



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: David Sykes

SUBJECT: SEE BELOW

DATE: November 14, 2011

Approved

Date

11/18/11

SUBJECT: CONSULTANT MASTER AGREEMENT WITH BROWN AND CALDWELL FOR STORM DRAINAGE STUDIES AND GENERAL ENGINEERING SERVICES

RECOMMENDATION

Approve a master agreement with Brown and Caldwell for consultant services for Storm Drainage Studies and General Engineering Services from the date of execution to December 31, 2015, in an amount not to exceed \$500,000.

OUTCOME

Approval of the master agreement will enable the Department of Public Works (DPW) to initiate consultant services for the development of Storm Drainage Studies and General Engineering Services based on the rankings of the Request for Qualifications (RFQ) completed in September 2010.

BACKGROUND

In previous fiscal years, limited funding has prevented the development of a Citywide Storm Drainage Master Plan. Consequently, the aging storm sewer infrastructure has not been collectively identified, cataloged, or assessed. This has resulted in a minor storm capital program, with most improvement projects mitigating only localized neighborhood deficiencies based on staff observations and field reviews, and citizen complaints to the Department of Transportation (DOT) and the Department of Public Works.

As part of the 2010-2011 Capital Budget, Council approved funding to support a comprehensive Citywide Storm Drainage Master Plan. The primary objectives are to identify and prioritize capital improvements and develop viable funding alternatives that maximize the efficiency and capacity of the storm drainage system based on the impacts of existing and anticipated development included in the 2040 General Plan Update as well as achieving regulatory

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compliance with current and future Municipal Regional Stormwater NPDES Permit requirements.

ANALYSIS

The City is seeking engineering services to assist with special drainage studies, pump station design, and general engineering support where the specific expertise does not reside in-house. Technical services may include geotechnical evaluations, structural, electrical, and mechanical design, outfall rehabilitation design, regulatory review, and other general engineering services. Brown and Caldwell consulting firm has been selected to support staff in providing these services because of expertise, qualifications, and familiarity with City storm drainage facilities.

CONSULTANT SELECTION

A Request for Qualifications for consultant services to provide civil and environmental engineering for various storm and sanitary sewer system projects and recycled water pipeline projects was advertised on June 30, 2010. The City received Statements of Qualifications from 23 firms by the July 21, 2010, deadline. Staff from DPW and a non-City of San José member from the Santa Clara Valley Water District conducted a selection process for consultant services in accordance with the Council adopted, Qualifications Based Consultant Selection Process and the Local Business and Small Business Preference Ordinance.

After evaluation of the Statements of Qualifications submitted, ten firms were invited for interviews which were conducted on November 8 and 9, 2010. The firms were evaluated and ranked based on their demonstration of relevant master planning, and general engineering experience for storm and sanitary sewers, and recycled water pipeline projects. Consideration was also given to their overall project management and ability to work with public and regulatory agencies. Top five firms are selected to support the Department for storm and sanitary projects. A brief task description for each selected firms is provided on the table below.

Rank	Consultant	Award Date	Brief Description of Primary Task
1	Schaaf & Wheeler	6/14/2011	North San Jose storm drain evaluation and master plan
2	Brown and Caldwell	Upon approval of this recommendation	Designs for new storm pump stations and capital project development
3	West Yost Associates	10/04/2011	Condition assessment of old sanitary pump stations
4	Camp Dresser & McKee, Inc.	TBD	Third party review of sanitary sewer system design for Capital Improvement Projects
5	AECOM	6/14/2011	Design of Montague Sanitary Pump Station

This Master Agreement with Brown and Caldwell will be used to support staff for capital project development, pump station designs, and area drainage system master plans. The master

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agreement will be administered through individual Service Orders approved by the Director of Public Works. Each Service Order will specify the scope of services to be performed and the compensation due to the consultant upon satisfactory delivery of all specified services.

EVALUATION AND FOLLOW-UP

The master agreement is currently within budget and on-schedule. Service Orders under the master agreement will be approved by the Director of Public Works. No additional follow-up action with the Council is expected at this time.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This action does not meet any of the criteria above. The RFQ was published on the *San José Post Record* and the City's BidLine website. In addition, this memorandum will be posted on the City's website for the December 6, 2011 Council Agenda.

COORDINATION

The master agreement and memorandum were coordinated with the Departments of Planning, Building and Code Enforcement, Finance, City Attorney's Office and the City Manager's Budget Office.

FISCAL/POLICY ALIGNMENT

The master agreement is consistent with the Council-approved Budget Strategy for Economic Recovery in that the consultant retained under this master agreement will assist drainage studies to identify capital improvement projects which will spur construction spending in our local economy.

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COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$500,000

Master Agreement	\$500,000
Project Delivery and Management	\$200,000
TOTAL	\$700,000

2. COST ELEMENTS OF MASTER AGREEMENT: The master agreement’s consultant services are reimbursed based on an hourly rate schedule in the master agreement for the involved consultant personnel.

3. SOURCE OF FUNDING: 469 – Storm Sewer Capital Fund, Storm Sewer Master Plan – Citywide appropriation. Funds will be encumbered as needed from various project appropriations when service orders are developed, but in no case will total more than \$500,000 for the duration of the contract. All encumbrances will be subject to the appropriation of funds.

4. OPERATING COSTS: Approval of the recommendation will have no significant adverse impact on the General Fund operating budget.

BUDGET REFERENCE

The table below identifies the fund and appropriation proposed to fund the agreement recommended as part of this memorandum.

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Amt. for Master Agreement	2011-2012 Adopted Budget (Page)	Last Budget Action (Date, Ord. No.)
Current Funding Available							
469	5252	Storm Sewer Master Plan – Citywide	089813	\$2,400,000	\$500,000*	Capital V-140	6/21/2011; Ord. No. 28928
Total Current Funding Available				\$2,400,000	\$500,000		

* Funds for this Master Agreement will be encumbered as needed through 2015. The actual amount encumbered may total less than \$500,000, and encumbrances may take place after 2011-2012. Any encumbrance of funds after 2011-2012 will be subject to City Council appropriation of funds.

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CEQA

CEQA: Exempt, File No. PP10-066

/s/

DAVID SYKES

Director of Public Works

For questions please contact Michael O'Connell, acting Deputy Director, at 408-535-8300.