Staff Report

File #: 18-01344, **Version:** 1 **Item #:** C-10.

CC - (1) Approval of a Five-Year Professional Services Agreement with Utility Systems, Science & Software (US3), for Maintenance of the Sanitary Sewer Pump Stations' Emergency Notification System (ENS); and (2) Receipt of Report Regarding Emergency Purchase for Services of US3 in the Amount of $42,306.34.

Meeting Date: June 11, 2018

Contact Person/Dept: Gabe Garcia/Public Works

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Fiscal Impact: Yes [X] No [] **General Fund:** Yes [] No [X]

Public Hearing: [] **Action Item:** [] **Attachments:** []

Commission Action Required: Yes [] No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/06/18);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (06/01/18)

RECOMMENDATION

Staff recommends the City Council (1) approve a five-year professional services agreement with Utility Systems, Science and Software (US3), for the maintenance of the sanitary sewer pump stations' Emergency Notification System (ENS) for a not-to-exceed annual amount of $560,486 in year 1; $394,723 in year 2; $395,123 in year 3; $395,123 in year 4; and $395,123 in year 5, for a total not-to-exceed amount of $2,140,578; and, (2) receive a report of an emergency purchase for services from US3 in the amount of $42,306.34.

BACKGROUND/DISCUSSION

Agreement with US3

On March 1, 2018, Request for Proposals (RFP) #1838 was released, seeking proposals from professional engineering firms to provide monitoring, maintenance, and management of the sanitary sewer pump stations' Emergency Notification System (ENS) and the Sewer Flow Monitoring System (SFMS).

The ENS utilizes Motorola Supervisory Control and Data Acquisition (MOSCAD) for communication over the City's trunked radio system, integrates the City's seven sanitary sewer pump stations into an intelligent technology network that assesses mission-critical components and functions, and reports malfunctions in their operation as alarms to City staff for response and to prevent sewage spills. The ENS reports alarm incidents from the pump stations via Motorola radio-to-radio communications to a central unit and set of computer servers located in City Hall. 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 Public Works Department staff. The ENS is a mission-critical component of the City's sanitary sewer Spill Prevention Program.

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

The SFMS monitors the flow and volume going from Culver City to the City of Los Angeles for wastewater treatment.

On March 29, 2018, proposals were due for RFP #1838 Monitoring, Maintenance, and Management of the Sewer Emergency Notification System (ENS) and the Sewer Flow Monitoring System (SFMS). The City only received two proposals, from ADS Environmental Services and from Utility Systems Science & Software, Inc. (US3). Staff contacted all firms that had expressed an initial interest in the RFP and inquired why they had elected to not submit a proposal. One indicated their firm is a subscription-based distributer of RFPs and they made the RFP available to their membership; two firms indicated that they were not interested in the project; one firm is solely a manufacturer of equipment used in the project; and one firm did not answer staff's calls.

Of the two firms that submitted proposals, ADS only submitted a proposal for the SFMS, while US3 submitted a proposal for both the ENS and SFMS.

This report addresses the ENS only, because both firms were equally qualified to provide the SFMS services. As a result, staff determined that three-month trial period with both firms would be helpful in evaluating further evaluating the proposals and selecting the preferred firm to recommend to the City Council. Both firms agreed to this trial period process. Staff will return at a future City Council meeting to make a recommendation to approve an agreement for services relating to the SFMS.

US3 was previously under contract with the City for the monitoring, maintenance, and management of the ENS and SFMS. The last contract extension expired on August 31, 2017. US3 had been under contract with the City since 2003, which includes several contracts amendments as approved by City Council. Public Works Department staff who have worked with US3 since 2003 have expressed that they were satisfied with US3's work performance on the ENS.

Public Works Department staff reviewed US3 proposal for RFP #1838 and recommends approving an agreement with US3 for the ENS.

Emergency Purchase

Since the expiration of the maintenance contract with US3 in August of 2017, the ENS required

several emergency callouts in order to prevent sewage spills, for which staff contacted US3 to perform the repairs, in the total amount of $42,306.34.

Pursuant to Culver City Municipal Code Section 3.07.060, the Purchasing Officer is authorized to make an emergency purchase in an amount up to the Purchasing Officer's authority ($50,000), where there is a sudden, unexpected occurrence, requiring immediate action necessary to permit the City's continued operation or provision of services. Subsequent to the emergency purchase, the Department Head must report to the City Council regarding such purchase.

Staff recommends the City Council receive and file this report.

FISCAL ANALYSIS

The ENS proposal fee for the proposed five-year contract is $2,140,578, and the annual costs are as follows:

YEAR 1
ENS Maintenance: $440,660
Flo-Dar Meter Maintenance: $11,463
Sampling for compliance and Reporting: $6,400
New equipment to replace existing aged meters and loggers (one-time): $101,963
TOTAL YEAR 1: $560,486

YEAR 2:
ENS Maintenance: $376,860
Flo-Dar Meter Maintenance: $11,463
Sampling for compliance and Reporting: $6,400
TOTAL YEAR 2: $394,723

YEAR 3
ENS Maintenance: $376,860
Flo-Dar Meter Maintenance: $11,463
Sampling for compliance and Reporting: $6,400
TOTAL YEAR 3: $395,123

YEAR 4
ENS Maintenance: $376,860
Flo-Dar Meter Maintenance: $11,463
Sampling for compliance and Reporting: $6,400
TOTAL YEAR 4: $395,123

YEAR 5
ENS Maintenance: $376,860
Flo-Dar Meter Maintenance: $11,463
Sampling for compliance and Reporting: $6,400
TOTAL YEAR 5: $395,123

After excluding the one-time equipment replacement required during year one, the average cost is $407,723. By way of comparison, the previous annual contract amount was $377,325, based on rates from 2003; a difference of $30,398 after 15 years.

If approved, the professional services agreement would be funded by the Sewer Enterprise Fund, budget line item Other Contractual Services 20460300.619800 There is sufficient funding available to fund this request.

ATTACHMENTS

No attachments.

MOTION

That the City Council:

1. Approve a five-year professional services agreement with Utility Systems, Science and Software (US3), for the maintenance of the sanitary sewer pump stations' Emergency Notification System (ENS), as the recommended proposer for RFP #1838 for a not-to-exceed annual amount of $560,486 in year 1; $394,723 in year 2; $395,123 in year 3; $395,123 in year 4; and $395,123 in year 5, for a total not-to-exceed amount of $2,140,578; and,

2. Authorize the Public Works Director/City Engineer to approve change orders, if necessary, for a not-to-exceed annual amount of $42,811.56 (10% of contract amount, over each of five years); and

3. Authorize the City Attorney to review/prepare the necessary documents; and

4. Authorize the City Manager to execute such documents on behalf of the City.