



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 6, 2024

FROM: PUBLIC WORKS DEPARTMENT WARDS: 4

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. 2351 - PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH MICHAEL K. NUNLEY & ASSOCIATES, INC. DBA MKN OF IRVINE, CALIFORNIA, FOR CIVIL DESIGN ENGINEERING SERVICES FOR WESTERN AVENUE AND GARDEN HILLS WAY WASTEWATER LIFT STATIONS IN THE AMOUNT OF \$273,134.

**ISSUE:**

Approve a Professional Consultant Services Agreement with Michael K. Nunley & Associates, Inc. dba MKN, of Irvine, California, to complete Civil Design Engineering Services for Western Avenue and Garden Hills Way Wastewater Lift Stations in the amount of \$273,134.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement with Michael K. Nunley & Associates, Inc. dba MNK, of Irvine, California to complete Civil Design Engineering Services for Western Avenue and Garden Hills Way Wastewater Lift Stations in the amount of \$273,134.
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Michael K. Nunley & Associates, Inc. dba MKN, of Irvine, California including making minor and non-substantive changes.

**BACKGROUND:**

The Western Avenue Wastewater Lift Station is located at 7700 Western Avenue in the City of Riverside. The lift station was constructed in 1987 and is a duplex submersible pump station with two (2) five horsepower (HP) pumps rated at one hundred-sixty gallons per minute. Mechanically, the pump motors and their components are at the end of their useful life. Similarly, the electrical and control mechanisms of the station are outdated, unreliable, and in constant need of repair. Over the years, the concrete slab foundation for the station has deteriorated and is structurally unstable. Further, the retaining wall on the east side of the station exhibits cracks and needs to be examined for repairs. This station will need to be replaced by a new structure in conformance with City of Riverside Sewage Lift Stations and Force Main Guidelines.

The Garden Hills Way Wastewater Lift Station is located at 6364 Garden Hills Way in the City of Riverside. The lift station was constructed in 2002 and is a duplex self-priming pump station with

two (2) fifteen HP self-priming pumps rated at one hundred twenty-five gallons per minute. The station was built by the developer for the residential Tract 28728-2 as a temporary station, which is supposed to be removed when the downstream residential Tract is developed. Unfortunately, the downstream housing project has not materialized, and the Garden Hills Way Wastewater Lift Station needs repairs. The lift station was built above the wet well, which is an enclosure to store incoming sewage flow. This configuration does not afford the City maintenance crew appropriate clearance to perform routine maintenance. The lift station also does not meet the City’s specification for a small duplex station.

Both the Western Avenue and the Garden Hills Way wastewater lift stations will need to be replaced with new sewer lift stations that conform to the City of Riverside Sewage Lift Stations and Force Main Guidelines.

**DISCUSSION:**

On March 12, 2024, the City’s Purchasing Division released Request for Proposal No. 2351 for Civil Design Engineering Services for Western Avenue and Garden Hills Way Wastewater Lift Stations through the City’s PlanetBids bidding platform. A total of 759 vendors were notified, and 41 prospective bidders were listed. A virtual non-mandatory pre-proposal meeting was conducted on March 20, 2024, with ten prospective bidders in attendance. During the bidding process, ten questions were submitted from prospective bidders and no addenda was issued by the City for this advertisement. Following the closing of RFP No. 2351 on April 10, 2024, the City’s Purchasing Division received four (4) proposals. An evaluation committee comprising three members evaluated the responses based on the consultant’s qualifications, approach and methodology, pricing, experience with projects of similar size and scope, and professional references. Upon final review of the evaluation results, it was determined that Michael K. Nunley & Associates, Inc. dba MKN, of Irvine, California was deemed the most qualified responsive and responsible proposer by the City. The proposal rankings and proposal amounts are detailed in Table 1.

Table 1 – Proposal Evaluation Results

<b>Evaluation Rankings</b>	<b>Consultant</b>	<b>Evaluation Score</b>	<b>Proposal Amount</b>
1	Michael K. Nunley & Associates, Inc. dba MKN	900.23	\$273,134
2	Albert A. Webb Associates	862.50	\$165,922
3	Lee & Ro, Inc.	840.80	\$360,973
4	TKE Engineering	734.23	\$273,200

The Purchasing Resolution No. 24101, Section 508 states that “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that...(c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications...”

The Purchasing Manager concurs that the recommended action to approve the agreement is in compliance with Purchasing Resolution 24101, Section 508(c).

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 6 – Infrastructure, Mobility and Connectivity and**

**Goal No. 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.

1. **Community Trust** – Riverside is transparent and makes decisions based on sound policy, inclusive community engagement, involvement of City Boards & Commissions, and timely and reliable information. Activities and actions by the City serve the public interest, benefit the City’s diverse populations, and result in greater public good. The proposed lift station improvements are part of a significant endeavor to improve the existing sewer network and improve the quality of life for residents in the service areas.
2. **Equity** – Riverside is supportive of the City’s racial, ethnic, religious, sexual orientation, identity, geographic, and other attributes of diversity and is committed to advancing the fairness of treatment, recognition of rights, and equitable distribution of services to ensure every member of the community has equal access to share the benefits of community progress. The project will provide a higher degree of sewer service reliability for all the residents in the service areas.
3. **Fiscal Responsibility** – Riverside is a prudent steward of public funds and ensures responsible management of the City’s financial resources while providing quality public services to all. This project was publicly advertised, and the design service contract will be awarded to the best qualified company, based on the Request for Proposal (RFP) evaluation criteria.
4. **Innovation** – Riverside is inventive and timely in meeting the community’s changing needs and prepares for the future through collaborative partnerships and adaptive processes. This Project will apply innovative long-term solutions to address the challenges of the existing lift stations and address future sewage flow requirements.
5. **Sustainability & Resiliency** – Riverside is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City’s capacity to persevere, adapt and grow during good and difficult times alike. The proposed improvements will improve the reliability of the lift stations to better handle flow fluctuations and future growth.

**FISCAL IMPACT:**

The total fiscal impact of this action is \$273,134. Sufficient funds are budgeted and available in the Sewer Fund, Western-MLK-Garden Hill Lift Station Project account number 9910123-440301 for this contract.

Prepared by:	Elaine Radke, Senior Engineer
Approved by:	Gilbert Hernandez, Public Works Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

- Attachments:
1. Professional Consultant Services Agreement
  2. Project Location Maps
  3. RFP Award Recommendation