



## Agenda Report

October 5, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Water and Power Department

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH LEE & RO, INC. AND YAO ENGINEERING, INC. TO PROVIDE ON-CALL ELECTRICAL ENGINEERING SERVICES FOR THE WATER AND POWER DEPARTMENT**

### **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required;
2. Authorize the City Manager to enter into a contract for an amount not to exceed \$1,000,000 or four years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, with Lee & Ro, Inc. ("Lee & Ro") to provide on-call electrical engineering services; and
3. Authorize the City Manager to enter into a contract for an amount not to exceed \$1,000,000 or four years, whichever comes first, as the result of a competitive selection process, pursuant to Pasadena Municipal Code Section 4.08.047, with Yao Engineering, Inc. ("Yao") to provide on-call electrical engineering services.

### **BACKGROUND:**

Pasadena Water and Power ("PWP") regularly completes projects such as pipeline replacements, reservoir repairs, and booster station improvements defined by the goals and recommendations associated with the Capital Improvement Program ("CIP") as well as operational needs. Due to the specialized nature of projects, outside contract resources are needed to complete certain projects, including those requiring varied levels of electrical engineering support. PWP's engineering team may not have the design resources and expertise to support specific water project designs and timelines.

Electrical engineering services may include assisting PWP's project manager with electrical, instrumentation, control system design consulting, technical support during bidding and construction and other related services on an as-needed basis for water treatment facilities, booster stations, wells, and other related assets. Multi-year contracts have proven to be beneficial by allowing PWP to efficiently obtain timely

access to on-call service firms, reduce administrative burden and shorten the time associated with contracting for such services on a project-by-project basis.

On July 1, 2020, a Request for Proposals (“RFP”) was issued, seeking on-call electrical engineering services to provide support for various water utility projects. The RFP was posted on Planet Bids with proposals due on July 23, 2020. Seven proposals were received, including one local firm.

An evaluation of the proposals using the criteria set forth in the RFP was conducted. The proposals were evaluated in accordance with the stated criteria outlined in the RFP and were scored as follows.

<u>Firm Name</u>	<u>Location</u>	<u>Total Score</u>
Yao Engineering, Inc.	San Marino, CA	84
Lee & Ro, Inc.	City of Industry, CA	80
Stantec Consulting, Inc.	Pasadena, CA	71
Civiltec Engineering, Inc.	Monrovia, CA	71
Synergos, Inc.	Walnut, CA	67
Kewo Engineering Corporation	Eastvale, CA	67
P2S Inc.	Long Beach, CA	51

A complete summary of the ranked proposals is included in Attachment A. Based on the results of the evaluation, PWP selected two firms that best demonstrate the depth and range of electrical engineering services, capabilities, and experience that are needed. The 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 awarded Task Order and only upon completion to the City's satisfaction. PWP shall reserve the right to self-perform any work or conduct additional formal competitive selection processes that allow other firms to be considered.

It is recommended that two individual four-year contracts be awarded for \$1,000,000 to each of the two firms.

Once the approved contracts are in place, PWP will solicit proposals on a project-by-project basis from these consultants and award specific work through a formal Task Order process. Selection of the consultant per project will take into consideration the type and complexity of analysis required, as well as the ability to perform the work efficiently.

In 2012, the City awarded Lee & Ro one \$3,000,000 three-year on-call contract with task orders valued at approximately \$122,000. This year, Yao was awarded one \$61,000 contract with the City of which the contract is currently active.

**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 action proposed herein is not a project subject to the CEQA in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The awarding of contracts for professional services (including on-call electrical engineering services) is an organizational and administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required. However, CEQA review may apply to construction projects in the future.

**FISCAL IMPACT:**

The total cost of this action is anticipated to be \$2,000,000. Funding for this action will be addressed using existing and future budgeted appropriations in various Water related CIP and operating budget categories, however funding is expected to primarily derive from Water Capital Fund 412 programs including CIP 1073 (Booster Improvements), 1074 (Well Improvements), 1079 (Emergency Generator), 1087 (Water SCADA Improvements), 1088 (New Clean Water Well), and 1091 (Treatment Systems). PWP anticipates spending \$200,000 of the cost during the current fiscal year.

Total Four-Year Contracts	
Lee & Ro	\$1,000,000
Yao	\$1,000,000
<b>Total Fiscal Impact</b>	<b>\$2,000,000</b>

Respectfully submitted,



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