

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JULY 23, 2018

ITEM NO: 7

SUBJECT: MASTER AGREEMENTS FOR PROFESSIONAL CONSULTANT SERVICES FOR THE ESTABLISHMENT OF A CONSULTANT PANEL FOR ON-CALL SERVICES (RFQ 1710) FOR THE FOLLOWING, BUT NOT BE LIMITED TO: WATER RESOURCES PLANNING, ENGINEERING PLANNING AND DESIGN, CONSTRUCTION MANAGEMENT, SUPERVISORY CONTROL AND DATA ACQUISITION, LANDSCAPE ARCHITECTURAL DESIGN, AND WATER CONSERVATION SERVICES FOR VARIOUS CAPITAL IMPROVEMENT PROJECTS AND INITIATIVES FROM JULY 1, 2018 TO MAY 1, 2021, WITH AN OPTIONAL ONE YEAR EXTENSION

ISSUE:

Approve the Professional Consultant Services Master Agreements with the listed consultants for the establishment of a Consultant Panel for the term July 1, 2018, to May 1, 2021, with an optional one year extension, not-to-exceed a maximum single project cost of \$500,000 and limited to a cumulative total fee of \$750,000 per consultant.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve the Professional Consultant Services Master Agreements with the listed consultants for the establishment of a Consultant Panel for the term July 1, 2018, to May 1, 2021, with an optional one year extension, not-to-exceed a maximum single project cost of \$500,000, and limited to a cumulative total fee of \$750,000 per consultant; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Master Agreements for the Consultant Panel including making minor and non-substantive changes and the one year contract extensions.

BACKGROUND:

Under City Charter section 1202(b), the Board has the authority to award contracts for professional services. Under City Purchasing Resolution 23256, the City Council has required that such services be competitively procured, but has delegated the authority to the City Manager to administer that process. Under the Consultant Panel, such services will be competitively procured by seeking proposals from the Consultant Panel in accord with City Manager-approved procedures. The Consultant Panel differs from the recently-approved Construction Panels in that the latter required the City Council to waive the formal competitive procurement procedure for construction projects set forth in Charter section 1109. Here, the City Council is not required to waive the requirements of Section 1109, as that section only applies to construction projects, not professional services.

Since 2005, RPU has established various consultant panels to expedite the consultant procurement process. RPU successfully implemented and managed three consecutive consultant panels for professional environmental consultant services over a ten-year term: 2005 to 2009, 2009 to 2012 and 2012 to 2015. A Consultant Panel for geotechnical services was also successfully implemented and managed from 2009 through 2016. Staff experienced increased efficiencies in terms of reduced staff time in hiring consultants utilizing the consultant panels versus the formal consultant procurement process.

The Riverside Public Utilities Department (RPU), Water Division has developed a 10-year plan to address potable, non-potable, and recycled water infrastructure needs for its service area. To aid in successfully implementing this plan, RPU is requesting that a Consultant Panel be established to provide professional on-call services for the following 15 service areas listed below:

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|-----------------------------------|---|
| 1. Groundwater Resources | 9. Geotechnical and Material Testing |
| 2. Surface Water Planning | 10. Construction Management |
| 3. Recycled Water Planning | 11. SCADA |
| 4. Water Supply Planning | 12. Landscape Architectural Design Services |
| 5. Facilities and Master Planning | 13. Regulatory and Grant Writing Support |
| 6. Environmental Planning | 14. Water Conservation and Audit |
| 7. Engineering Design | 15. Staff Augmentation |
| 8. Electrical and Instrumentation | |

Benefits of a Consultant Panel

The benefits of utilizing a Consultant Panel is that it will provide efficiencies to the current consultant procurement process. The panel will establish a list of pre-qualified firms that are capable of supporting RPU's needs for specialized professional services. By spending time to evaluate and vet consultant qualifications upfront, this removes the burden on staff resources and the project schedules of having to repeat this process each time a different project is solicited. The use of the panel will also expedite the proposal solicitation process through shorter advertising times, a reduced burden on the consultants in proposal preparation, shorter proposal review times by City staff, and providing a more manageable pool of pre-qualified consultants from which to solicit proposals.

Additional efficiencies are realized in the processing of contract documents. Once a consultant has been selected, a Supplemental Agreement is utilized in place of a full Professional Services Agreement. Contractual terms, conditions, insurance requirements, indemnification, etc. have already been reviewed and agreed to by the consultant and the City Attorney's Office (as set forth in the Professional Consultant Services Master Agreements included in this Board Memorandum). In addition, all of the required contract documents (i.e. City Business Tax License and Certificate of Insurance) will already be on file with the City Clerk's Office as a part of the pre-qualification process, helping to reduce contract processing time once a consultant has been selected for a project. The use of the Consultant Panel will allow for a more streamlined consultant procurement process reducing the workload burden on City staff resources.

Awarding of Supplemental Agreements

When a consultant is needed on standard and routine projects, RPU staff will request proposals from the authorized panel consultants for a specific service area. The proposals will be evaluated based on the consultant's understanding of the scope of work, consultant personnel's knowledge base, and availability to perform the work at fair and reasonable prices. Once a proposal is selected, a Supplemental Agreement will be issued for the specific project.

The Purchasing Division will review the selection process performed by RPU staff; the City Attorney's Office will prepare and review the consultant's Supplemental Agreements; and a purchasing authorization for expenditures (Supplemental Agreements larger than \$50,000) will be brought to Board for approval in accordance with Section 1202 of the City Charter. For projects with larger and more complex consulting

needs, or when the scope of services exceeds \$500,000, solicitation of consulting services will be handled through the formal procurement process. The intent of the Consultant Panel is to streamline the consultant procurement process, not alter the approval processes already in place for professional service procurements.

DISCUSSION:

On July 1, 2017, staff issued an online Bid Request for Qualifications (RFQ) for consulting firms with qualifying experience for on-call services. Per the RFQ, the Consultant Panel was for a three-year term from the date of the contract, not-to-exceed a maximum single project cost of \$500,000 and limited to a cumulative total fee of \$750,000 per consultant.

Statements of qualifications from 57 firms were received by July 14, 2017. A selection committee consisting of 13 RPU staff members reviewed the statements of qualifications based on the criteria outlined in the RFQ and selected the listed 43 firms to comprise the Consultant Panel within 15 service areas listed previously. The term of these agreements is for three years and may be extended for one additional one-year term.

Upon issuance of a Request for Proposals (RFP) for typical CIP projects (e.g. pipeline and booster station construction, well drilling, booster or well rehab, etc.), only the consultants listed in a selected service category will be invited to submit proposals. The proposals will be reviewed by a panel consisting of RPU staff, and a consultant will be selected based on availability, demonstrated competence and qualifications to provide services to be performed at fair and reasonable prices, and record of timely completion of other projects. The recommendation for the selected consultant along with copies of each of the proposals received will be forwarded to the Purchasing Division for review and concurrence. If the scope of the work exceeds \$50,000, Purchasing will issue an RFP Award Recommendation which will be included as part of the Board Memorandum seeking Board authorization for the contract award. Staff will maintain a list of executed Consultant Panel Supplemental Agreements for each fiscal year to be reported back to the Board on an annual basis.

The selected consultants and their respective service categories are included as Table 1 in Attachment 1.

FISCAL IMPACT:

There is no fiscal impact at this time as no individual projects have yet been awarded. Each project will be charged to the appropriate Water Fund Capital Improvement Program; or Water Engineering, Water Field, or Water Operations administrative account based on service type.

Prepared by: Michael L. Plinski, Interim Assistant General Manager/Water
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Approved by: Al Zelinka, FAICP, City Manager
Approved as to form: Gary G. Geuss, City Attorney

Certifies availability
of funds: Laura M. Nomura, Utilities Assistant General Manager/Finance & Administration

Attachments:

1. Table 1 – Selected Consultants and Service Categories
2. Presentation
3. Master Agreement for Professional Consultant Services with AESCO, Inc.
4. Master Agreement for Professional Consultant Services with AKD Consulting
5. Master Agreement for Professional Consultant Services with Albert A. Webb Associates

6. Master Agreement for Professional Consultant Services with Architerra, Inc.
7. Master Agreement for Professional Consultant Services with Black & Veatch Corporation
8. Master Agreement for Professional Consultant Services with BMLA Inc.
9. Master Agreement for Professional Consultant Services with Carollo Engineers, Inc.
10. Master Agreement for Professional Consultant Services with CDM Smith Inc.
11. Master Agreement for Professional Consultant Services with Converse Consultants
12. Master Agreement for Professional Consultant Services with CWE
13. Master Agreement for Professional Consultant Services with Dahl, Taylor & Associates, Inc.
14. Master Agreement for Professional Consultant Services with Daniel B. Stephens & Associates, Inc.
15. Master Agreement for Professional Consultant Services with Dudek
16. Master Agreement for Professional Consultant Services with ECORP Consulting, Inc.
17. Master Agreement for Professional Consultant Services with GeoTek, Inc.
18. Master Agreement for Professional Consultant Services with GeoMat Testing Laboratories, Inc.
19. Master Agreement for Professional Consultant Services with GEOSCIENCE Support Services, Inc.
20. Master Agreement for Professional Consultant Services with HELIX Environmental Planning, Inc.
21. Master Agreement for Professional Consultant Services with Hilltop Geotechnical, Inc.
22. Master Agreement for Professional Consultant Services with HR Green Pacific, Inc.
23. Master Agreement for Professional Consultant Services with Infrastructure Engineering Corporation
24. Master Agreement for Professional Consultant Services with Kennedy/Jenks Consultants
25. Master Agreement for Professional Consultant Services with Moore Iacofano Goltsman, Inc.
26. Master Agreement for Professional Consultant Services with NUVIS
27. Master Agreement for Professional Consultant Services with Prime Systems Industrial Automation, Inc.
28. Master Agreement for Professional Consultant Services with Rincon Consultants, Inc.
29. Master Agreement for Professional Consultant Services with SA Associates
30. Master Agreement for Professional Consultant Services with Scheevel Engineering
31. Master Agreement for Professional Consultant Services with Stantec Consulting Services, Inc.
32. Master Agreement for Professional Consultant Services with Tesco Controls, Inc.
33. Master Agreement for Professional Consultant Services with Tetra Tech, Inc.
34. Master Agreement for Professional Consultant Services with Thomas Harder & Co., Inc.
35. Master Agreement for Professional Consultant Services with tieBridge, Inc.
36. Master Agreement for Professional Consultant Services with TKE Engineering, Inc.
37. Master Agreement for Professional Consultant Services with Twining, Inc.
38. Master Agreement for Professional Consultant Services with Water Systems Consulting, Inc.
39. Master Agreement for Professional Consultant Services with Water Works Engineers, LLC
40. Master Agreement for Professional Consultant Services with WaterWise Consulting
41. Master Agreement for Professional Consultant Services with West & Associates Engineering, Inc.
42. Master Agreement for Professional Consultant Services with West Yost & Associates, Inc.
43. Master Agreement for Professional Consultant Services with Westin Engineering, Inc.
44. Master Agreement for Professional Consultant Services with Wood Rodgers, Inc.
45. Master Agreement for Professional Consultant Services with WSP USA, Inc.