



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Lori Mitchell

SUBJECT: See Below

DATE: January 6, 2025

Approved

Date:

1/7/25

COUNCIL DISTRICT: Citywide

Subject: Master Consultant Agreement with Woodard & Curran, Inc. for Water Supply Support Services

RECOMMENDATION

Approve a three-year term master consultant agreement with Woodard & Curran, Inc. for as-needed water supply support services, with a total agreement amount not to exceed \$800,000, subject to the appropriation of funds.

SUMMARY AND OUTCOME

Approval of the recommendation will allow the City of San José to negotiate and execute an agreement with Woodard & Curran, Inc. to proceed with consultant services for specialty services, particularly the design and construction inspection of groundwater wells and other as-needed water supply-related support services.

BACKGROUND

San José Municipal Water System’s 2024-2025 Adopted Capital Budget includes projects for several new groundwater wells in the North San José/Alviso and Evergreen service areas. These projects will provide increased supply reliability for existing customers and supplemental water supply to meet the additional demands associated with growth and development. The groundwater supply will be used in addition to the treated surface water supplies provided by San Francisco Public Utilities Commission’s Hetch-Hetchy water system and the Santa Clara Valley Water District, known as Valley Water. The groundwater well projects require specialized technical support for design and construction inspection. The Municipal Water System also periodically needs specialized technical support services related to water supply reliability and water quality.

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In September 2024, a Request for Proposals process was completed to obtain professional consulting services for water supply support services. The City received three proposals from the following firms: Woodard & Curran, Inc.; Luhdorff & Scalmanini Consulting Engineers, Inc.; and David Keith Todd Consulting Engineers, Inc. (dba Todd Groundwater). After careful evaluation, the evaluation panel selected the top two consultants to recommend for contracts: Woodard & Curran, Inc. and Luhdorff & Scalmanini Consulting Engineers, Inc. The selected consultants will provide professional consulting services for three years to the City on an as-needed basis pursuant to individual service orders. A separate memorandum will be brought to the City Council recommending the approval of a master consultant agreement with Luhdorff & Scalmanini Consulting Engineers, Inc.

ANALYSIS

The Request for Proposal was advertised for bid on August 6, 2024 and closed on September 6, 2024. A total of three proposals were received and evaluated with the criteria and results listed in the below table.

| Consultant | Woodard & Curran, Inc. | Luhdorff & Scalmanini Consulting Engineers, Inc. | David Keith Todd Consulting Engineers, Inc. (dba Todd Groundwater) |
|--------------------------------------|-----------------------------------|---|---|
| General Requirements | 5 | 5 | 4 |
| Experience and Qualifications | 40 | 38 | 37 |
| Project Approach | 27 | 26 | 26 |
| Technical Capabilities | 15 | 14 | 8 |
| Local Business Preference | 5 | 0 | 0 |
| Small Business Preference | 0 | 0 | 0 |
| Evaluation Total | 92 | 83 | 75 |

While all three firms demonstrated extensive qualifications, the evaluation panel selected the top two rated firms for contract award. Due to the multiple projects scheduled through the next three years, the City will be utilizing the top two firms to distribute the work as required based on the availability of the firms. The three-year contract term (2025-2028) will provide consulting services continuity for projects and savings in administrative costs as compared to the administrative costs of annually soliciting and awarding a new contract. Staff recommends awarding a master consultant services agreement to Woodard & Curran, Inc. in an amount not to exceed \$800,000.

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The Notice of Intended Award was posted on November 21, 2024 and no objections were received during the 10-day protest period.

EVALUATION AND FOLLOW-UP

Service orders under the master consultant services agreement will be approved by the Director of Environmental Services or her designee. No additional follow-up action with the City Council is expected at this time.

COST SUMMARY/IMPLICATIONS

1. TOTAL COST OF AGREEMENT:
Contract/Agreement Amount \$800,000

2. SOURCE OF FUNDING: Fund 502 – Major Facilities Fund; Fund 500 – Water Utility Capital Fund; Fund 570 – South Bay Water Recycling Operating Fund

3. FISCAL IMPACT: Funding of the agreement compensation will have no impact on operating and maintenance costs or the General Fund.

BUDGET REFERENCE

The table below identifies the funds and appropriations to fund the master consultant agreement recommended as part of this memorandum.

Although an appropriation is not required for the execution of the master consultant agreement, an appropriation will be required for the execution of each service order authorized under the agreement. The appropriations listed in the table below are included in the 2024-2025 Adopted Capital and Operating Budgets and may be used for service orders issued in fiscal year 2024-2025. Future funding is subject to the appropriation of funds and, if additional funding is needed, it will be included in the development of future year budgets during the annual budget process.

| Fund # | Appn. # | Appropriation Name | Total Appropriation | Amount for Contract | 2024-2025 Adopted Budget Page | Last Budget Action (Date, Ord. No.) |
|--------|---------|--|---------------------|---------------------|-------------------------------|-------------------------------------|
| 500 | 415N | North San José Reliability Well Construction | \$1,850,000 | \$375,000 | Capital - 306 | 6/18/24, 31102 |
| 502 | 6274 | North San José Well Development and Construction | \$3,552,000 | \$365,000 | Capital - 307 | 6/18/24, 31102 |
| 500 | 4349 | Master Plan Engineering | \$200,000 | \$10,000 | Capital - 314 | 6/18/24, 31102 |
| 570 | 0762 | Non-Personal/Equipment | \$7,670,540 | \$50,000 | Operating - 1019 | 6/18/24, 31102 |

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the January 28, 2025 City Council meeting.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

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/s/

Lori Mitchell

Acting Director

Environmental Services Department

For questions, please contact Jeffrey Provenzano, Assistant Director, Environmental Services, at (408) 277-3671.