City of Arts & Innovation

City Council Memorandum

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 6, 2017**

FROM: **PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

SUBJECT: **RIVERSIDE WATER QUALITY CONTROL PLANT (WQCP)—APPROVE AND AUTHORIZE EXECUTION OF FIRST AMENDMENT TO MAINTENANCE AGREEMENT FOR QUARTERLY ONSITE CALIBRATION OF FLO-DAR INFLUENT FLOW METERS, TO EXTEND TERM THROUGH JUNE 30, 2018, INCREASE COMPENSATION FOR AN ADDITIONAL YEAR BY $30,300 FOR A TOTAL AMOUNT OF $60,500 FOR SERVICES FROM JULY 1, 2016 TO JUNE 30, 2018**

ISSUE:

Approve the First Amendment to Maintenance Agreement for Quarterly Onsite Calibration of Flo-Dar Influent Flow Meters at the Riverside Water Quality Control Plant (WQCP) with Utility Systems Science and Software, Inc. (US3) of Santa Ana, California, in an amount not to exceed $60,500; $30,200 for the July 1, 2016 to June 30, 2017 period, and $30,300 for an additional one year period of July 1, 2017 to June 30, 2018.

RECOMMENDATIONS:

That the City Council:

1. Approve and authorize the justification of sole source request to contract with US3 of Santa Ana, California, to provide quarterly onsite calibration of Flo-Dar influent flow meters;

2. Approve the First Amendment to Maintenance Agreement for Quarterly Onsite Calibration of Flo-Dar Influent Flow Meters with US3, for the period of July 1, 2017 to June 30, 2018 in an amount not to exceed $30,300; and

3. Authorize the City Manager, or his designee, to execute the First Amendment to Maintenance Agreement for Quarterly Onsite Calibration of Flo-Dar Influent Flow Meters with US3, including making minor and non-substantive changes.

BACKGROUND:

On September 8, 2016 the City of Riverside entered into the current agreement with US3 for $30,200. US3 was awarded the contract as part of the sole source justification process.

The WQCP uses US3 for onsite engineering support services to check the calibration of Flo-Dar influent flow meters. Additionally, US3 provides engineering support services for the lift station, Motorola radio telemetry units (RTU), antennas, and MOSCAD/ACE RTU.

Sewer lift stations are remotely monitored to ensure normal operation. The SCADA system achieves control at each of the lift stations by stand-alone RTUs. Typical data monitored at these sites includes pump status (current draw/speed), canal and wet-well levels, rainfall rates, radio signal level, and flow rates. SCADA nodes at pumping stations provide information to users on a real-time basis. The SCADA system provides backup pump control and remote lift station monitoring. The Flo-Dar influent flow meters are an internal requirement of a regional agreement with Rubidoux, Jurupa and Edgemont Community Service District for monthly flow and surcharge billing. It is imperative that the flow meters are calibrated so that billing is based on accurate flow readings.

Additionally, the WQCP must provide an annual calibration certificate to the State Water Resources Control Board (SWRCB). Failure to provide a certified calibration certificate could result in a "Failure to Comply" citation and possible fines from regulatory agencies. Certified calibration reports provided by US3 ensure that WQCP Operators can monitor treatment process variables accurately.

US3 is the only vendor authorized to calibrate and service the Flo-Dar influent flow meters. US3 is also the only vendor authorized for Motorola RTU's and antennas. Considering this, US3 is uniquely qualified to perform the required services.

The Public Works Department recommends entering into the First Amendment with US3. US3 has been timely in responding to the needs of the WQCP under the existing agreement and have agreed to keep the same pricing for the period of July 1, 2017 to June 30, 2018.

Therefore, the Purchasing Services Manager approved a single source request with US3 for continuing to provide quarterly onsite calibration of Flo-Dar influent flow meters.

The Purchasing Services Manager concurs with the recommendation above.

FISCAL IMPACT:

There is no impact to the General Fund. The total estimated cost for the quarterly onsite calibration of Flo-Dar influent flow meters is $30,300. Sufficient funding for the 2017/18 fiscal year is available in the Public Works Department budget, Account Numbers 4125100–421000, 4125410-421000 and 4125420-421000.

Prepared by:	Kris Martinez, Public Works Director
Certified as to availability of funds:	Scott G. Miller PhD, Chief Financial Officer/City Treasurer
Approved by:	Al Zelinka, FAICP, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment: First Amendment to Maintenance Agreement