



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jon Cicirelli

**SUBJECT:** SEE BELOW

**DATE:** February 26, 2018

Approved

Date

3-9-18

**SUBJECT: CONSULTANT MASTER AGREEMENT WITH WOOD RODGERS, INC.  
FOR CITY-WIDE MASTER PLANNING FOR STORM SEWER SYSTEM**

## RECOMMENDATION

Approve a Master Agreement with Wood Rodgers, Inc. for master planning consultant services for the storm sewer system from the date of execution to June 30, 2021, in an amount not to exceed \$1,500,000.

## OUTCOME

The executed master agreement will allow staff to initiate consultant services to refine the Storm Sewer Master Plan and incorporate the Green Infrastructure Plan into the existing hydraulic model, and finalize the Storm Sewer Master Plan – City-wide project in the Capital Improvement Program (CIP).

## BACKGROUND

Since the late-1980s, the City's design standard required that new storm drain systems be designed to convey a 10-year storm event (a large storm that has a 10% chance of occurring in any given year) instead of a 3-year storm event previously. The 10-year event is widely recognized as a reasonable, safe standard, and is employed by numerous jurisdictions nationwide. An estimated 67% of the existing storm sewer system constructed prior to 1990 was designed to the 3-year storm event standard.

In January 2014, the City started developing a hydrologic and hydraulic computer model of the storm drain system in an effort to prepare the first comprehensive City-wide trunk storm sewer master plan. By summer of 2017, the master plan study identified existing deficiencies in the storm sewer system, and recommended improvement projects to meet capacity objectives. A draft report was prepared by the end of 2017. Out of a long list of capacity improvement areas,

twenty-one projects were categorized as high priority, totaling approximately \$220 million in capital improvement costs.

The City is also developing a Green Infrastructure Plan initiated by the Environmental Services Department in November 2017. The effort will require close coordination with the Storm Sewer Master Plan. Incorporating the Green Infrastructure Plan into the Storm Sewer Master Plan will identify green infrastructure opportunities and in some cases, decrease the size and cost of storm sewer underground improvements.

### **ANALYSIS**

A Request for Qualifications (RFQ) for consultant services to provide City-wide master planning for the storm sewer system was advertised on October 26, 2017. The City received Statements of Qualifications from two firms by the November 16, 2017 deadline. Public Works staff conducted a selection process for consulting services in accordance with the City-wide Capital Program Consultant Procurement Supplemental Manual. A Technical Evaluation Panel consisting of three representatives from the Storm Sewer Master Plan Section evaluated the submittals based on the firm's expertise, experience, approach, and Local/Small Business Enterprise (LBE/SBE) status. The two firms were ranked by the Technical Evaluation Panel as follows:

<b><u>Rank</u></b>	<b><u>Consultant</u></b>
1	Wood Rodgers, Inc.
2	Schaaf & Wheeler

Wood Rodgers, Inc. is recommended to support the storm program with the continued Storm Sewer Master Plan – City-wide project.

The master agreement will be administered through individual service orders. Each service order will specify the scope of services to be performed and the compensation due to the consultant upon satisfactory delivery of all specified services. On average, the consultant agreement will cost approximately \$500,000 per year for the three years.

### **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 the City Council is expected at this time.

## **POLICY ALTERNATIVES**

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

**Pros:** Keeping the project in-house would give City staff the opportunity to expand computer modeling experience, refining the improvement project alternative analysis, and incorporating the Green Infrastructure Plan.

**Cons:** The City has limited in-house experience refining the improvement project alternative analysis and incorporating a Green Infrastructure Plan.

**Reason for not Recommending:** While City staff has experience in developing hydrologic and hydraulic models and running simulations to identify deficiencies, refining the improvement project alternative analysis and incorporating the Green Infrastructure Plan 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.

## **PUBLIC OUTREACH**

The City advertised a Request for Qualifications to solicit professional firms for master planning services. The RFQ was listed on the City's Internet (Bid Hotline) and BidSync from October 26, 2017, to November 16, 2017. This memorandum will be posted on the City's website for the March 20, 2018, City Council meeting.

## **COORDINATION**

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

## **COMMISSION RECOMMENDATION/INPUT**

There is no commission recommendation or input associated with this action.

## **FISCAL/POLICY ALIGNMENT**

This agreement is consistent with the City Council-approved Budget Strategy for Economic Recovery in that the master planning consultant retained under this master agreement will assist drainage studies to identify capital improvement projects that will spur construction spending in our local economy.

**COST SUMMARY/IMPLICATIONS**

1. AMOUNT OF RECOMMENDATION: \$1,500,000  
Master Agreement \$1,500,000  
Project Delivery and Management \$250,000  
TOTAL \$1,750,000
2. COST ELEMENTS OF MASTER AGREEMENT: The master agreement's consultant services are reimbursed based on an hourly rate schedule in the master agreement for the involved consultant personnel.
3. SOURCE OF FUNDING: Fund 469 – Storm Sewer Capital Fund
4. FISCAL IMPACT: The proposed operating and maintenance costs of this project have been reviewed, and staff has determined that the project will have no significant adverse impact on the Storm Sewer Operating Fund or General Fund operating budgets.

**BUDGET REFERENCE**

The table below identifies the fund and appropriation proposed to fund the agreement recommended as part of this memorandum.

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Amt. for Agreement*	2017-2018 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
469	5252	Storm Sewer Master Plan – City-wide	089813	\$1,016,000	\$1,500,000	251	10/17/2017, 30014

\* Funding for anticipated service orders in 2017-2018 is sufficient and available in the 2017-2018 Adopted Capital Budget. Costs to be incurred in future fiscal years are subject to appropriation and, if needed, will be included in the development of future year budgets during the annual budget process.

**CEQA**

Exempt, File No. PP17-001, CEQA Guidelines Section 15262, Feasibility and Planning Studies.

/s/  
JON CICIRELLI  
Acting Director of Public Works

For questions please contact Michael O'Connell, Acting Assistant Director, at (408) 535-8300.