



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Katy Allen

**SUBJECT:** SEE BELOW

**DATE:** 06-05-06

Approved

Date

6/11/06

**COUNCIL DISTRICT:** City-Wide

**SUBJECT: MASTER AGREEMENT FOR CONSULTANT DESIGN SERVICES WITH WHITLEY BURCHETT & ASSOCIATES FOR THE REHABILITATION OF DOWNER CANOAS FERROUS CHLORIDE INJECTION STATION**

## **RECOMMENDATION**

Approval of a master consultant agreement with Whitley Burchett & Associates, for consultant engineering services related to the rehabilitation of Downer Canoas Ferrous Chloride Injection Station, for the period of June 27, 2006 through June 30, 2008, in a total amount not to exceed \$155,000.

CEQA: Not a project.

## **OUTCOME**

Approval of this master agreement with Whitley Burchett & Associates (Whitley Burchett) will initiate the rehabilitation of Downer Canoas Ferrous Chloride Injection Station. This rehabilitation will update the station to meet current fire code and environmental requirements.

## **BACKGROUND**

The City of San José Department of Transportation operates a chemical injection station located on Blossom Hill Road adjacent to Canoas Creek. Ferrous chloride chemical solution is injected into the sanitary sewer system from this station to control odors downstream in the Downer Canoas drainage basin.

The City desires to replace the existing storage tank and injection system with a new system to comply with current fire codes and environmental requirements.

## **ANALYSIS**

In February 2006, the Department of Public Works staff issued a formal Request for Qualifications (RFQ) for engineering services for the design of the rehabilitation of the injection station. A multi-departmental panel evaluated the single consulting engineering firm that responded to the RFQ and its performance in a structured interview. Evaluations were based on the following selection criteria:

- The level of quality provided by the technology and methodology proposed;
- The necessary qualifications, experience, organization, technical and managerial staff, and equipment and facilities to carry out the work;
- Familiarity and experience with the sanitary sewer injection issues in San José;
- Awareness of the regulatory agencies' requirements regarding chemical metering and storage facilities;
- Prior experience on related or similar projects and the accessibility/availability of the individuals working on this project;
- Ability to complete the work within a proposed time schedule;
- Consideration of the firm's standing as a local firm and/or small business.

Staff proposes to retain Whitley Burchett for an analysis and design for the rehabilitation of the injection station and specialized construction support services.

This master agreement will be administered with individual service orders. Each service order will specify the scope of services that Whitley Burchett 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 \$155,000.

## **ALTERNATIVES**

The Department of Public Works explored the in-house contracting alternative and determined that City staff does not have the required expertise and experience in chemical and environmental engineering to analyze and to design the needed renovations for the Downer-Canoas Ferrous Chloride Injection Station.

Public Works staff will gain experience by working in cooperation with this specialized consultant effort and will construct any capital improvements that result from this system evaluation. This type of specialized evaluation does not warrant the addition of permanent staffing at this time due to the lack of sustaining workload throughout the year and throughout the 5-year CIP.

**PUBLIC OUTREACH**

The Request for Qualification Submittals was listed on the City’s Internet Bid Line and advertised in the *San José Post Record*. The RFQ was circulated for five weeks to encourage participation from qualified firms.

**COORDINATION**

This agreement and memorandum were coordinated with the Departments of Transportation and Planning, Building and Code Enforcement, SJFD Bureau of Fire Prevention, 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: \$155,000

2. COST OF AGREEMENT:

Consultant Basic Services	\$145,000
Consultant Additional Services	<u>10,000</u>
TOTAL	\$155,000

3. SOURCE OF FUNDING: 540 - Sanitary Sewer Connection Fee Fund

4. FISCAL IMPACT: This project is consistent with the Council-approved Budget Strategy Economic Recovery section in that it will spur construction spending in our local economy. The proposed operating and maintenance costs of this project have been reviewed, and it has been 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	4271	Miscellaneous Rehabilitation Projects	141453	\$1,200,000	See below*	Capital V-175	N/A

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

HONORABLE MAYOR AND CITY COUNCIL

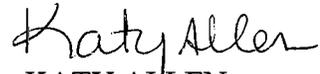
06-05-06

**Subject: Master Agreement for Consultant Services with Whitley Burchett & Associates**

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**CEQA**

CEQA: Not a project.



KATY ALLEN

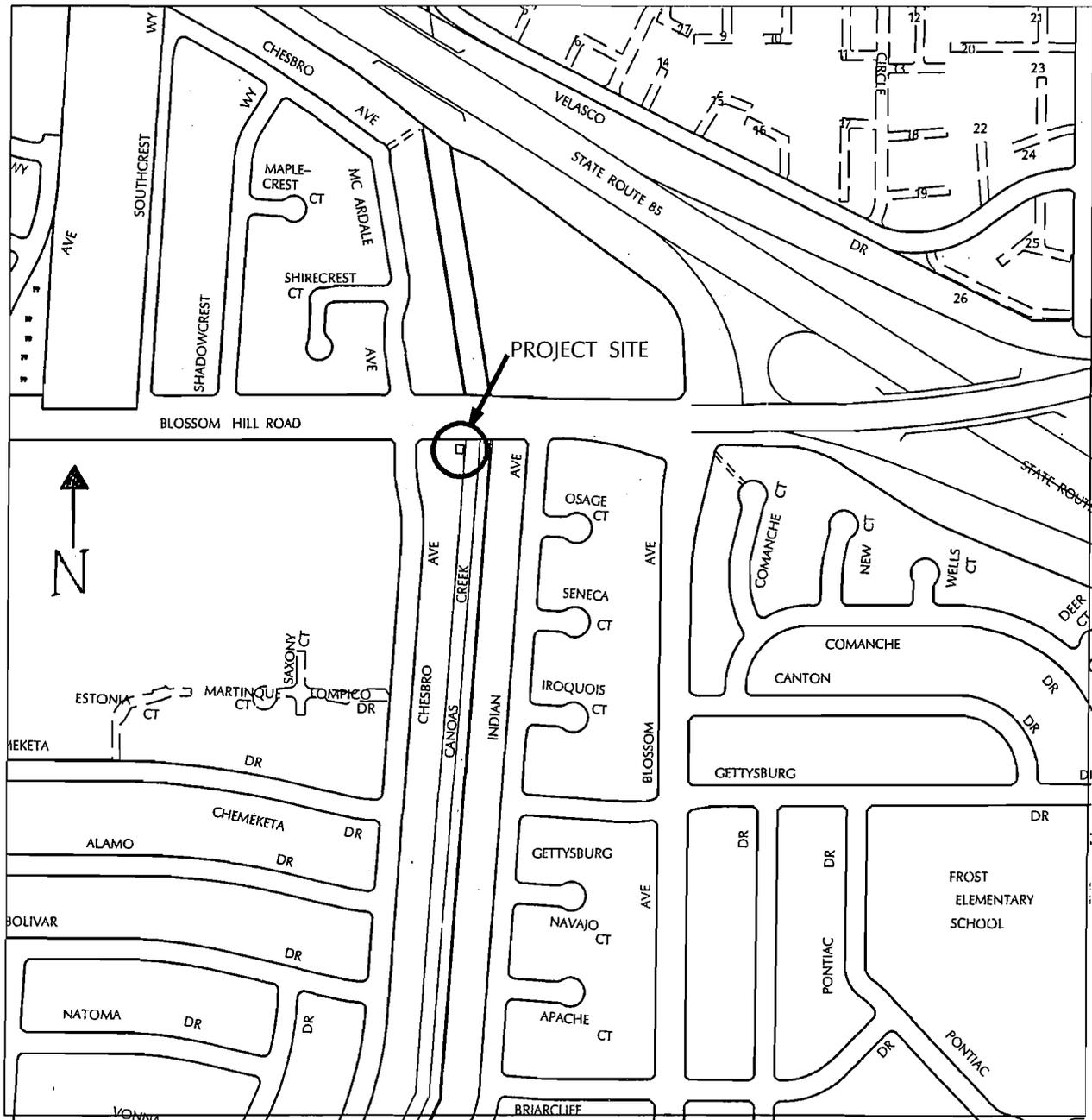
Director, Public Works Department

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

MO:MLM:hla

mm052606cm-WhitleyBurchett&Assocmasteragreement

# FERROUS CHLORIDE INJECTION STATION



LOCATION MAP  
N.T.S.

MAP 129