and Power Department  
**Subject:** **CONTRACT WITH WOODARD & CURRAN FOR PREPARATION OF THE WATER SYSTEM AND RESOURCES PLAN**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed contract authorization is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15262, Feasibility and Planning Studies; 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 Woodard & Curran for preparation of the Water System and Resources Plan for an amount not to exceed \$660,000.

## **BACKGROUND:**

Pasadena Water and Power ("PWP") is seeking to update both the 2002 Water System Master Plan ("2002 Master Plan") and the 2011 Water Integrated Resources Plan ("2011 Resource Plan"), for a combined document to be called the Water System and Resources Plan ("WSRP"). The document will serve as a roadmap for PWP's long-term capital and water resource planning by addressing its aging infrastructure, future water demands, existing water resources, and opportunities for new water supplies. The goal is to develop a sustainable and pragmatic plan through a process with stakeholder involvement that provides guidance for PWP through the 2045 planning horizon.

PWP has been implementing the recommendations in the 2002 Master Plan over the past 16 years. An updated plan will reflect the current water supply and demand setting by including the improvements made to PWP's water infrastructure and, through new assessments, prepare PWP for the next 25 years of capital planning.

As a resource planning and policy tool, the 2011 Resource Plan has been in effect for the past seven years. Changing conditions, however, warrant a reevaluation of the plan to verify its continued relevance and consistency with new policies and regulations that have since emerged.

Historically, PWP's water supply has relied on two main sources: imported purchased water from Metropolitan Water District of Southern California and local groundwater pumped from the Raymond Basin. PWP's continued reliance on groundwater requires a sustainable groundwater basin. One of the primary objectives of the WSRP is to establish policies and develop strategies for meeting PWP's current and future water needs. Also, the WSRP will allow for the combined prioritization of both capital improvements and water resource projects given budgetary and scheduling constraints.

The approach to completing the WSRP will include several steps. First, establishing goals and objectives will lay the foundation for the WSRP and help refine the planning process, as well as set the parameters for solutions. An assessment of PWP's existing supplies, distribution system, and facilities will be compared to the planning objectives in order to identify PWP's needs. The analysis of several elements will factor into the assessment: projected demands versus supplies, supply reliability and system resilience, energy efficiency, water quality, capacity of the water distribution system through hydraulic modeling, and the physical condition of PWP's facilities. Upon identifying deficiencies and determining needs, the planning process will turn to the development of projects, upgrades, programs and strategies that support the established objectives, including the overarching water resource policies set at the beginning of the process. This step will be followed by the evaluation of potential options, a selection process, and the development of an implementation plan.

On January 31, 2018, a Request for Proposals ("RFP") was made available for five weeks to solicit professional services for preparation of the WSRP. The RFP was posted on the City's Planet Bids web page and an email notification was automatically forwarded to vendors signed up under categories associated with Engineering and Engineering Services. There were 66 consultants that downloaded the RFP, and five proposals were received by the due date on March 6, 2018. There were three local Pasadena consultants who submitted proposals, but there were no small or micro-business owned consultants.

The proposals were evaluated, scored, and ranked based on the evaluation procedures and criteria set forth in the RFP. The three top-rated consulting firms were interviewed by a panel of City employees on April 17, 19, and 20, 2018. Scores were derived by 1) individual scoring of each proposer by the evaluators, 2) comparison of average scores to arrive at a proposer's rank (relative to each other) for each criteria, 3) assignment of points per rank. Attachment A contains a summary of the proposal evaluations and ranking.

The following is a list of the proposers and their final ranking after evaluation:

#### **Proposer Final Ranking**

<b>Ranking</b>	<b>Consultant</b>	<b>Office Location</b>
1	Woodard & Curran, Inc.	Los Angeles, CA
2	Kennedy/Jenks Consultants, Inc.	Pasadena, CA
3	Carollo Engineers, Inc./CDM Smith, Inc.	Los Angeles, CA
4	Stantec Consulting Services, Inc.	Pasadena, CA
5	IMEG Corp.	Pasadena, CA

Staff recommends that the City Council award a contract to Woodard & Curran for an amount not to exceed \$660,000, which includes the proposed fees of \$607,491 to prepare the WSRP, and a contingency of \$52,509 for any necessary change orders. Woodard & Curran presented a detailed and well-thought-out approach that most closely aligns with PWP's goals for the project. They demonstrated that they have the knowledge and expertise to successfully complete the tasks within the scope of work in a cost effective manner.

PWP currently has a three-year term, \$3,000,000 contract with Woodard & Curran to provide General Engineering Services. Work under this contract is authorized by task orders; to date, authorized task orders total \$1,673,239.

Included with their proposal for the WSRP, Woodard & Curran proposes an additional program at their own cost which is intended to benefit the Pasadena community. The consultant will offer a seminar in partnership with the Pasadena City College that introduces students to professional consulting in the area of water resource management. At the end of the seminar, a student will be selected for a six-month paid internship with Woodard & Curran that supports activities for their work on the WSRP.

#### **WSRP STAKEHOLDER PROCESS:**

The WSRP will include public engagement through a dedicated stakeholder group, public meetings, and website and social media outreach. Five stakeholder advisory group meetings are planned over a ten-month period during the development of the WSRP. This number of meetings allows a balance between critical public input and the 16-month project schedule. PWP will provide updates to the Municipal Services Committee ("MSC") and the Environmental Advisory Commission while the WSRP is under development. Lastly, the Final WSRP document and recommendations will be presented to MSC, prior to seeking City Council adoption of the plan.

#### **COUNCIL POLICY CONSIDERATION:**

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports 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 action is the execution of an agreement for professional consulting services to assist in the preparation of the WSRP. This action has been determined to be statutorily exempt from CEQA pursuant to State CEQA Guidelines Section 15262. This Section states that a project involving only feasibility and planning studies for possible future actions which the agency has not approved, adopted, or funded are exempt from CEQA. Execution of a professional services agreement for the preparation of the WSRP does not commit the City to undertaking any improvements or other actions that would result in a physical change in the environment.

**FISCAL IMPACT:**

The cost of this action will be \$660,000 which includes the proposed fees and 9% (approximately) contingency. In addition, it is anticipated there will be \$200,000 in indirect and support costs for contract administration and public outreach to be performed by staff. The total fiscal impact will be \$860,000. Funding for this action will be addressed by the utilization of existing appropriations in CIP #01077 – Water System and Resources Plan. It is anticipated that \$30,000 of the total cost will be spent for contract administration in fiscal year 2018, \$730,000 of the cost will be spent in fiscal year 2019, and \$100,000 of the cost will be spent in fiscal year 2020.

The following table presents the fiscal impact summary:

WSRP Preparation	\$607,491
Contingency	\$ 52,509
<b>Subtotal</b>	<b>\$660,000</b>
Contract Administration and Public Outreach	\$200,000
<b>Total Fiscal Impact FY 2018 / 2019 / 2020</b>	<b>\$860,000</b>

Respectfully submitted,



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Prepared by:



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Attachments:

Attachment A – WSRP Proposal Evaluations and Ranking