

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/23/09		Item Number: <u>C-12</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with Utility Systems, Science & Software for Maintenance of the Emergency Notification System and the Sewer Flow Monitoring System			
Contact Person/Dept.: Gabe Garcia/PW		Phone Number: (310) 253-5633	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (03/18/09); Utility Systems, Science and Software and all attendees at the mandatory pre-proposal meeting on 02-10-09.			
Department Approval: Charles Herbertson (03/17/109)		City Attorney Approval: Carol Schwab (by H. Baker) (03/17/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (03/18/09)		City Manager Approval: Jerry B. Fulwood (03/18/09)	

RECOMMENDATION:

Staff recommends the City Council approve a professional services agreement with Utility Systems, Science and Software (US3) with a term of one (1) year, with four (4) one-year extensions upon approval by the City Manager for the maintenance of the Emergency Notification System and the Sewer Flow Monitoring System.

BACKGROUND:

There are two technology systems serving the City's 86 miles of sewers and 7 pump stations. The two systems are the sewer flow management system (SFMS) and the sewer emergency notification system (ENS).

Sewer Flow Management System (SFMS)

The City of Culver City owns its sewer system and conveys about 4 million gallons of effluent per day to the City of Los Angeles' sewer transmission lines for treatment at the Hyperion Sewage Treatment Plant. This is done under an Amalgamated System Sewerage Agreement (ASSA) that was approved by the City Council in 1999. The ASSA requires that the City of Los Angeles treat and dispose of Culver City's wastewater. The ASSA also requires Culver City to report sewer flow data at monthly, quarterly, and annual increments and to pay for the sewage conveyance and treatment to the City of Los Angeles. The purpose of the flow data is to determine the City's fair share of operational and capital costs at the Hyperion Plant and the maintenance of the City of Los Angeles' sewer transmission lines. There are financial penalties to the City if sewer data reported is incomplete. Culver City's SFMS was installed in the year 2000.

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The SFMS consists of sewer flow meters, sensors, data loggers, and related equipment. Several sewer flow meters are integrated through a wireless communications network. The wireless network architecture provides for remote meter reading and sewer flow data communications based on TCP/IP and other industry standard protocols using the City's trunked radio system.

The Sewer Emergency Notification System (ENS)

The ENS system utilizes Motorola Supervisory Control and Data Acquisition (MOSCAD) for communication over the City's trunked radio system, and integrates the City's seven sewer pump stations into an intelligent technology network that assesses mission-critical components and functions at the seven pump stations and reports malfunctions in their operation as alarms to City staff. The ENS reports alarm incidents from the pump stations wirelessly to a central unit located in the basement of the Police Department, from which they are relayed through fiber optic lines to City Hall and then converted to copper communications delivered to the ENS's network and server. The server and assistant hardware then delivers text messages (SMS) to cell phones, e-mails to staff computers, and makes voice phone calls to a tree list of responsible first-responding members of City staff. The ENS is a mission-critical component of the City's Spill Prevention Program.

The ENS system employs Trihedral Engineering's Virtual Tagged System's Supervisory Control and Data Acquisition (VTS) to give intelligence to the ENS system, notify staff of incidents, and maintain related databases.

DISCUSSION:

In 2003, the City entered in a professional services agreement with US3 to complete the installation of the ENS system (the work was started by a different firm) and maintenance of the related ENS software; additionally, US3 replaced sewer flow meters that were over 10 years old, incorporated them into the SFMS, provided maintenance of the meters, and developed data reporting capabilities to comply with the ASSA.

Under the proposed professional services agreement, for the first time since the inception of the SFMS and the ENS, the two technology systems would be united under a single maintenance contract. Presently, the SFMS is not covered under a professional services agreement and the ENS receives limited inspection and maintenance. Each system has current needs for replacement of components, enhancements, and regular servicing of the systems from top to bottom. Additionally, there is some deferred maintenance that needs to be addressed for

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each system, due to the absence of an all-inclusive professional services agreement over the last eight years.

With the philosophy of unifying both systems under one qualified and responsible professional consulting firm, staff developed a Request for Proposal (RFP) that integrates the ENS and SFMS and defined the services needed. The RFP was released on Monday, February 2, 2009. A mandatory pre-bid meeting was held on Tuesday, February 10, 2009; there were nine companies represented. The bid proposals were due on Monday, February 23, 2009. On the due date, only one proposal was received. The bid proposal was submitted by US3.

Staff contacted the companies that attended the mandatory pre-bid meeting to determine why they did not submit a proposal. Four companies responded and stated several reasons for not submitting a proposal: 1) Given their present workload, they did not have time to find qualified subcontractors to partner with them; 2) they are too busy with other projects and did not have the time to submit a bid; 3) They are not qualified to bid, without qualified subcontractors; 4) They are not integrators of the necessary technologies used in Culver City; and 5) The time and labor required from the consultant is too much and they could not support Culver City's needs.

Staff concluded that based on the responses and the qualifications of the attendees at the pre-bid mandatory meeting, extending the request for proposal period would probably not have yielded additional proposals. Further, to break up the project into two independent smaller projects would be disadvantageous to the City, since there are efficiencies in the larger combined project.

Revision to proposal

The proposal submitted by US3 was found to be responsive to the RFP. The cost proposal is \$3.5 million for a five year period. The cost proposal included more than \$638,000 in parts, approximately \$1.4 million in professional services, and approximately \$1.5 million for other services, if necessary. The cost proposal represented complete responsibility by the consultant over all aspects of the SFMS and ENS systems, from the smallest of components to the largest and all the services required on a daily basis.

Staff determined that the cost proposal was too high and decided to revise the scope of services in order to bring costs down. Public Works Department staff from the Environmental Programs and Operations Division, Maintenance Operations Division, and Engineering Division strategized and restructured the scope of work to define the essential needs of the ENS and SFMS system, including new services that have not been part of any previous professional services agreement and are necessary.

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A strategy implemented by the group to reduce the cost is 1) to remove all ENS and SFMS parts and third party services from being the responsibility of US3; 2) to have available only specifically identified parts that have a long-lead time for delivery; and 3) the parts that are readily available would be purchased only upon need. By this strategy, the City avoids a capital outlay for parts that will be shelved for an undefined period of time. For this reason, ENS and SFMS parts are not a component of this professional services agreement and staff proposes to purchase them directly on an as needed basis.

Staff requested revised cost proposals from US3 based on the aforementioned changes to the proposed scope of work. US3 is proposing that the project will require about 1,937 hours of professional services support for a not-to-exceed amount of \$277,325 during the first year of the agreement for the required tasks.

Staff is recommending that a professional services agreement be approved with US3 for an annual not-to-exceed amount of \$277,325.

FISCAL ANALYSIS:

The professional services agreement will be funded by the Sewer Enterprise Fund, budget line item 20466100. There is sufficient funding available within this Division to fund this request.

ATTACHMENTS:

- US3 Original Proposal, dated February 20, 2009; and
- Spreadsheet summary of the reduced scope of work and costs; and
- One-month extension proposal from US3

MOTIONS:

That the City Council:

1. Approve a one-year professional services agreement, with four one-year extensions upon approval by the City Manager, for a not-to-exceed annual amount of \$277,325; and,

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2. Authorize the Public Works Director/City Engineer to approve change orders, if necessary, for a not-to-exceed annual amount of \$27,732 (10% of contract amount); and,
3. Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.