



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Matt Loesch

**SUBJECT:** SEE BELOW

**DATE:** August 21, 2023

Approved

Date

8/29/23

**SUBJECT: AWARD OF CONTRACT FOR MASTER CONSULTANT AGREEMENT WITH WOOD RODGERS, INC. FOR MASTER PLANNING CONSULTANT SERVICES FOR THE SANITARY SEWER SYSTEM**

## **RECOMMENDATION**

Approve the Master Consultant Agreement with Wood Rodgers, Inc. for on-call master planning consultant services for the City of San José's Sanitary Sewer Master Plan Phase IV and Updates Project from the date of execution to December 31, 2026, in an amount not to exceed \$1,500,000.

## **SUMMARY AND OUTCOME**

Award of the master consultant agreement with Wood Rodgers, Inc. enables the City to obtain consultant services for the sanitary sewer modeling and master planning projects on an as-needed basis.

The consultant services are needed to assist City staff in performing and delivering highly technical and specialized master planning analyses through the preparation of the Sanitary Sewer Master Plan Phase IV capacity assessment documents. In addition to the analysis, the consultant will be providing a third-party review of planning and policy studies related to sewer capacity to support the economic development growth of the City.

## **BACKGROUND**

The City's sanitary sewer system is comprised of approximately 2,030 miles of pipeline (which vary in size from six to 90-inches in diameter), including 12 miles of force mains, over 40,000 sanitary sewer manholes, and 17 sanitary pump stations. Roughly 80% of the sewer lines are 10-inches and smaller in diameter. The remaining 20%, which are 12-inch and larger diameter pipes, comprise the trunk and interceptor system, which is the primary network for conveying an average flow of 76 million gallons per day generated by the City's service area. Along with the

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residents and businesses of San José, the system's service area also includes West Valley Sanitation District, the County Sanitation District No. 2-3 of Santa Clara County, Burbank, and portions of Cupertino Sanitary District and City of Santa Clara. Most of the City's sewer pipelines were constructed between the 1950s to the 1980s.

The Sanitary Sewer Master Plan Phase III (Phase III) project was recently concluded in June 2023 and provided a substantial update to the City's previous Master Plan Phase II (Phase II) project. Phase II developed a computer model of the City's sanitary sewer system. It has been used to identify the City's sewer capacity needs and create a capacity improvement program to address the identified capacity needs. The model consists of all City-owned pipes 10-inch in diameter and larger, large subcatchments to estimate sewer inflow, and projected future growth to analyze future needs.

Phase III extended the model to include all City-owned sanitary sewer lines; a major expansion as most City-owned lines are under 10-inches in diameter and were not included in Phase II. Phase III also updated sewer usage estimates in the model based on more recent data. The Phase III Master Plan report included an evaluation of the City's sanitary sewer needs with the updated model. Along with new small-diameter pipes that hadn't been previously modeled, Phase III provided an opportunity to re-evaluate the capacity improvement projects from Phase II.

The Sanitary Sewer Master Plan Phase IV project continues the effort of fine-tuning the computer model of the City's sanitary sewer system by incorporating 2020 census data and recent billing data. Assistance from the on-call consultant in analyzing potential citywide and local trends in sewer flows, ground water infiltration and inflow and infiltration responses will help develop methodology to efficiently use the City's existing models to review and refine Capital Improvement Program projects and development projects.

## ANALYSIS

In February 2023, the Department of Public Works issued a formal Request for Qualifications for sewer master planning consultant services. Only one Statement of Qualifications was received:

Consultant Company  
Wood Rodgers, Inc.

City of Business, State  
Oakland, CA

Public Works staff conducted a selection process for consulting services in accordance with the Citywide Capitol Program Consultant Procurement Supplemental Manual. A Technical Evaluation Panel consisting of three representatives from the Master Plan Section evaluated the submittal based on the firm's expertise, experience, approach, and Local/Small Business Enterprise status. Staff deemed Wood Rodgers, Inc. qualified to support the Phase IV Master Plan and Updates project based on those evaluation categories below:

Consultant	Expertise	Experience	Approach	Local/Small	Overall Score
Wood Rodgers, Inc.	20.50/25	27.67/35	24.67/30	0/10	72.84/100

Wood Rodgers, Inc. has experience with the type of model analysis and fine-tuning with which the City requires support. Wood Rodgers is also the consultant working on the development of the computer model and calibration of the storm sewer system. Their Statement of Qualifications demonstrates an understanding of the methodology and the technical knowledge needed to develop and model a sanitary master plan. Several of the key personnel listed in the Statement of Qualifications currently supports the City's Storm Master Planning team in their model development and refinement.

***Policy Alternatives***

**Alternative #1: Do not approve the master consultant agreement and direct City staff to provide the required services with in-house resources.**

**Pros:** By requiring City staff to handle the workload, staff will gain the opportunity to expand computer modeling experience.

**Cons:** The City has limited in-house experience to perform this work.

**Reason for not Recommending:** While City staff has experience and expertise in developing hydrologic and hydraulic models and running simulations to identify deficiencies; analyzing potential citywide and local trends in sewer flows, ground water infiltration and inflow and infiltration responses requires additional resources and technical expertise. It would be more efficient and effective for City staff to gain the necessary experience and technical skills by working with an experienced consultant on this project, and then applying the acquired skills to conduct in-house analyses in the future.

**EVALUATION AND FOLLOW-UP**

Service orders under the master agreement will be approved by the Director of Public Works. No additional follow-up action with City Council is anticipated at this time.

**COST SUMMARY/IMPLICATIONS**

This is a three-year agreement to be funded by 540 Sanitary Sewer Connection Fee Fund and 545 Sewer Service and Use Charge Capital Improvement Fund. Costs are anticipated to be evenly split among all three years, \$500,000 per year, equaling a total amount of \$1.5 million for this master agreement for the Sanitary Sewer Master Plan Phase IV and Updates Project. The project will have no net operating and maintenance costs.

1. TOTAL COST OF AGREEMENT:

Agreement	\$1,500,000
<u>Project Delivery (Contract Administration)</u>	<u>\$350,000</u>
TOTAL	\$1,850,000

2. COST ELEMENTS OF AGREEMENT/CONTRACT AS RECOMMENDED AS PART OF THE MEMORANDUM:

The Master Plan consultant services are reimbursed based on an hourly rate schedule in the master agreement for the involved consultant personnel.

**BUDGET REFERENCE**

The table below identifies the fund and appropriations to fund the contract recommended as part of this memorandum.

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract*	2023-2024 Proposed Capital Budget Page**	Last Budget Action (Date, Ord. No.)
540	7242	Master Planning Updates	\$200,000	\$150,000	178	6/20/2023, Ord. No. 30933
545	7242	Master Planning Updates	\$1,614,000	\$1,350,000	178	6/20/2023, Ord. No. 30933

\* The Amount for Contract included here represents the full 3-year term of the contract. Future year appropriation allocations are expected to support appropriate costs in those respective fiscal years.

\*\* The 2023-2024 Adopted Capital Budget was approved by City Council on June 13, 2023 and adopted on June 20, 2023 by the City Council.

**COORDINATION**

The agreement and this memorandum were coordinated with the City Attorney’s Office, the City Manager’s Budget Office, and the Department of Planning, Building and Code Enforcement.

**PUBLIC OUTREACH**

This memorandum will be posted on the City’s Council Agenda website for the September 12, 2023 City Council meeting.

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**COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

**CEQA**

Exempt, File No. PP10-001, Feasibility and Planning Studies with no commitment to future actions.

**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.

/s/  
MATT LOESCH  
Director of Public Works

For questions, please contact Mathew Nguyen, Deputy Director, at (408) 535-8300.