ITEM NO. 5

STAFF REPORT

CITY OF OCEANSIDE

DATE: April 1, 2015

TO: Honorable Mayor and City Councilmembers

FROM: Water Utilities Department

SUBJECT: **APPROVE AMENDMENT 1 TO PROFESSIONAL SERVICES AGREEMENT WITH PARC CIVIL FOR AS-NEEDED PROJECT MANAGER AND SUPERVISORY CONTROL AND DATA ACQUISITION STAFF EXTENSION SERVICES**

SYNOPSIS

Staff and the Utilities Commission recommend that the City Council approve Amendment 1 in an amount not to exceed $575,000 to a Professional Services Agreement with Parc Civil of Oceanside for as-needed project management and Supervisory Control and Data Acquisition (SCADA) support services; and authorize the City Manager to execute the amendment.

BACKGROUND

During the year, the Department contracts for various technical services. Typically, separate smaller contracts are issued for each task and the contract may be amended several times to allow for the additional work. A cost effective means to accomplish the contracting is to issue one larger contract for as-needed services. The contract also allows for the Department to effectively work through peaks in workload without hiring City staff.

ANALYSIS

Multiple firms were originally evaluated and selected based on their technical skills, capabilities, experience, knowledge of the City's existing facilities, and competence within the industry. One of these firms, PARC Civil, provides as-needed project management (PM) and SCADA support services. The Department has determined that the services of this firm will continue to be needed beyond the end of the current fiscal year, and therefore is requesting an amendment to the existing Professional Services Agreement. The amendment will extend PM and SCADA services through the end of the current fiscal year, as well as into Fiscal Year 15-16, subject to approval of the Department's Operating and CIP budgets by Council in June of this year.

The PM services consist of the oversight and management of the CIP Program. The PM services include daily interactions with staff, consultants, regulatory agencies and contractors.

FISCAL IMPACT

The total cost for Amendment 1 is $575,000. $275,000 for SCADA support services will be charged equally between the Sewer and Water SCADA upgrade project accounts 909130500722.5702.10600 and 908300000712.5702.10600, respectively. There is approximately $1.8 million of budget available in each of the accounts. $300,000 for as-needed project management will be charged equally between the Miscellaneous Sewer and Miscellaneous Water projects accounts (800812722.5305 and 750771712.5305, respectively. These project management activities will be included in the FY 2015-16 budget.

CITY ATTORNEY'S ANALYSIS

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

INSURANCE REQUIREMENTS

The City's standard insurance requirements will be met.

COMMISSION OR COMMITTEE REPORT

The Utilities Commission approved staff's recommendation at its regularly scheduled meeting on March 17.

RECOMMENDATION

Staff and the Utilities Commission recommend that the City Council approve Amendment 1 in an amount not to exceed $575,000 to a Professional Services Agreement with Parc Civil of Oceanside for as-needed project management and Supervisory Control and Data Acquisition (SCADA) support services; and authorize the City Manager to execute the amendment.

PREPARED BY:

John McKelvey
Management Analyst

SUBMITTED BY:

Michelle Skaggs-Lawrence
Interim City Manager

REVIEWED BY:

Peter Weiss, Assistant City Manager

Jason Dafforn, Interim Water Utilities Director JRD

Jane M. McPherson, Interim Financial Services Director

Exhibit A – Amendment 1

CITY OF OCEANSIDE
AMENDMENT 1 TO
PROFESSIONAL SERVICES AGREEMENT

PROJECT: AS-NEEDED PROJECT MANAGEMENT SERVICES AND SCADA/IT STAFF EXTENSION SERVICES

THIS AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (hereinafter "Amendment") is made and entered this _____ day of _____2015, by and between the City of Oceanside, a municipal corporation, hereinafter designated as "CITY", and PARC CIVIL, INC., hereinafter designated as "CONSULTANT".

RECITALS

WHEREAS, CITY and CONSULTANT are the parties to that certain Professional Services Agreement dated June 25, 2014, hereinafter referred to as the "Agreement", wherein CONSULTANT agreed to provide certain services to the CITY set forth therein;

WHEREAS, the parties desire to amend the Agreement to provide for changes and/or modifications to Section 1, Scope of Work; Section 1.1, Professional Services Provided by Consultant; and Section 13.1, 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 the additional as-needed SCADA Professional Services as described in the proposal dated March 13, 2015.

2. Section 1.1, Professional Services Provided by Consultant, shall be amended to reflect and include the additional services listed below:

    a. Review and Update the Information Technology Master Plan

    b. Supervise consultants, contractors, and the existing SCADA staff as required to implement the SCADA upgrades

3. Section 7, Compensation, shall be amended to reflect that all work performed in accordance with the Agreement dated June 25, 2014, shall not exceed the total contract price of $1,000,025.

4. Section 8, Timing shall be amended to show that all work shall be completed in every detail to the satisfaction of the CITY by June 30, 2016.

5. Except as expressly set forth in the 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 Agreement on behalf of the respective legal entities of the CONSULTANT and the DEPARTMENT.

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 _____, 2015.

PARC CIVIL, INC.

By: / President
Name/Title

Date: 3-4-15

By: _____
Name/Title

Date: _____

90-0598847
Employer ID No.

CITY OF OCEANSIDE

By: _____
Michelle Skaggs Lawrence
Interim City Manager

Date: _____

APPROVED AS TO FORM:

Barbara Hamilton, Asst.
City Attorney

NOTARY ACKNOWLEDGEMENTS OF CONSULTANT MUST BE ATTACHED.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the docement, to which this certificate is attached, and the truthfulness, accuracy, or validity of that document.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT
CIVIL CODE § 1189

State of California
County of SAN DIEGO

On MARCH 14, 2015 before me, NANCY M. CARLISLE NOTARY PUBLIC
Date *Here Insert Name and Title of the Officer*

personally appeared AMY R. CZAJKOWSKI
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

NANCY M. CARLISLE
Commission # 2070255
Notary Public - California
San Diego County
My Comm. Expires Jun 2, 2018

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended 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: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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March 13, 2015

Mr. Jason Dafforn, PE
Interim Water Utilities Director
Water Utilities Department
City of Oceanside
300 North Coast Highway
Oceanside, CA 92054

Reference: Proposal for As-Needed Project Manager and SCADA/IT Extension of Staff – Amendment

Dear Mr. Dafforn:

PARC Civil (PARC) is pleased to provide a proposal to extend the services of the As-Needed Project Manager and the SCADA/IT Extension of staff position. Both of these positions have been ongoing and have been requested for a period of one year in order to assist in executing the City's CIP program.

In order to determine the Scope of Services, PARC met with the City to establish the assumptions for both positions.

SCADA/IT Extension of Staff

Mr. Chuck Reuck has started implementing the City's SCADA CIP Plan and the City is requesting full time services for the upcoming year. Mr. Reuck's billing rate will remain the same as the original contract for the duration of any work during fiscal year 2015/2016 shall be $95/hour.

The City is requesting Mr. Reuck work full time for a period of one year. This assumes a total of 2,080 hours for a one year period. The subtotal for Mr. Reuck's services is:

SCADA/IT Extension of Staff FY14/15	790 hours x $95/hour = $75,000
SCADA/IT Extension of Staff FY15/16	2,105 hours x $95/hour = $200,000

As-Needed Project Manager

Ms. Czajkowski is currently assisting with several CIP projects and is tentatively assigned to upcoming CIP projects which are required to be completed through this fiscal year. Ms. Czajkowski's billing rate for the duration of any work during fiscal year 2015/2016 shall be $150/hour.

The City is requesting Ms. Czajkowski work four to five days a week for a period of one year. This assumes a total of 2,000 hours for a one year period. The subtotal for Ms. Czajkowski's services is:

As-Needed Project Manager	2,000 hours x $150/hour = $300,000

Total for Both SCADA/IT Extension of Staff and As-Needed Project Manager **$575,000**

Statements: PARC Civil states that the person assigned to the project will not be substituted.

PARC Civil has reviewed the City's Professional Service Agreement and takes no exceptions.

Our staff is available and ready to work for the City of Oceanside. While on this assignment both Mr. Reuck and Ms. Czajkowski 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.

Sincerely,

Amy Czajkowski, PE, CCM, QSD/QSP