



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 10, 2025

FROM: PUBLIC WORKS DEPARTMENT WARDS: 3, 6, AND 7

SUBJECT: REQUEST FOR PROPOSALS NO. 2437 – APPROVE A SERVICES AGREEMENT WITH KANA SUBSURFACE ENGINEERING OF RIVERSIDE, CALIFORNIA, FOR UTILITY POTHOLING SERVICES FOR RUTLAND SEWER IMPROVEMENTS PROJECT IN THE AMOUNT OF \$97,008.00

ISSUE:

Approve a Services Agreement with Kana Subsurface Engineering of Riverside, California, for utility potholing services for Rutland Sewer Improvements Project in the amount of \$97,008.00.

RECOMMENDATIONS:

That the City Council:

1. Approve a Services Agreement with Kana Subsurface Engineering of Riverside, California, for utility potholing services for various capital improvement projects in the amount of \$97,008.00; and
2. Authorize the City Manager, or designee, to execute the Services Agreement with Kana Subsurface Engineering, including making minor and non-substantive changes.

BACKGROUND:

The Public Works Department – Wastewater and Engineering Divisions are currently finalizing the engineering design for the Rutland Sewer Improvements Project, which includes the replacement of sewer mains on Rutland Avenue, Penny Drive, Geranium Place, Morris Street, and Arlington Avenue.

It is imperative that the proposed designs do not interfere with existing underground utilities; such conflicts often increase construction costs due to unplanned relocations and delay project completion.

DISCUSSION:

Request for Proposals (RFP) No. 2437 solicits qualified utility locator services to verify location, alignment, and depth of existing utilities, as well as identify possible conflicts with the proposed new improvements.

On December 10, 2024, RFP No. 2437 for Rutland Sewer Improvements Potholing Services was posted on PlanetBids. Services include locating existing underground utilities, both horizontally and vertically, at various locations along the proposed alignment of the sewer mains to support the design of the Sewer Improvements Project.

Upon releasing RFP No. 2437, 681 City of Riverside vendors were notified via PlanetBids, and 71 prospective bidders downloaded the proposal documents. Prior to the bid opening, no addenda were issued, and one (1) question and answer were posted to PlanetBids.

On January 14, 2025, a total of 2 proposals were received. The proposals were reviewed and scored by a panel consisting of Public Works staff based on established criteria from RFP No. 2437: qualifications, pricing, experience, professional references, and approach and methodology. As a result, Kana Subsurface Engineering's proposal ranked the highest among the proposers.

Proposer	City Location	Amount	Rank
Kana Subsurface Engineering	Riverside, CA	\$ 97,008.00	1
Badger Daylighting Corp.	Brownsburg, IN	\$ 80,774.00	2

Purchasing Resolution 24101 Section 508 states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that...(c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications..."

The Purchasing Manager concurs that the recommendation to award complies with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 6 – Infrastructure, Mobility, and Connectivity** and **Goal 6.2** – Maintain, protect, and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This Project focuses on fiscal responsibility to prudently utilize public funds to provide exceptional services that are efficient, accessible, and responsive. Authorizing the execution of these agreements provides timing installation, maintenance, repair, rehabilitation, and to ensure safe, reliable infrastructures that benefit the community and facilities.

Furthermore, this project aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This Project ensures that the proposed projects will not interfere with the existing utilities, therefore minimizes disruptions to all underground utility services to the communities.
2. **Equity** – This Project supports the design of a capital improvement project within the City, which benefit all public users.

3. **Fiscal Responsibility** – This Project was publicly bid, and the Services contract will be awarded to the most qualified Proposer.
4. **Innovation** – This Project solicits services that include Ground Penetrating Radar (GPR) technologies to locate existing underground utilities. This is a new technology that maps the existence of underground pipelines, which minimizes the guesswork of saw-cutting and roadway pavement removal to pinpoint the underground utilities.
5. **Sustainability & Resiliency** – The use of GPR minimizes the guesswork of locating and removing bigger areas of roadway pavement, thus keeping the surface infrastructures intact and preserving the City's streets.

FISCAL IMPACT:

The total fiscal impact of the action is \$97,008. The estimated total project costs including design engineering, potholing services, contingencies, and contract administration are itemized in Table 1. Sufficient funds are available in the expenditure accounts as shown in Table 2 to award the RFP and complete the project.

Table 1. Total Project Costs

Task	Amount
Design Engineering (In House)	\$4,850.00
Potholing Services Contract (Kana Subsurface Engineering)	\$97,008.00
Contingencies (10%)	\$9,700.00
Inspection and Survey (In House)	\$9,700.00
Total	\$121,258.00

Table 2. Project Funds

Fund	Project	Account	Amount
Sewer	Sewer Main Replacement – Rutland Avenue	9910623-440301	\$20,855.62
	Sewer Main Replacement – West Rutland Avenue	9910723-440301	\$12,042.32
	Sewer Main Replacement – Kmart Parking Lot	9910823-440301	\$26,731.14
	Sewer Pipe Replacement - Morris Street	9911323-440301	\$61,628.92
Total			\$121,258.00

Prepared by: Thuy Nguyen, Principal Engineer
 Approved by: Gilbert Hernandez, Public Works Director
 Certified as to
 availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Kris Martinez, Assistant City Manager
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Project Location Map
2. Services Agreement
3. RFP Award Recommendation