



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: MAY 22, 2023**

**SUBJECT: REQUEST FOR PROPOSALS NO. 2232 - PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR PUMP EFFICIENCY AND METER TESTING SERVICES WITH JON LEE DBA PUMP CHECK, OF RIVERSIDE, CALIFORNIA IN AN AMOUNT NOT-TO-EXCEED \$300,000, THROUGH FEBRUARY 1, 2025 WITH ONE OPTIONAL TWO-YEAR EXTENSION**

**ISSUE:**

Consider approval of a Professional Consultant Services Agreement from Request for Proposals No. 2232 for Pump Efficiency and Meter Testing Services with Jon Lee DBA Pump Check, of Riverside, California, in an amount not-to-exceed \$300,000, through February 1, 2025 with one optional two-year extension.

**RECOMMENDATIONS:**

That the Board of Public Utilities:

1. Recommend that the City Council approve the Professional Consultant Services Agreement for Pump Efficiency and Meter Testing Services, with Jon Lee DBA Pump Check, of Riverside, California, in an amount not-to-exceed \$300,000, through February 1, 2025 with one optional two-year extension;
2. Recommend that the City Council authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement and the optional extension, including making minor and non-substantive changes; and
3. Approve Work Order No. 2313756 for the Professional Consultant Services Agreement with Jon Lee DBA Pump Check in the amount of \$300,000.

**BACKGROUND:**

The City of Riverside Public Utilities Department (RPU) owns and operates 39 water booster stations and 50 groundwater wells as part of its water conveyance system. These facilities are equipped with nearly 216 pumps of various types and sizes, and almost all of these pumps have a production meter to monitor the volume of water pumped.

To ensure the pumps operate efficiently and the production meters function accurately, RPU hires a technical consultant with industry certification, expertise, and specialized equipment to perform this critical testing. Staff is requesting to renew the Pump Efficiency and Meter Testing Services

contract to continue these services.

**DISCUSSION:**

Water pumps operate efficiently within specific parameters such as horsepower, speed, and pressure. Over time, a water pump's efficiency declines due to wear and tear of its mechanical components. As water pumps become less efficient, operating costs increase due to the higher energy needed to operate. The decline in the aquifer's water table also contributes to decreased pump efficiencies by requiring more power to maintain water production.

In addition, production meters are tested regularly to ensure they accurately report the volume of water that passes through them. Production meters outside tolerance limits are calibrated and then retested to confirm their required accuracy. The results and calibration reports are submitted to the State Water Resources Control Board as state regulations require. RPU can optimize system operations to minimize energy costs and ensure accurate and reliable meter readings by conducting regular efficiency and calibration tests of its pumps and meters.

**Consultant Selection**

On September 15, 2022, the Purchasing Division posted an RFP for Pump Efficiency and Meter Testing Services on the City’s public-facing purchasing website. Proposals were due on October 25, 2022, and two proposals were received from Jon R. Lee and Martha L. Lee DBA Pump Check (Pump Check), of Riverside, California, and Downstream Services of Escondido, California. The demand for this specialized work has typically resulted in a small pool of bidders. The selection committee, consisting of key staff members from RPU, reviewed the proposals based on the criteria described in the RFP and determined that Pump Check meets the requirements necessary to perform the work. Pump Check has successfully performed these same services for RPU in the past.

Staff evaluated the proposals and determined Pump Check, Riverside, California, as the highest-ranking proposer, based on qualifications and price. The engineer’s estimated amount to conduct this work is \$256,000. The scoring and rankings are summarized in the tables below:

Criterion	Maximum Possible Score	Pump Check	Downstream Serv.
Qualifications Score	700	690	637
Cost Scores	300	300	31
Total	1000	990	668
Rank		1	2

Vendors	City Location	Bid Amount	Rank
Pump Check	Riverside, CA	\$132,500	1
Downstream Services	Escondido, CA	\$369,203	2
➤ <i>Engineer's Estimate</i>		\$256,000	

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23914.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 4 - Environmental Stewardship** and **Goal 4.2:** Sustainably manage local water resources to maximize reliability and advance water reuse to ensure safe, reliable, and affordable water to our community.

The item aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – Customers receive safe, reliable drinking water.
2. **Equity** – The periodic testing of pump efficiencies allows us to guarantee delivery of potable water services to Riverside’s water infrastructure ensuring safe and reliable water for all members of the community.
3. **Fiscal Responsibility** – Fiscal responsibly achieved by utilizing grant funding and using a local water source at a lower cost compared to import water.
4. **Innovation** – Through periodic pump efficiency assessments from a collaborative partnership with a local service contractor, we are able to ensure reliable water services with no impact to the Riverside community.
5. **Sustainability & Resiliency** – Present needs are met utilizing an existing local water source in a sustainable matter from the prioritization of groundwater sources.

**FISCAL IMPACT:**

The total fiscal impact is \$300,000. Sufficient funds are available in the Water Operations Professional Services Public Utilities Account No. 6200000-421000.

Prepared by: David A. Garcia, Utilities Assistant General Manager/Water  
Approved by: Todd M. Corbin, Utilities General Manager  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

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

- Attachments:
1. Agreement
  2. Presentation