



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 1, 2025**

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

SUBJECT: FIFTH AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR ENVIRONMENTAL COMPLIANCE TRACKING DATABASE SOFTWARE FOR THE RIVERSIDE WATER QUALITY CONTROL PLANT WITH ENFOTECH & CONSULTING, INC., BRUNSWICK, NEW JERSEY, TO EXTEND THE CONTRACT TERM THROUGH JUNE 30, 2026, IN THE AMOUNT OF \$46,746.30, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$610,306.30 FOR THE REMAINING TERM OF THE AGREEMENT

ISSUE:

Approve the Fifth Amendment to the Professional Consultant Services Agreement for Environmental Compliance Tracking Database Software for the Riverside Water Quality Control Plant with Enfotech & Consulting, Inc., of Brunswick, New Jersey, to extend the contract term through June 30, 2026 and increase compensation in the amount of \$46,746.30, for a total not to exceed amount of \$610,306.30 for the remaining term of the Agreement.

RECOMMENDATIONS:

That the City Council:

1. Approve the Fifth Amendment to Professional Consultant Services Agreement for Environmental Compliance Tracking Database Software for the Riverside Water Quality Control Plant with Enfotech & Consulting, Inc., of Brunswick, New Jersey, to extend the contract term through June 30, 2026 and increase compensation in the amount of \$46,746.30, for a total not to exceed amount of \$610,306.30 for the remaining term of the agreement; and
2. Authorize the City Manager, or designee, to execute the Fifth Amendment to the Professional Consultant Services Agreement, 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 and 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 considered and 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	\$150,900.00
2	Jan. 2016	First Amendment	3-year term extension	\$100,200.00
3	Jan. 2019	Second Amendment	3-year term extension	\$121,320.00
4	Feb. 2022	Third Amendment	3-year term extension	\$103,200.00
5	Jun. 2023	Fourth Amendment	Upgrade iPACS 2 to iPACS 5 Migrate existing forms to iPACS 5 Develop iPACS 5 permit templates Enhanced loading calculations	\$87,940.00
6	Pending	Fifth Amendment	1-year extension	\$46,746.30
Total:				\$610,306.30

DISCUSSION:

The Public Works Department is requesting to amend the current agreement with EnfoTech & Consulting, Inc. in the amount of \$46,746.30 for a total contract amount not to exceed \$610,306.30 and extend the service period through June 30,2026.

The proposed amendment 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 24101, Article Seven: Acquisition of Services, Section 702 Exceptions states “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances...(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.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution 24101, Section 702.

STRATEGIC PLAN ALIGNMENT:

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

Goals 4.2, 5.2, and 6.2.

4.2 - Sustainably manage local water resources to maximize reliability and advance water reuse to ensure safe, reliable and affordable water to our community.

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.

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.

Furthermore, 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 \$46,746.30. Sufficient funds are available the Sewer Fund, Environmental Compliance, Software Purchase/Licensing account 4125300-425700.

Prepared by:	Victoria Villegas, Administrative Analyst
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:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Fifth Amendment Agreement