



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 20, 2023**

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

**SUBJECT: FOURTH AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR ENVIRONMENTAL COMPLIANCE TRACKING DATABASE SOFTWARE FOR RIVERSIDE WATER QUALITY CONTROL PLANT WITH ENFOTECH & CONSULTING, INC., OF BRUNSWICK, NEW JERSEY, TO INCREASE COMPENSATION IN THE AMOUNT OF \$87,940, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$563,560 FOR THE REMAINING TERM OF THE AGREEMENT**

## **ISSUE:**

Approve the Fourth Amendment to the Professional Consultant Services Agreement for Environmental Compliance Tracking Database Software for Riverside Regional Water Quality Control Plant with EnfoTech & Consulting, Inc., of Brunswick, New Jersey, to add additional services and increase compensation in the amount of \$87,940, for a total not to exceed amount of \$563,560 for the remaining term of the Agreement.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Fourth Amendment to the Professional Consultant Services Agreement for Environmental Compliance Tracking Database Software for Riverside Regional Water Quality Control Plant with EnfoTech & Consulting, Inc., of Brunswick, New Jersey to add additional services and increase compensation in the amount of \$87,940, for a total not to exceed amount of \$563,560 for the remaining term of the Agreement; and
2. Authorize the City Manager, or designee, to execute the Fourth Amendment, including making minor and non-substantive changes.

## **BACKGROUND:**

The Public Works Department, Wastewater Division, is responsible for the collection, conveyance, and treatment of wastewater generated within the City of Riverside, the communities of Edgemont, Highgrove, Jurupa, Rubidoux, and the unincorporated community of Highgrove. Wastewater is conveyed to the Riverside Water Quality Control Plant (WQCP) through more than 800 miles of sewer lines throughout the City. Wastewater is treated and disinfected at the WQCP

so that it can be reused for irrigation or discharged to the Santa Ana River in accordance with federal, state, and local regulations.

The City Council has approved amendments to the Agreement for Environmental Compliance Tracking Database Software with EnfoTech & Consulting, Inc. since the iPACS database was selected in 2012 under RFP No. 1340. Table 1 provides a summary of related City Council actions.

Table 1 – City Council Actions for Environmental Compliance Tracking Database Software

Item	Date	Action	Description	Amount
1	Jan. 2013	Original Agreement	Contract Award RFP No. 1340 3-year term	\$150,900
2	Jan. 2016	First Amendment	3-year term extension	\$100,200
3	Jan. 2019	Second Amendment	3-year term extension	\$121,320
4	Feb. 2022	Third Amendment	3-year term extension	\$103,200
5	Pending	(Proposed) Fourth Amendment	Upgrade iPACS 2 to iPACS 5 Migrate existing forms to iPACS 5 Develop iPACS 5 permit templates Enhanced loading calculations	\$87,940
<b>Total:</b>				<b>\$563,560</b>

## **DISCUSSION:**

The Public Works Department is requesting to amend the current agreement with EnfoTech & Consulting, Inc. to upgrade the current iPACS 2 database to iPACS 5 in the amount of \$87,940, for a total contract amount not to exceed \$563,560 through January 31, 2025.

In addition to the database upgrade, the proposed amendment includes hosting, training, and technical support, migration of existing forms to iPACS 5, development of Class II, III and IV permit templates, and enhanced flow data management for loading calculations. Each enhancement will further assist the Environmental Compliance Section in managing compliance related documents (plan check approvals, permit issuance, sampling analyses, Fats, Oil and Grease program, inspections, photographs, etc.) and expedite its business processes.

Purchasing Resolution 23914, Article Seven: Acquisition of Services, Section 702 Exceptions states “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required...(u) When the Procurement is for the renewal of maintenance, license(s), support, or a similar need for existing technology systems, including hardware, and the items are procured from a vendor/reseller that was originally selected based on the City’s procurement standards, provided that 1) the vendor has been used consecutively since then and 2) if there are any non-substantive changes to the procurement, the Manager is satisfied that the best price, terms and conditions have been negotiated.”

Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23914, Section 702(u).

## **STRATEGIC PLAN ALIGNMENT:**

This item supports **Strategic Priority 4 - Environmental Stewardship, Strategic Priority 5 - Performing Government, Strategic Priority 6 – Infrastructure, Mobility & Connectivity**, and the following goals:

**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.

**Goal 5.2** - Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

**Goal 6.2** – Maintain, protect, and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Environmental Compliance Division ensures wastewater discharges do not impact the community, environment, or public infrastructure.
2. **Equity** – This effort supports clean water, public health, and resource recovery throughout the City.
3. **Fiscal Responsibility** – Provides a quality public service to all residents in a fiscally responsible way.
4. **Innovation** – This effort expands the use of technology to help streamline processes and ensure efficiency.
5. **Sustainability & Resiliency** – Proper operation of the Environmental Compliance division contributes to the sustainability of the City's and region's local water resources and environment.

## **FISCAL IMPACT:**

The total fiscal impact of the action is \$87,940. The funds are budgeted and available in the Sewer Fund, Sewer-Environmental Compliance, account number 4125300-425700. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Gilbert Hernandez, Public Works Director  
Certified as to  
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Fourth Amendment to Agreement