

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: MAY 10, 2021

SUBJECT: REQUEST FOR PROPOSAL 2066 – WORK ORDER NO. 2119628 FOR DRAFTING SERVICES FOR MULTIPLE SUBSTATION PROJECTS WITH POWER-TECH ENGINEERS, INC. FOR A TOTAL CAPITAL EXPENDITURE IN THE AMOUNT OF \$165,000

ISSUE:

Consider approval of Work Order No. 2119628 with Power-Tech Engineers Inc., for drafting services for multiple substation projects in the amount of \$165,000.

RECOMMENDATION:

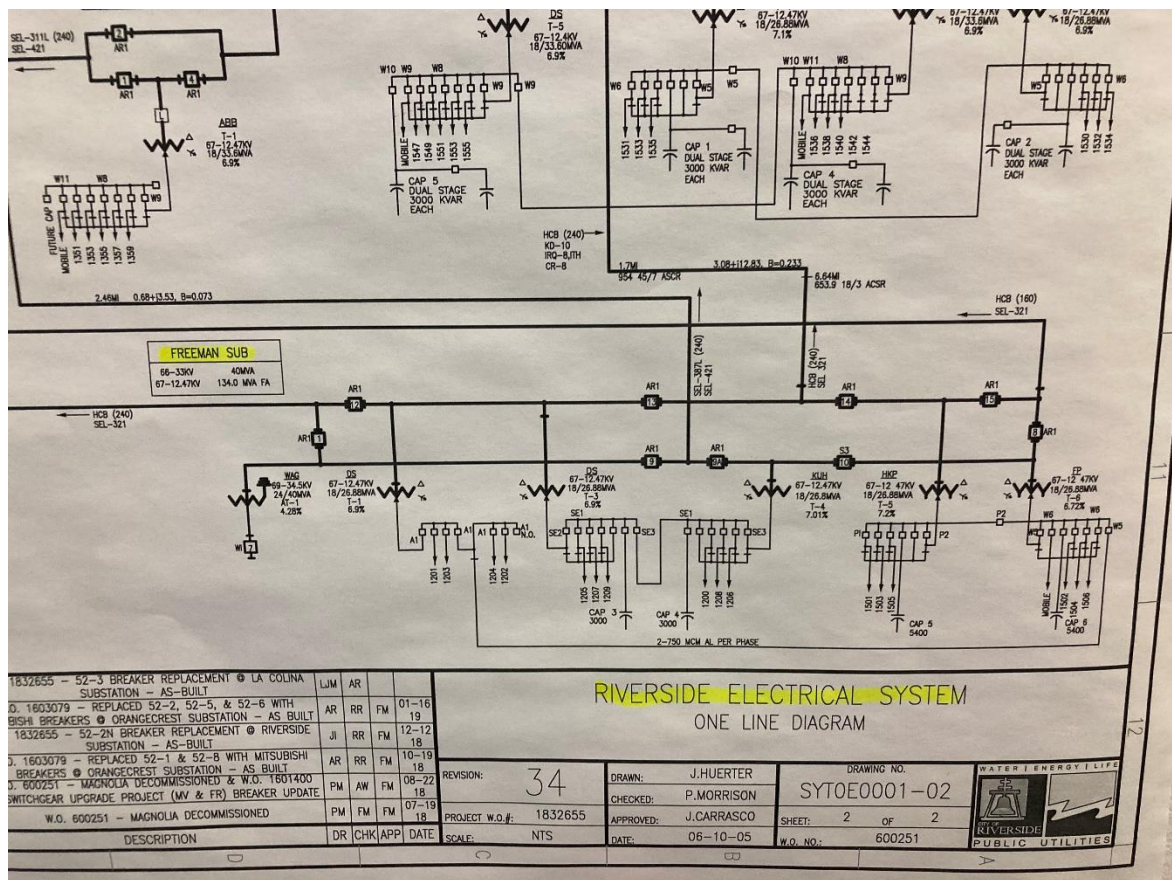
That the Board of Public Utilities approve Work Order No. 2119628 for drafting services for multiple substation projects with Power-Tech Engineers Inc., in the amount of \$165,000.

BACKGROUND:

Electrical utility designs are performed on a daily basis in the Riverside Public Utilities Energy Delivery Engineering section. The majority of new engineering designs are performed by internal staff for new customer electrical service connections, panel upgrades, distribution upgrades, and substation upgrade projects. Electrical designs require engineering staff to produce a large number of plans to generate comprehensive construction packages to issue for construction to both internal crews and developer driven projects.

Upon completion of construction, these plans need to be updated to conform to construction records and ensure that system records are updated in a timely manner, thus ensuring that electric crews always have the most recent information when referring to record drawings. At times, internal RPU staff requires additional assistance from outside firms to produce and update these design packages to meet deadlines and maintain proper records of design plans for future projects.

On July 22, 2019, the Board of Public Utilities (Board) approved the Master Professional Services Agreements for the Energy Delivery Consultant Panel in response to RFP No. 1890, and authorized the City Manager, or designee, to execute the Master Professional Consultant Services Agreements, including making minor non-substantive changes, and execute supplemental agreements with each consultant upon approval of the expenditure by the Board.



Typical electrical drawing created using computer aided-design/drafting

DISCUSSION:

RPU solicited RFP 2066 for professional engineering computer aided-design drafting services from the Energy Delivery Consultant Panel though a competitive bidding process administered by the Purchasing Division. The scope of work consists of working closely with RPU staff on coordinating new designs and modifying previously approved drawings that need to be updated after construction is complete. The consultant will work on as needed basis for different types of projects during a three-year term contract.

RFP 2066 was posted on the City's online bid system on December 17, 2020 and closed on January 15, 2021. Three firms submitted proposal for the specified requested work. Staff evaluated the proposals and ranked Power-Tech Engineers, Inc., as the most qualified consultant based on the criteria outlined in the RFP. The fee proposal submitted by Power-Tech Engineers, Inc. is within the engineers estimate of \$150,000.

The proposals are summarized in the table below:

Vendors	City Location	Bid Amount	Rank
Power-Tech Engineers, Inc.	Walnut, CA	\$137,055.00	1
POWER Engineers, Inc.	San Diego, CA	\$181,717.00	2
TRC Solutions	Irvine, CA	\$202,000.01	3

Engineering Estimate: \$150,000

RPU staff reached out to Power-Tech Engineers, Inc. (PTEI) to request a final and better offer. PTEI reviewed their proposal and provided a reduced pricing from \$138,000 to \$137,055.

The project/fiscal breakdown is as follows:

Project Breakdown		
Work Type	Performed By:	Amount (\$)
Professional Services (Consultant Panel)	Power-Tech Engineers, Inc.	\$137,055
Contingency (Professional Services 10%)		\$13,706
Project Management and Engineering	Riverside Public Utilities	\$14,239
Work Order Total:		\$165,000
Anticipated Start Date:		June 2021
Anticipated Duration:		3 Years

PTEI will provide 2000 hours of drafting support and 100 hours to manage these efforts, which requires the firm to coordinate continuous document control with RPU and adherence to RPU drafting standards for each assignment.

RPU Engineering staff will meet with PTEI to review the current drafting standards and process for updating project files. PTEI will modify plans based on substation and distribution standards to ensure that records are updated in a timely manner. RPU staff will review all final drawings to ensure compliance with standards before approving the final record files.

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The total fiscal impact is \$165,000. Sufficient funds are available in Public Utilities Substation Transformer Addition 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: Kristi J. Smith, Interim City Attorney

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

Attachment: Award Recommendation