



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Carl W. Mosher

SUBJECT: SEE BELOW

DATE: 10-13-04

Approved

Ray Wines

Date

10/8/04

**SUBJECT: SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT
CONSULTANT AGREEMENT FOR ENGINEERING SERVICES WITH
CH2M HILL**

RECOMMENDATION

Approval of an agreement with CH2M HILL for provision of professional engineering services to the San Jose/Santa Clara Water Pollution Control Plant (Plant), for the period of 12 months from January 1, 2005 through December 31, 2005 in an amount not to exceed \$500,000.

BACKGROUND

In order to augment engineering resources, the Plant has retained professional engineering services for over fifteen years. These professional consulting services are generally associated with unique and specific tasks such as; technical support, development of pilot studies, intensive analysis of wastewater processes, assistance in the preparation of technical reports to regulatory agencies; and the incorporation of specialty training and process improvements. These contracts are typically entered into for a period of one to two years after going through a search process for qualified firms and negotiating a contract with the firm found to be most qualified for the specific engineering work needed.

This type of contract provides the Plant with significant resources and expertise on an as needed basis. These types of services have proved beneficial numerous times over the past several years, as various consultants were able to lead and assist with technical difficulties or process improvements in areas such as energy and biological treatment. Under this contract, a task order is generated by the consultant and approved by the division manager. The task order specifies the scope, budget, schedule and deliverable that can be in a technical report format stating the findings and recommendations. Any revision of task order must be re approved prior to commencement of additional work.

ANALYSIS

The Plant anticipates needed consulting engineering services in a variety of areas during calendar year 2005, including technical support for Plant operations, process improvements and maintenance; assistance with pilot studies, permitting, regulatory compliance, environmental assessment and training; technical and regulatory assistance in biosolids management; and assessment of documentation needs. A Request for Proposal (RFP) was prepared by Department staff to document these services. The RFP was then advertised on the Environmental Services Department (ESD) and Public Works Department internet sites and distributed to interested engineering firms on June 30, 2004. A pre-proposal question and answer meeting was held on July 14, 2004. Over fifteen participants from eleven engineering firms attended. On August 11, 2004, the following five engineering consulting firms submitted qualifications in response to the RFP.

- CH2M HILL, San Jose CA, Branch Office
- DAMON WILLIAMS ASSOCIATES, Oakland CA, Branch Office
- HDR ENGINEERING INC., Folsom CA, Headquarters
- KENNEDY/JENKS, Palo Alto CA, Branch Office
- MALCOM PIRNIE, Los Angeles CA, Branch Office

These submittals were evaluated and ranked by Department staff. The top three ranking firms, based on the written submittals, listed in alphabetical order were:

- CH2M HILL
- HDR ENGINEERING INC.
- MALCOM PIRNIE

All three firms were interviewed on September 8, 2004 by members of the San Jose/Santa Clara Water Pollution Control Plant Technical Advisory Committee and representatives from ESD. A consultant interview evaluation form specifying the rating criteria, weighting factor and rankings was used. CH2M Hill received the top ranking of the three firms based on their experience and expertise in the operations and maintenance of large wastewater treatment facilities, understanding of the work scope, and demonstrated responsiveness and management of projects within scope, budget and schedule. A reference check was made to confirm that CH2M Hill received satisfactory ratings from their previous clients. It is recommended that CH2M Hill be selected to provide the specified services.

The Plant is exempt from the Local Preference Policy per Ordinance No. 27136, Section I, 4.06.050 B.

PUBLIC OUTREACH

The notice for the RFP for this consulting service was advertised on the ESD and Department of Public Work websites. Furthermore, City staff distributed the RFP to a list of consultants that have been collected in a database for distribution of project notices. This database contained firms that included both Minority and Women Business Enterprises.

COORDINATION

This memorandum has been coordinated with the Department of Planning, Building and Code Enforcement, Risk Management, the City Manager’s Budget Office and the City Attorney’s Office; and is scheduled to be considered at the October 14, 2004 Treatment Plant Advisory Committee (TPAC) meeting.

This recommendation has been reviewed by QUEST Partnership to evaluate if in-house expertise can be used in lieu of contracting services to an outside vendor. Analysis confirms that, at present, there is no in-house expertise and because of its intermittent nature, it remains more cost effective to contract out this service.

COST IMPLICATIONS

The total amount of this recommendation is to be paid through the previously approved non-personal appropriation in the San Jose/Santa Clara Treatment Plant Operating Fund. This project is consistent with the Council-approved Budget Strategy in that it helps to ensure protection of vital assets and encourage and assist with efficiency gains.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Amt. for Contract	2004-2005 Proposed Operating Budget Page	Last Budget Action (Date, Ord. No.)
513	0762	Non-Personal/ Equipment	950930	\$28,665,641	\$500,000	VIII-48	N/A

HONORABLE MAYOR AND CITY COUNCIL

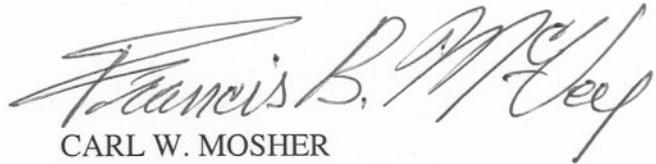
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CEQA

Not a project.

A handwritten signature in cursive script, appearing to read "Francis B. Mosher", is written over the typed name "CARL W. MOSHER".

CARL W. MOSHER

Director, Environmental Services Department