

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JANUARY 24, 2022

SUBJECT: RESERVOIR CONDITION ASSESSMENT AND SEISMIC EVALUATION PROJECT (PHASE III) – APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH TETRA TECH, INC. IN THE AMOUNT OF \$93,815 – APPROVE WORK ORDER NO. 2205709 FOR PIEDMONT RESERVOIR IN THE AMOUNT OF \$69,000, APPROVE WORK ORDER NO. 2205710 FOR CAMPBELL RESERVOIR IN THE AMOUNT OF \$71,000, AND APPROVE WORK ORDER NO. 2205711 FOR HEUSTIS RESERVOIR IN THE AMOUNT OF \$69,000 – TOTAL PROJECT COST OF \$209,000

ISSUES:

Consider approving a Professional Services Agreement from RFP 2141 with Tetra Tech, Inc., of San Dimas, California, in a not-to-exceed amount of \$93,815 for the Reservoir Condition Assessment and Seismic Evaluation Project (Phase III); approving the capital expenditures for the related work orders, for a total project cost of \$209,000.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve a Professional Services Agreement from RFP 2141 for the Reservoir Condition Assessment and Seismic Evaluation Project (Phase III) with Tetra Tech, Inc., of San Dimas, California, in a not-to-exceed amount of \$93,815, through December 31, 2022;
2. Approve the capital expenditure for Work Order No. 2205709 in the amount of \$69,000 which includes all costs for the Condition Assessment and Seismic Evaluation of the Piedmont Reservoir;
3. Approve the capital expenditure for Work Order No. 2205710 in the amount of \$71,000 which includes all costs for the Condition Assessment and Seismic Evaluation of the Campbell Reservoir;
4. Approve the capital expenditure for Work Order No. 2205711 in the amount of \$69,000 which includes all costs for the Condition Assessment and Seismic Evaluation of the Heustis Reservoir; and
5. Authorize the City Manager, or designee, to execute any other documents necessary to effectuate the project described herein, and to make minor non-substantive changes

including changes to each of the work order amounts but not-to-exceed the cumulative total of \$209,000 and in accordance with all purchasing policies.

BACKGROUND:

Riverside Public Utilities (RPU) owns and operates 16 water reservoirs with a combined storage capacity of 108.5 million gallons. The reservoirs are of varying sizes, ages and construction types. It is important to periodically assess the condition of these reservoirs to ensure they meet current standards and to anticipate any improvements needed. In 2020, a condition assessment and seismic evaluation was completed for the Sugarloaf and Alessandro Reservoirs (Phase I) and in 2021, a condition assessment and seismic evaluation was completed for the Emtman, University Heights and Ross Reservoirs (Phase II). The following reservoirs have been selected to undergo a condition assessment and seismic evaluation in 2022 (Phase III):

Reservoir Name	Capacity (Million Gallons)	Year of Construction
Piedmont	1.0	1981
Campbell	4.9	1981
Heustis	2.0	1981

DISCUSSION:

The proposed work includes isolating and draining each reservoir, performing an inspection of the interior and exterior of each reservoir, conducting a seismic evaluation, and sanitizing the reservoirs before returning them to service.

RFP-2141 – Solicitation

A Request for Proposals (RFP) RFP-2141 for the Reservoir Condition Assessment and Seismic Evaluation Project (Phase III) was posted on the City's Online Bid System on October 26, 2021 and proposals were due on November 17, 2021. Two proposals were received.

The proposals for RFP-2141 are summarized in the table below:

Rank	Vendors	City Location	Proposal Amount	Negotiated Fee
1.	Tetra Tech, Inc.	San Dimas, CA	\$107,770	\$93,815
2.	Coffman Engineers	Encino, CA	\$62,666	N/A

RFP-2141 – Vendor Selection

A bid is the response to a Request for Bids (RFB) or a Notice Inviting Bids (NIB), which are the typical methods for obtaining things such as goods, equipment, or construction work. Bids are non-negotiable, and the lowest price prevails. A proposal, on the other hand, is the response to an RFP, which is the typical method for obtaining things such as services or a combination of goods and services. An RFP is sometimes used for specialized work or when the required scope of work is not entirely known by the requesting entity and the expertise of the respondents is required to refine the best approach. In contrast, an RFP might also be used to hire a consultant to assist the requesting entity with routine work. The selection criteria provided in an RFP is generally based on the best overall value, not simply price alone.

In collaboration with the City's Purchasing Division, the Selection Committee for RFP-2141 (Committee), consisting of key staff members of the RPU Water Division, scored the proposals based on the criterion described in the RFP, which consisted of the following factors:

- a. Qualifications (35%)
- b. Pricing (25%)
- c. Experience (Projects of similar size and scope) (20%)
- d. Approach and Methodology (20%)

Each member of the Committee reviewed and scored the proposals independently and submitted their scores in the online evaluation portal to the City's Purchasing Division. The scores were reviewed by staff of the City's Purchasing Division, who then tabulated the results and released the final scores. The proposal submitted by Tetra Tech, Inc. ranked highest both when scored based on qualifications only, and in combination with the price.

Key elements leading to Tetra Tech, Inc.'s high rank included their abundantly qualified team, very detailed approach and methodology, and vast experience performing work very similar to that of this project.

RFP-2141 – Negotiation

Since, unlike a bid, the final scope and fee of a proposal is subject to negotiation, staff reached out to Tetra Tech, Inc. to arrive at a finalized scope and fee for the project, resulting in a slightly modified scope and a fee approximately 13% lower than that initially provided in their proposal.

Reservoir Cleaning and Sanitization

Following the Informal Procurement methodology outlined in Purchasing Resolution No. 23812, staff is in the process of hiring a vendor to clean and sanitize the reservoirs before returning them to service. A budgetary amount for these services has been provided in this authorization.

The work of this project is scheduled to occur during the winter when water demands are low, and each reservoir will be drained in sequence to minimize disruption to the water system. The work will not impact service to RPU water customers.

The project/fiscal breakdown is as follows:

Project and Fiscal Breakdown		W.O. No. 2205709 (Piedmont)	W.O. No. 2205710 (Campbell)	W.O. No. 2205711 (Heustis)	Total Project
Work Type:	Performed By:	Amount:	Amount:	Amount:	Amount:
Project Management and Engineering Support	Internal Staff	\$10,000	\$10,185	\$10,000	\$30,185
Reservoir Condition Assessment and Seismic Evaluation	Tetra Tech, Inc.	\$31,000	\$31,815	\$31,000	\$93,815
Reservoir Cleaning and Sanitization	Vendor to be Determined	\$8,000	\$9,000	\$8,000	\$25,000

	(Informal Procurement)				
Field Support	Internal Staff	\$20,000	\$20,000	\$20,000	\$60,000
Work Order Total:		\$69,000	\$71,000	\$69,000	\$209,000
Reimbursements:	None				
Anticipated Start Date:	February 2022				
Anticipated Duration:	4 Months				

The Purchasing Manager concurs that the recommended actions follow Purchasing Resolution No. 23812.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 6 *Infrastructure, Mobility and Connectivity* and Goal No. 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 item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This project is one part of a larger project to analyze and assess the condition of RPU water storage reservoirs and ensure a reliable water system for RPU customers.
2. **Equity** – RPU endeavors to provide safe and reliable water service to all its customers. Since the RPU water system is an interconnected network, investments made to individual parts of the system improve the reliability of the overall system, thereby providing an equitable benefit to all customers.
3. **Fiscal Responsibility** – RPU is a prudent steward of public funds and uses efficient practices to procure services to ensure reservoir functionality through preventative maintenance.
4. **Innovation** – A collaborative and innovative approach will be used to operate the water system during the reservoir shutdowns to minimize potential disruptions to the community.
5. **Sustainability & Resiliency** – By assessing the condition of its reservoirs, RPU can be proactive about maintenance and repairs needed to maximize their service life and ensure proper operation.

FISCAL IMPACT:

The total project cost is \$209,000. Sufficient funds are available in Public Utilities' Facility Rehabilitation Account No. 6230000-470803.

Prepared by: Oscar A. Khoury, Engineering Manager
Approved by: Todd M. Corbin, Utilities General Manager
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Certifies availability
of funds: Edward Enriquez, Chief Financial Officer/City Treasurer

Attachments:

1. Professional Services Agreement
2. Project Site Map
3. Award Recommendation (RFP-2141)
4. Presentation