



COUNCIL AGENDA: 06-20-06  
ITEM: 2.22

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Katy Allen

**SUBJECT:** SEE BELOW

**DATE:** 05-30-06

Approved

Date

6/7/06

**COUNCIL DISTRICT:** City-Wide

**SUBJECT: MASTER AGREEMENT FOR CONSULTANT SERVICES WITH GEOTIVITY, INC., FOR FLOW MONITORING OF THE CITY'S SANITARY SEWER SYSTEM**

## RECOMMENDATION

Approval of a consultant master agreement with GEOTivity Inc., for flow monitoring consultant services for the City's Sanitary Sewer Master Plan Phase II and Updates Project (Phase II), for the period June 20, 2006 to December 31, 2009, in a total amount not to exceed \$1,200,000. CEQA: Exempt, File No. PP05-274.

## OUTCOME

The executed master agreement will allow staff to utilize the consultant to provide dry weather and wet weather flow monitoring, and short-term flow monitoring services to support capacity studies, project design alternatives and the development review process.

## BACKGROUND

The City completed the Phase I Sanitary Sewer Master Plan Capacity Assessment (Phase I) for the City's south, central (including downtown) and north sewer service areas in December 2004. The City is ready to begin the Phase II sewer capacity studies for the east and west sewer service areas. One essential component in preparation for the sewer capacity studies is to obtain dry-weather and wet-weather flow data. Sewer flow data will assist staff in evaluating sewer performance so that capacity deficiencies and improvement solutions can be identified through master planning studies.

In addition, dry and wet-weather flow data are needed to update the Phase I documents and modeling tools to reflect the recently approved General Plan Amendments, especially in North San José.

Groundwater infiltration investigation through flow monitoring and site reconnaissance will also be a key element to identify capital improvement projects that reduce groundwater infiltration in the system. In addition to flow monitoring to support capital projects, there is a need for flow monitoring services to support staff's review of existing sewer capacity for potential private development projects.

### **ANALYSIS**

In October 2005, the Department of Public Works issued a formal Request for Qualifications (RFQ) for flow monitoring services, including data management and analysis. The RFQ conformed to the consultant selection process per the 2004 Council-approved Qualifications Based Consultant Selection (QBCS) Policy; Section 3.3.3.b.5; Negotiations for Major Processes.

A multi-departmental panel evaluated the qualifications of eight flow monitoring firms which responded to the RFQ and selected the following six firms for structured interviews:

<u>Company/Firm</u>	<u>City, State of Business</u>
GEOTivity, Inc.	Kelowna, BC
V&A Consulting Engineers, Inc.	Oakland, CA
ADS Environmental Services, Inc.	San Diego, CA
MGD Technologies, Inc.	San Diego, CA
E2 Consulting Engineers, Inc.	Emeryville, CA
SFE Global	Sacramento, CA

Evaluations were based on the following criteria:

- Prior and current experience on related or similar projects
- The ability and availability to support aggressive project schedules
- The communication and management approach working with public agencies
- The approach and method of QA/QC in meter calibration, and data collection and processing
- Metering equipment to be used in the project
- The data management tool for data processing and reporting
- The approach for groundwater and inflow/infiltration analysis
- Consideration of the firm's standing as a local firm and small business

Due to the large scope of the City's flow monitoring program, and the potential need to deploy meters for a variety of time-sensitive operations, staff determined to select the three highest ranked firms for flow monitoring services. GEOTivity was deemed the most qualified to provide flow monitoring services to the City for the initial stages of the phase II Capacity Master Plan with this master agreement. In order to ensure a timely response to capacity studies related to

development and redevelopment projects, staff will move forward with negotiating similar agreements for the two next highly ranked firms, and intends to bring forward those agreements to Council in the near future. Having three qualified firms under contract will allow staff to initiate any number of simultaneous capacity studies, including the peak wet-weather season. Staff proposes to retain GEOTivity for the following services:

- Data management using GIS flow monitoring internet website for data posting and reporting
- Dry-weather and Wet-weather flow monitoring (thirty or more locations)
- Inflow and infiltration analysis using flow and rainfall data
- On-call, as needed basis (short duration flow monitoring)

This master agreement will be administered with individual service orders. Each service order will specify the scope of services that GEOTivity must perform and the compensation to which it would be entitled upon delivery of all specified services. The sum of all service orders may not exceed \$1,200,000 under a master agreement with a 3-year term.

### **ALTERNATIVES**

Staff has determined that the best alternative to obtain flow monitoring data is to contract out this specialty work to firms that have the specialized equipment and trained personnel. Installing flow monitoring equipment requires entry into sewer manholes and installation of the measuring devices close to, or sometimes beneath the live sewer flows. In addition, monitoring sewer flows is a seasonal activity, especially the wet-weather monitoring that captures flow from dozens of manholes during the peak storm season.

Upon completion of the Phase II Capacity Master Plan, there will be a drop in the number of flow monitors needed to maintain the accuracy of the City's computer flow model. The focus of the remaining monitoring efforts will shift to capacity studies to support economic development and redevelopment on an as-needed basis.

### **PUBLIC OUTREACH**

The Request for Qualification Submittals was listed on the City's Internet Bid Line and advertised in the *San Jose Post Record*.

### **COORDINATION**

This agreement and memorandum were coordinated with the Departments of Transportation and Planning, Building and Code Enforcement, the City Attorney's Office, and the City Manager's Budget Office. This agreement has also been coordinated with the City's Contracting-In Committee.

**COST IMPLICATIONS**

1. AMOUNT OF RECOMMENDATION: Not to exceed \$1,200,000
  
2. COST OF AGREEMENT:
 

Agreement (not to exceed)	\$1,200,000
Management	<u>120,000</u>
TOTAL	\$1,320,000
  
3. SOURCE OF FUNDING: 540 – Sanitary Sewer Connection Fee Fund  
 545 – Sewer Service and Use Charge Capital Improvement Fund
  
4. FISCAL IMPACT: This agreement is consistent with the Council-approved Budget Strategy for Economic Recovery in that the flow monitoring consultant retained under this agreement will assist sewer master planning studies which will identify projects that will spur construction spending in our local economy. The proposed operating and maintenance costs of this project have been reviewed, and staff has determined that the project will have no significant adverse impact on the General Fund operating budget.

**BUDGET REFERENCE**

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Amt. for Contract	2005-2006 Adopted Budget (Page)	Last Budget Action (Date, Ord. No.)
540	4964	Flow Monitoring Program (Master Planning)	138579	\$2,350,000	See below*	Capital V - 180	10/18/05, Ord. No. 27580
545	4696	Flow Monitoring Program (Master Planning)	138579	\$44,000	See below*	Capital V - 180	10/18/05, Ord. No. 27580

\* Expenditures and encumbrances will be charged to capital appropriation identified upon issuance of service orders under this Master Agreement.

**CEQA**

CEQA: Exempt, File No. PP05-274.

  
 KATY ALLEN  
 Director, Public Works Department

HONORABLE MAYOR AND CITY COUNCIL

05-30-06

**Subject: Master Agreement with GEotivity, Inc., for Flow Monitoring Consultant Services**

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For questions please contact TIMM BORDEN, DEPUTY DIRECTOR, at 408-535-8300.

MO:TN:SG:hla

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