

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: APRIL 22, 2019

ITEM NO: 10

SUBJECT: SUPPLEMENTAL AGREEMENT TO MASTER PROFESSIONAL SERVICES AGREEMENT FOR RFP NO. 1842 FOR SUBSTATION STANDARDS SUPPORT WITH LEIDOS ENGINEERING, LLC AND APPROVE PURCHASE ORDER IN AN AMOUNT NOT-TO-EXCEED \$300,000

ISSUES:

Approve a Supplemental Agreement to the Master Professional Services Agreement for RFP No. 1842 for Substation Standards Support with Leidos Engineering, LLC, of Hendersonville, Tennessee, and approve a purchase order in an amount not-to-exceed \$300,000.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve a Supplemental Agreement to the Master Professional Services Agreement for RFP No. 1842 for substation standards support with Leidos Engineering, LLC, of Hendersonville, Tennessee;
2. Approve a purchase order with Leidos Engineering, LLC, of Hendersonville, Tennessee, in an amount not-to-exceed \$300,000; and
3. Authorize the City Manager, or designee, to execute the Supplemental Agreement to the Master Professional Consultant Services Agreement with Leidos Engineering, LLC for Substation Standards Support including making non-substantial changes.

BACKGROUND:

Riverside Public Utilities (RPU) began extensive use of a professional services panel of consultants (Consultant Panel) to provide engineering services for energy delivery projects. RPU has had excellent success with the Consultant Panel for more than seventeen years. The Consultant Panel provides a ready list of staff and expertise to draw upon for projects that require outside professional services.

When Consultant Panel services are needed, engineering staff requests formal proposals from the consultants that are qualified, and have been fully evaluated to provide the services needed. Staff reviews all proposals in order to evaluate the consultant's understanding of the scope of work, assigned personnel and their expertise and current workload, and costs to perform the work. Then staff recommends award of the services for work based on the proposals submitted.

DISCUSSION:

Engineering staff or consultants, working under the direction of Engineering staff, develop Substation Standards in conjunction with Substation Capital projects. Standards may include material and equipment specifications, plans, elevations, sections, schematics, wiring and logic diagrams, bills of material, and other related documents. Riverside Public Utilities Energy Delivery has budgeted \$300,000 to develop Substation Standards, based on engineering estimates set in the Consultant Panel Master Agreement.

Additional consulting resources are needed to support this effort due to the substantial increase in substation related work included in the Utility 2.0 Capital Improvement Plan. Therefore, all ten (10) vendors of the Master Agreement for Professional Services Panel were invited to submit proposals through a formal Request for Bids procurement process run by the City of Riverside Purchasing Division for RFP No. 1842 - Substation Standards Support. Three (3) vendors attended the pre-bid meeting held on September 26, 2018. Only one (1) vendor submitted a proposal, Leidos Engineering, LLC.

Staff reviewed the proposal and deemed Leidos Engineering, LLC to be the successful bidder. Projects assigned to the consultant will be charged on a work order basis to specific capital Substation Transformer Addition projects as assigned by the appropriate substation engineering staff.

Furthermore, staff contacted the vendors that did not submit a proposal to determine if there were any specific reasons why they did not submit a proposal. The consultants stated that they were not interested in submitting a proposal at this time; were committed to projects for other clients; and/or lacked the necessary resources to support this proposal.

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23256, Section 406 and 407 which provide the Manager or Using Agency with the ability to solicit informal proposals by means of a written or verbal request for proposals and the ability to reject proposals submitted in response to a request for proposal and otherwise award all informal proposals in accordance with the evaluation criteria set forth in the request for proposal.

FISCAL IMPACT:

The total fiscal impact is \$300,000. Sufficient funds are available in Public Utilities Substation Transformer Addition Capital Account No. 6130100–470632.

Prepared by:	George R. Hanson, Utilities Assistant General Manager/Energy Delivery
Approved by:	Todd M. Corbin, Utilities General Manager
Approved by:	Al Zelinka, FAICP, City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Certifies availability of funds:	Aileen Ma, Interim Utilities Assistant General Manager/Finance & Administration
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Attachments:

1. Award Recommendation
2. Master Agreement for Professional Consultant Services
3. Supplemental Agreement