

# STAFF REPORT

DATE: June 9, 2009

TO: Water/Sewer Committee

FROM: Lonnie Thibodeaux, Water Utilities Director

SUBJECT: **RECOMMEND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH INFRASTRUCTURE ENGINEERING CORPORATION IN AN AMOUNT NOT TO EXCEED \$92,160 FOR PROJECT MANAGEMENT SERVICES ON A TIME AND MATERIAL BASIS FOR A VARIETY OF PROJECTS FOR A PERIOD OF UP TO SIX MONTHS**

## **SYNOPSIS**

Staff recommends that the Water/Sewer Committee recommend that the Utilities Commission recommend that the City Council approve a professional services agreement with Infrastructure Engineering Corporation of Oceanside in an amount not to exceed \$92,160 for project management services on a time-and-material basis for a variety of Water Utilities Department projects for a period of up to six months; and authorization for the City Manager to execute the agreement.

## **BACKGROUND**

The Water Utilities Department has a project manager who will be out 2 to 6 months on a medical leave of absence. During this time a project manager is required on a short-term basis to provide adequate project management services for various existing and ongoing critical projects.

## **ANALYSIS**

On May 12, 2009, a Request for Proposal (RFP) was sent to all 6 of the Oceanside firms listed on the Water and Wastewater Consultant List (Exhibit A). The RFP requested that qualified firms provide management and oversight of projects from design through construction. The qualifications included background in the fields of water and wastewater operations, engineering and construction. Requirements included experience in project management and oversight of the review process of the California Environmental Quality Act (CEQA) guidelines and requirements; and assisting the public with information regarding water and wastewater issues affecting the community. The selected firm is to provide assistance for field operational needs, administer all contracts associated with projects, prepare project budgets, requests for proposals, reports for committees, commissions and the City Council, make oral presentations and manage emergency situations.

On May 26, 2009, the Water Utilities Department received two proposals from consulting firms proposing to perform the requested services and two letters from firms indicating they would not propose. Staff evaluated the proposals and one individual was selected from Infrastructure Engineering Corporation to provide the project management services.

The consultant will be housed at the City Operations Center and is expected to work five days a week. The exact schedule will be arranged by the Water Utilities Department but will be flexible enough to respond to seasonal needs or to increased demands by customers and client departments. The consultant will be paid on a time and material basis for actual work performed. The \$92,160 figure is based on full-time employment over a six-month period, which will not be expended if the City employee returns early.

### **FISCAL IMPACT**

The Water and Wastewater Capital Improvement Projects (CIP) accounts have incidental funds available to be used for these expenditures. The costs of the project management services will be paid out of the individual CIP accounts that utilize those services. Budgeted funds are available for the project management services.

### **INSURANCE REQUIREMENTS**

The City's standard insurance requirements will be met.

### **COMMISSION OR COMMITTEE REPORT**

Does not apply

### **CITY ATTORNEY'S ANALYSIS**

The referenced documents are being reviewed by the City.

### **RECOMMENDATIONS**

Staff recommends that the Water/Sewer Committee recommend that the Utilities Commission recommend that the City Council approve a professional services agreement with Infrastructure Engineering Corporation of Oceanside in an amount not to exceed \$92,160 for project management services on a time-and-material basis for a variety of Water Utilities Department projects for a period of up to six months; and authorization for the City Manager to execute the agreement.

PREPARED BY:

---

Greg Blakely  
Administration Manager

Exhibit A: RFP Mailing List

# STAFF REPORT

DATE: June 9, 2009

TO: Water/Sewer Committee

FROM: Lonnie Thibodeaux, Water Utilities Director

SUBJECT: **RECOMMEND APPROVAL OF CLOSING CHANGE ORDER 1 AND ACCEPTANCE OF IMPROVEMENTS CONSTRUCTED BY EXCEL COMMERCIAL CONSTRUCTORS OF SAN MARCOS FOR THE ST. MALO SEWER REPLACEMENT PROJECT**

## **SYNOPSIS**

Staff recommends that the Water/Sewer Committee recommend that the Utilities Commission recommend that the City Council approve closing Change Order 1 in the amount of \$5,676.36 and accept the improvements constructed by Excel Commercial Constructors of San Marcos for the St. Malo Sewer Replacement Project, and authorize the City Clerk to file a Notice of Completion with the San Diego County Recorder.

## **BACKGROUND**

A portion of the existing St. Malo Sewer system was identified for immediate replacement. The cast iron pipe was originally installed in the mid 1960's; this sewer segment had reached and exceeded its useful lifespan.

Several residential backups and subsequent investigations had determined that this segment needed to be replaced in order to avoid future spills and backups. This segment is entirely within the residential streets in the St. Malo Subdivision and services the entire development.

On February 10, 2009, City Council awarded a construction contract for the St. Malo Sewer Replacement Project to Excel Commercial Constructors of San Marcos in the amount of \$142,256.

## **ANALYSIS**

Closing Change Order 1 included a City requested change to the existing sewer connection near the entrance to the St. Malo subdivision, additional work performed on a T&M Basis, and the final contract adjustment in unit quantities installed. Closing Change Order 1 resulted in a contract increase of \$5,676.36 (Exhibit A).

A final inspection has been performed and it was determined that the project was complete per the plans and specifications.

## **FISCAL IMPACT**

The Miscellaneous Sewer Projects fund (722.869780) has a balance of \$800,000 in FY 2008-09 carry forward funds. The final construction costs for the St. Malo Sewer Replacement project is \$147,932.36. Therefore adequate funds are available for the project close out.

## **INSURANCE REQUIREMENTS**

Does not apply

## **CITY ATTORNEY'S ANALYSIS**

The referenced documents are being reviewed by the City Attorney.

## **COMMISSION OR COMMITTEE REPORT**

Does not apply.

## **RECOMMENDATIONS**

Staff recommends that the Water/Sewer Committee recommend that the Utilities Commission recommend that the City Council approve closing Change Order 1 in the amount of \$5,676.36 and accept the improvements constructed by Excel Commercial Constructors of San Marcos for the St. Malo Sewer Replacement Project, and authorize the City Clerk to file a Notice of Completion with the San Diego County Recorder.

PREPARED BY:

---

Greg Blakely  
Administration Manager

Exhibit A – Closing Change Order 1