



City Council Memorandum

City of Arts & Innovation

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TO: HONORABLE CITY COUNCIL **DATE: APRIL 23, 2024**

FROM: PUBLIC UTILITIES DEPARTMENT **WARDS: ALL**

SUBJECT: REQUEST FOR PROPOSAL NO. 2320 – RESERVOIR MAINTENANCE CONTRACT WITH HARPER AND ASSOCIATES ENGINEERING INC OF CORONA, CALIFORNIA FOR THE AMOUNT OF \$241,184

ISSUE:

Approve the Professional Consultant Services Agreement for Request for Proposal No. 2320 for the Reservoir Maintenance Contract with Harper & Associates Engineering Inc of Corona, California, in the amount of \$241,184; and approve the expenditure in the amount of \$241,184.

RECOMMENDATION:

That the City Council approve a Professional Consultant Services Agreement for Request for Proposal No. 2320 for the Reservoir Maintenance Contract with Harper & Associates Engineering Inc of Corona, California, in the amount of \$241,184.

BOARD RECOMMENDATION:

On April 08, 2024, the Board of Public Utilities voted unanimously to recommend that the City Council approve the Professional Consultant Services Agreement for Request for Proposal No. 2320 for the Reservoir Maintenance Contract with Harper & Associates Engineering Inc of Corona, California, in the amount of \$241,184.

BACKGROUND:

Riverside Public Utilities (RPU) operates 16 potable water reservoirs to distribute drinking water over its service area in Riverside. As part of the reservoir maintenance program and guidelines by the State Water Resources Control Board, water reservoir inspections are recommended to assess the integrity of the structure and related appurtenances, such as hatches, submerged metals, stairs, valves, and piping.

DISCUSSION:

The work to be done, in general, shall include furnishing all labor, materials, tools, equipment, and incidentals, unless otherwise specified, to clean accumulated sediment and remove any debris. In addition, the work includes the visual, photographic, and video inspection of all water storage reservoirs utilizing certified commercial divers trained in potable water operations as described herein. RPU intends to use the reported inspection findings to aid in scheduling routine preventative maintenance. The reservoirs will be inspected and cleaned by professional and certified divers while the reservoirs are in operation.

Contractor Selection

Request for Proposal (RFP) No. RPU-2320 was posted on the City's online bidding system, Planet Bids, on November 1, 2023, seeking prospective bidders to provide inspection, maintenance, and cleaning services for accumulated sediment and debris removal from RPU reservoirs. The notification was sent to 21 vendors within the City and 363 external vendors. With 24 prospective bidders, RFP No. 2320 closed on November 30, 2023, with three responses. The purchasing division's review found two vendor responses to be responsive and responsible, while one was non-responsive. Under the guidance of the purchasing division, three staff members evaluated the proposals, which resulted in Harper & Associates Engineering Inc. ranking first. The total points and rankings are summarized in the table below.

Evaluation Results Table:

Criterion	Max Score	Harper & Associates Engineering Inc.	Blue Locker Commercial Diving
Qualification Scores	105	89.00	96.00
Professional References	30	21.00	27.00
Approach/Methodology	60	53.00	53.00
Cost Scores	105	105.00	84.78
Total	300	268.00	260.78
Rank		1	2

Vendors	City Location	Bid Amount	Rank
Harper & Associates Engineering Inc.	Corona, CA	\$241,184.00	1
Blue Locker Commercial Diving	Temecula, CA	\$298,700.00	2
• <i>Engineer's Estimate</i>		\$300,000.00	

Staff evaluated the bids and deemed Harper & Associates Engineering Inc. of Corona, California, the best overall responsive bidder. The bid was within the engineer's estimated amount of \$300,000.

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution No. 24101.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 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 maintenance and inspection of the city’s reservoirs provides assurance as to the safety and cleanliness of the city’s drinking water which allows us to guarantee equitable distribution of safe and reliable potable water services to all members of the community.
3. **Fiscal Responsibility** – Fiscal responsibility is achieved by utilizing competitive procurement process.
4. **Innovation** – With periodic repairs, we can ensure reliable water services with no impact to the Riverside community.
5. **Sustainability & Resiliency** – Performance from inspections and maintenance of our water reservoir facilities improves efficiency and reliability of the reservoirs which helps the city meet its Sustainability and Resiliency goals.

FISCAL IMPACT:

The total fiscal impact is \$241,184. Sufficient funds are budgeted and available in Water Fund, Water Production & Operations, Maintenance/Repair of Buildings Account No. 6200000-424130.

Prepared by:	Todd M. Corbin, Utilities General Manager
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Agreement
2. Presentation
3. RFP Award Recommendation