

STAFF REPORT



CITY OF OCEANSIDE

DATE: March 5, 2014

TO: Honorable Mayor and City Councilmembers

FROM: Water Utilities Department

SUBJECT: **AMENDMENT 1 TO A PROFESSIONAL SERVICES AGREEMENT WITH INFRASTRUCTURE ENGINEERING CORPORATION FOR AS-NEEDED ENGINEERING SUPPORT SERVICES**

SYNOPSIS

Staff and the Utilities Commission recommend that the City Council approve Amendment 1 in an additional amount not to exceed \$140,400 to the professional services agreement with Infrastructure Engineering Corporation for as-needed project management and engineering support services to the Water Utilities Department; and authorize the City Manager to execute the amendment.

BACKGROUND

The Department contracts with a variety of consultants to perform routine and specialized functions, including engineering. Recently, the Department has seen a noticeable increase in staff workload due to development activities and Capital Improvement Project implementations. To address the increasing workload, staff is recommending that additional contract staff be brought on to assist with completing the work. The first projects to be designed under this agreement include the Lake Blvd. water main, the Oceanside Muni Golf Course Pump Station, and a downtown sewer repair.

ANALYSIS

Previously, several firms were evaluated and selected to perform as-needed engineering and professional staff support services based on their technical skills, capabilities, experience, knowledge of the City's existing facilities, and competence within the industry. These consulting firms have been successfully utilized to assist the Department on several projects and independent tasks. This method of staff extension has proven to be a valuable and cost effective alternative to hiring permanent staff.

On November 26, 2013, a Request for Proposals (RFP) for project management and professional engineering support services was sent to seven qualified professional engineering design firms that were listed on the Water & Wastewater Consultant List provided by the Public Works—Engineering Division (Exhibit B).

On December 18, 2013, the Water Utilities Department received proposals from two of the seven consulting firms. Staff performed a review of the proposals for accuracy and completeness and rated the consultants based on qualifications, performance of work, ability to provide services, quality of proposal, work performance for the City and cost. Staff has determined that Infrastructure Engineering Corporation's proposal provides the best alternative at the most cost effective rate to fulfil the requirements as outlined in the RFP (Exhibit C).

Infrastructure Engineering Corporation (IEC) of Oceanside is currently under contract with the Department to perform as-needed engineering services. IEC has proposed to provide additional as-needed engineering assistance to the Department for an additional fee not to exceed \$140,400 for a total contract amount of \$190,400.

Furthermore, Infrastructure Engineering Corporation has extensive experience with the City's water and waste water infrastructure, and has provided good service to the Department.

FISCAL IMPACT

The Fiscal Year 2013-14 available budget for Miscellaneous Water and Sewer Projects is \$441,025 as shown below. The amendment to the professional services agreement is in the amount of \$140,400; therefore, adequate funds are available for the project.

Project	Account	Available Budget	Allocated Amount
Water			
Misc. Water Projects	750771712.5326	\$338,049	\$70,200
Sewer			
Misc. Sewer Projects	800812722.5326	\$102,976	\$70,200
Combined Total		\$441,025	\$140,400

COMMISSION OR COMMITTEE REPORT

The Utilities Commission approved staff's recommendation at its regularly scheduled meeting on February 18, 2014.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney's office and approved as to form.

INSURANCE REQUIREMENTS

The City's standard insurance requirements will be met.

RECOMMENDATION

Staff and the Utilities Commission recommend that the City Council approve Amendment 1 in an additional amount not to exceed \$140,400 to the professional services agreement with Infrastructure Engineering Corporation for as-needed project management and engineering support services to the Water Utilities Department; and authorize the City Manager to execute the amendment.

PREPARED BY:



Jason Dafforn
Water Utilities Division Manager

SUBMITTED BY:



Steven R. Jepsen
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager



Cari Dale, Water Utilities Director



James R. Riley Financial Services Director



- Exhibit A Amendment 1
- Exhibit B Consultant Mailing List
- Exhibit C Consultant Rating Form

**CITY OF OCEANSIDE
AMENDMENT 1 TO
PROFESSIONAL SERVICES AGREEMENT**

**PROJECT: ON-CALL WATER AND WASTEWATER ENGINEERING
SERVICES – 750771712 & 800812722**

THIS AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (hereinafter “Amendment”) is made and entered this ____ day of _____ 2014, by and between the City of Oceanside, a municipal corporation, hereinafter designated as “CITY”, and INFRASTRUCTURE ENGINEERING CORPORATION, hereinafter designated as “CONSULTANT”.

RECITALS

WHEREAS, CITY and CONSULTANT are parties to that certain Professional Services Agreement dated September 19, 2012, hereinafter referred to as the “Agreement”, wherein CONSULTANT agreed to provide certain services to the CITY as set forth therein;

WHEREAS, the parties desire to amend the Agreement to provide for changes and/or modifications to Section 1, Scope of Work; and Section 7, Compensation.

AMENDMENT

NOW, THEREFORE, as set forth herein, the parties hereto do mutually agree that the Agreement shall be amended as follows:

1. Section 1, Scope of Work, shall be amended to reflect and include additional engineering services as described in the proposal dated December 16, 2013, attached hereto and incorporated.
2. Section 8, Compensation, shall be amended to reflect that all work performed in accordance with the Agreement dated September 19, 2012, shall not exceed the total contract price of \$190,400.
3. Except as expressly set forth in this Amendment, the Agreement shall remain in full force and effect and is hereby ratified and reaffirmed.

SIGNATURES. The individuals executing this Amendment represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Amendment on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto being duly authorized on behalf of their respective entities to execute this Amendment, do hereby agree to the covenants contained in the Agreement, including this Amendment and have caused this Amendment to be executed by setting hereunto their signatures this _____ day of _____, 2014.

INFRASTRUCTURE ENGINEERING CORPORATION

CITY OF OCEANSIDE

By: *Paul H. Olsen*
Name/Title VICE PRESIDENT

By: _____
Steven R. Jepsen, City Manager

Date: 2/4/2014

Date: _____

By: *Jim Sen, Secretary*
Name/Title

Date: 2/4/2014

APPROVED AS TO FORM:

01-0617154
Employer ID No.

Paul R. Samuelson, Esq.
City Attorney

NOTARY ACKNOWLEDGEMENTS OF CONSULTANT MUST BE ATTACHED.

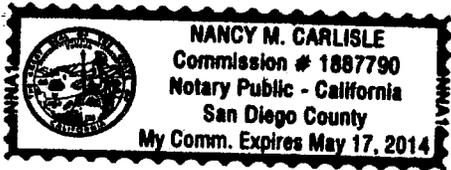
CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of SAN DIEGO

On FEB. 4, 2014 before me, NANCY M. CARLISLE, NOTARY PUBLIC

personally appeared ROBERT S. WEBER



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Nancy M. Carlisle
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

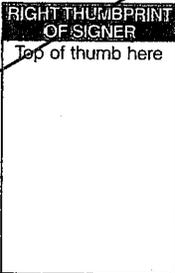
Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

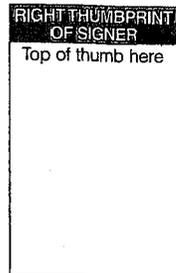
- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

Signer's Name: _____

- Individual
- Corporate Officer — Title(s): _____
- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

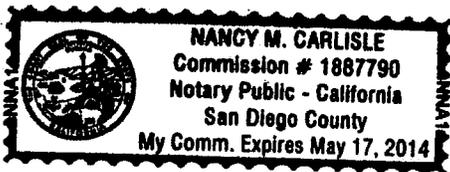
County of SAN DIEGO

On FEB. 4 2014 before me, NANCY M. CARLISLE NOTARY PUBLIC
Date Here Insert Name and Title of the Officer

personally appeared VICKI E. SHAW

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Nancy M. Carlisle
Signature of Notary Public

Place Notary Seal Above

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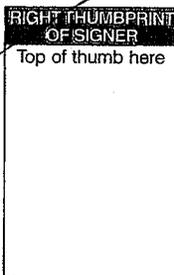
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Signer's Name: _____

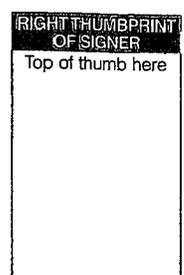
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- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____

Signer's Name: _____

- Individual
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- Partner — Limited General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: _____



Signer Is Representing: _____



December 16, 2013

Mr. Jason Dafforn
Water Utilities Division Manager
City of Oceanside
300 North Coast Highway
Oceanside, CA 92054

Re: Proposal to Provide Project Management Services

Dear Mr. Dafforn:

IEC's approach to the project is to provide Ms. Shawnele Morelos, EIT. We assume the assignment can be up to five days per week for a duration of six months. The close proximity of IEC's office to both City Hall and City Operations Center (COC) provides the opportunity for responsive and flexible services to the City. ***The big advantage to Ms. Morelos in this role is that she will come in when needed and will be efficient with her time. If there are no project activities and the City does not have work for her she will standby until these parameters change. Therefore, IEC will not waste the City's time or money on this contract and come in only when needed.***

Ms. Morelos has over 11 years of relevant civil engineering experience in the planning and design of municipal water and wastewater projects. Her commitment and enthusiasm for her work is unmatched. She is an energetic and highly productive engineer who will be a tremendous asset to the City.

In order to facilitate your review, we have organized our proposal to present the information requested in your RFP. Included in our proposal is a summary of Ms. Morelos's professional experience, her understanding and approach to the project, corporate information, and project budget.

The Principal-in-Charge of the project will be Mr. Robert Weber, PE. Mr. Weber will provide project oversight for the duration of the contract. **No staff substitutions will be made without City approval.**

Previous Experience

IEC has a history of providing in-house project management services. References for clients where IEC has provided these services in the last 5 years are listed below:

- **County of San Diego**
Gregory Richards, Senior Civil Engineer - 858.694.8951
- **City of Oceanside**
Jason Dafforn, Water Utilities Division Manager – 760.435.5811



Project Team

Ms. Shawnele Morelos, is a skilled engineer with strong technical and engineering capabilities. Her experience consists of a wide variety of planning and hydraulic modeling projects as well as water and wastewater conveyance, treatment, and pumping projects. Her experience includes performing preliminary engineering designs, preparing reports and studies, and managing subconsultant contracts. Included at the end of this proposal is Ms. Morelos's full professional resume.

Understanding and Approach

IEC is proposing the services of Ms. Shawnele Morelos for the position of in-house Project Manager. Ms. Morelos has worked on the planning, design and construction administration for various water, wastewater, and recycled water projects and has a working knowledge of many of the issues that are relevant to the City of Oceanside. She has worked on past projects for the City of Oceanside and understands the City's policies, procedures and standards. Most importantly to this project is Ms. Morelos's working knowledge of the City's water and wastewater systems, CIP projects, and hydraulic system models. Central to our approach is to continue to make her exclusively available to the City for up to five days a week. Ms. Morelos will be available to assist the City in various capacities including administrative and technical design assistance. She understands the level of effort and commitment it requires to bring projects and/or assignments to completion. As an experienced engineer, there will be no learning curve with the City's existing water and wastewater facilities. The characteristics that Ms. Morelos possesses that are required for success in this position include:

- Work in accordance with the City's schedule
- Flexible and responsive
- Excellent communication and listening skills
- Proactive
- Easy to work with
- Ability to plan, organize, and prioritize
- Technically proficient

IEC's project approach is a simple one: to provide Ms. Morelos in order to meet the City's needs. Ms. Morelos will be able to meet the City's requirements through her Management and Technical skills, both of which are discussed below.

Management Approach

Ms. Morelos's management skills are well documented through her past project successes and adherence to established project management procedures. Project Management can be divided into four categories: Project Planning, Project Start-up, Project Implementation, and Project Closeout. Each phase is critical to a successful project. Each of these phases has administrative items specific to the Water Utilities Department. Ms. Morelos will work with other City staff to understand and successfully execute these aspects of the Project Management approach.



Technical Skills

The technical skills required for this position follow the scope of work in the RFP. Ms. Morelos is fully capable of performing the tasks identified in the RFP and has demonstrated this ability on her previous projects. Some of the key tasks that Ms. Morelos will be able to provide include:

- Manage large and small construction
- Oversee discretionary reviews for agencies required under CEQA guidelines
- Prepare RFPs and manage multiple consultants
- Coordinate with City staff to ensure timely processing of project approvals
- Prepare quantity takeoffs and the development of cost estimates
- Perform Constructability Investigations of proposed designs
- Perform Field Investigations of New Facilities
- Prepare drawings and exhibits in AutoCAD
- Perform hydraulic modeling
- Prepare graphics for City Council and/or community relations meetings
- Perform and/or check engineering calculations and reports including grading calculations, steel pipe calculations, hydraulic calculations, flow generation, water demand calculations
- Respond to Contractor's Request for Information and/or clarification, process pay requests, review submittals, respond to change order requests
- Manage weekly construction meetings

Base Rate and Project Budget

Ms. Morelos's billing rate for the duration of the six month contract, five days a week will be \$135/hour. Total estimated budget for six months is \$140,400.

1040 Hrs

Statements: Infrastructure Engineering Corporation states that the Project Manager assigned to the project will not be substituted without City approval.

Infrastructure Engineering Corporation has reviewed the City's Professional Services Agreement and takes no exceptions.

Our Project Manager is available and ready to work for the City of Oceanside. Ms. Morelos is the ideal candidate for the City. She has the leadership, management/technical skills, experience, and desire to excel in this position. While on this assignment she will serve the City with commitment and professionalism. We sincerely appreciate the opportunity to submit this proposal and continue our established working relationship with the City.

Thank you for this opportunity; please don't hesitate to contact me at 858.413.2400 if you have any questions.

Sincerely,

Robert S. Weber, PE
Senior Project Manager

Attachments: Resume

ON-CALL ENGINEERING SERVICES
RFP Mailing List

Company	Address	Contact	Phone
Atkins North America, Inc.	3570 Carmel Mountain Road, Suite 300, San Diego, CA 92130	Mark Elliott	
Infratructure Engineering Corporation	301 Mission Avenue, Suite 202, Oceanside, CA 92054	Preston Lewis	760-529-0795
Cornerstone Engineering, Inc.	717 Pier View way, Oceanside, CA 92054-2801	Mike Boraks	760-722-3495
Carollo Engineers	615 South Tremont Street, Oceanside, CA 92054	Jeff Thornbury	760-637-2700
Tetra Tech	P.O. Box 5088, Oceanside, CA 92052	Howard Arnold	760-754-0550
NV5	1029 Gallery Drive, Oceanside, CA 92057	Julian Palacios	760-476-9193
RMC Water and Environment	603 Seagaze Drive, #125, Oceanside, CA 92054	Scott Goldman, P.E., BCEE	949-420-5314

CONSULTANT PROPOSAL - RATING FORM

NAME OF FIRM: A) IEC; B) NV5 DATE: 12/19/2013
 PROJECT: Project Management and Engineering Support Services (As-Needed) PROJECT NO.: 750771712 & 800812722

ITEM	POINTS	CONSULTANT'S RATING				
		A	B	C	D	E
I. QUALIFICATIONS OF FIRM AND MEMBERS.						
A. Specialized expertise of members	15	15	15			
B. Adequacy of staff and resources.	15	15	15			
II. PERFORMANCE OF WORK SIMILAR IN CHARACTER:						
A. Comparable work (local area preferred).	10	10	8			
B. Proposal submitted by Oceanside firm.	6	6	0			
C. Proposal included an Oceanside firm as part of a consulting team.	4	0	0			
D. Additional points based on abilities, qualifications, and commitment of Oceanside firm.	5	5	0			
III. ABILITY TO PROVIDE SERVICES:						
A. Ability to complete job on time.	10	10	10			
IV. QUALITY OF PROPOSAL:						
A. Satisfactorily address all objectives.	10	10	10			
B. Provide additional amplifying information.	5	3	3			
C. Presentation, clarity, neatness.	5	5	5			
V. WORK PERFORMANCE FOR THE CITY:						
A. No work in past 12 months.	10					
B. Work in past 12 months - deductions based on Contract amount.		2	5			
VI. PRICE:						
A. Overall cost.	10	\$135/hr	9	\$160/hr	0	0
TOTALS:	105	91	80	0	0	0

RANKING:

1 IEC _____ RATED BY: _____
 Name/Title: Jason Dafforn, Division Manager
 2 NV5 _____ Name/Title: _____
 3 _____ Name/Title: _____
 4 _____ Name/Title: _____
 5 _____ Date: _____