

Agenda Report

July 23, 2012

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH CAROLLO ENGINEERS, INC., LEE & RO, INC., AND RMC WATER AND ENVIRONMENT CONSULTING FIRMS TO PROVIDE 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 Carollo Engineers, Inc., Lee & Ro, Inc., and RMC Water and Environment to provide engineering services for projects included in the approved capital improvement program ("CIP") budget for amounts not-to-exceed those estimated for engineering services on a per-project basis as set forth in the adopted CIP; with each contract not-to-exceed three years with one optional one-year extension 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 the City Council on July 13, 2009, and are due to expire July 28, 2012.

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 April 5, 2012, 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 April 5 and also mailed to 21 engineering firms. Of the 15 proposals opened on April 19, 2012, 14 were deemed responsive.

Staff conducted an evaluation of the proposals using the criteria set forth in the RFP and selected the top six firms to participate in an interview process, which was conducted on June 20, 2012. Based on the results of this interview process (Attachment A), PWP staff selected three firms with 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>
Carollo Engineers, Inc.	Pasadena, CA
Lee & Ro, Inc.	City of Industry, 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. It is anticipated that each contract associated with the RFP and the requested authorization will be up to \$1 million per firm, in an amount not to exceed \$3 million annually.

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. 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.

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:

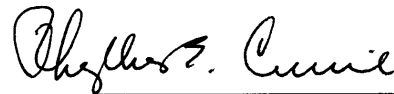
The proposed awarding of contracts has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. 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:

Funding for the contracts will be provided using approved CIP appropriations budgeted for each applicable project. Funding sources include rate revenues generated by the capital improvement charge, bond funds, and Water Fund revenues. The contractors are not guaranteed any work and will only receive payment for approved services. Staff anticipates that combined expenditures for all three firms will total up to \$3 million annually.

Respectfully submitted,



Phyllis E. Currie
General Manager

Prepared by:



Holly Imler
Management Analyst

Approved by:



Michael J. Beck
City Manager

Attachments: (1)

Attachment A – Evaluation Summary Table

2012 General Engineering Services Evaluation Summary Table

VENDOR	Qualifications / Responsiveness (Interview) (70%)	Cost of Services (15%)	Contract Acceptance (5%)	Local Preference (5%)	Small and Micro-Business Preference (5%)	TOTAL	Rank
Carollo Engineers, Inc.	55.40	5.50	5.00	5.00	0.00	70.90	1
RMC Water and Environment	54.10	4.50	5.00	0.00	0.00	63.60	2
Lee & Ro, Inc.	50.10	7.50	5.00	0.00	0.00	62.60	3
Civiltec Engineering, Inc.	37.20	8.50	5.00	0.00	5.00	55.70	4
CDM Smith	43.30	5.50	3.67	0.00	0.00	52.47	5
Stetson Engineers, Inc.	34.70	8.50	4.33	0.00	0.00	47.53	6

ATTACHMENT A

Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII

Contractor hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor Name:

Carollo Engineers, Inc.

2. Name(s) of trustees, directors, partners, officers of Contractor:

Board of Directors:
B. Narayanan - President and Chief Executive Officer
Lou Carella - Managing Director of Marketing
Jim Hagstrom - Managing Director of Technical Practice
Russ Wachter - Board Member, Client Services Director (AZ/CO/NV/TX)
Ash Wason - Managing Director of Internal Operations
Rick Wheadon - Managing Director of Client Services
Carollo Principals:
(see attached list)

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor:

No principal owns more than 10-percent equity, participation, or revenue interest in Carollo.

Prepared by: Gil F. Crozes, Ph.D., P.E.

Title: Vice President

Date: April 19, 2012

<p>For office use only</p> <p>Contract No. _____</p>

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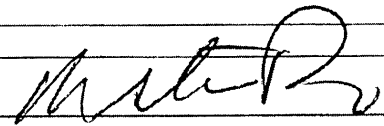
LEE & RO, Inc.

2. Name(s) of trustees, directors, officers of Contractor:

Steve Ro, President
Dhiru Patel & Christine Lindow, Vice Presidents
Directors = Steve Ro, Dhiru Patel & Christine Lindow
Trustees = None

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor:

M. Steve Ro

Prepared by:  M. Steve Ro

Title: President

Date: April 16, 2012

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(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor Name:

RMC Water and Environment

2. Name(s) of trustees, directors, partners, officers of Contractor:

Randy Raines, President	Don Bunts
Lyndel Melton, CFO	Steve Bui
Steve Clary, Board Member	Mike Flores
Dave Richardson, Board Member	Dennis Gellerman
Scott Goldman, Board Member	Paul Giguere
Marilyn Bailey, Board Member	Glenn Hermanson
Mike Matson, Board Member	Gisa Ju
Persephene St. Charles	Helene Kubler
Rachael Wark	Tom Richardson
Tom West	Roxanne Stachon

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor:

Randy Raines, President
Lyndel Melton, CFO
Steve Clary, Board Member

Prepared by: Vanessa Hill

Title: Marketing Coordinator

Date: 4/18/2012

<p>For office use only</p> <p>Contract No. _____</p>
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