

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE DISPENSING WITH COMPETITIVE BIDDING AND AUTHORIZING THE CITY MANAGER OR A DESIGNEE TO EXECUTE A GENERAL SERVICE AGREEMENT (GSA) WITH DOWNSTREAM SERVICES, INC. TO PROVIDE SANITARY SEWER CCTV SERVICES AND CONDITION ASSESSMENT AND RECOMMENDATIONS SERVICES**

**WHEREAS**, on November 13, 2023, the Public Works Department released a Request for Proposals for phase two of the Sanitary Sewer CCTV and Condition Assessment and Recommendations services and solicited proposals for these services; and

**WHEREAS**, a Request for Proposals procurement approach was chosen for these services due to the variation in methodology, equipment, software, experience and expertise from the different firms that provide these services; and

**WHEREAS**, issuance of a competitive Request for Proposals procurement process allows the city to evaluate the totality of services and service delivery options and select the best option that is most compatible with current municipal wastewater operations and equipment for the best cost; and

**WHEREAS**, the condition assessment services does not readily lend itself to low bid process because the services must be performed by highly skilled and capable technicians and the Request for Proposals process allows the city to evaluate the skills, certifications and experience from each proposers project team; and

**WHEREAS**, the Request for Proposals was sent to seven companies who perform sanitary sewer assessment and was posted on the city website for any other interested parties; and

**WHEREAS**, two proposals were received by the December 15, 2023, deadline and these proposals were reviewed and scored by an evaluation team made up of city staff based on the following criteria: 1. Proposed Implementation and Workflow, 2. Experience, 3. Measurable and Trackable Results, and 4. Cost and Budget Control; and

**WHEREAS**, following this thorough evaluation of the proposals received, the proposal from Downstream Solution, Inc. was rated the highest of the proposals received for these services; and

**WHEREAS**, the proposal received from Downstream Services, Inc., was particularly strong due to their approach to data assembly, analysis, presentation, and recommendations format. Additionally, they have knowledge and understanding of the city's sanitary sewer system following their successful completion of phase one; and

**WHEREAS**, continuing with the incumbent contractor will benefit the community by promoting maximum current and future reliability of the city's sanitary sewer system, a key component of the City's public health and safety infrastructure; and

**WHEREAS**, Glendale Charter Art. VI Section 9 provides an exception to competitive bidding where City Council determines that it is in the best interest of the City to dispense with competitive bidding; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENDALE:**

1. The foregoing facts are deemed to be true and correct, and are a basis for dispensing with competitive bidding, approving a contract award through a competitive request for proposal procurement process and authorizing the execution of an agreement with the highest scoring RFP proposer.

2. The Council hereby dispenses with competitive bidding and authorizes the City Manager or a designee to execute a General Service Agreement, subject to approval to form by the City Attorney, with Downstream Services, Inc., to provide Sanitary Sewer CCTV Services and Condition Assessment and Recommendations services in the amount of two-million seven-hundred sixty-eight thousand, nine hundred seventy-five dollars (\$2,768,975) and further authorizes a 15% reserve for contingency totaling four-hundred fifteen thousand, three-hundred forty-six dollars (\$415,346)

Adopted by the Council of the City of Glendale on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

STATE OF CALIFORNIA )

COUNTY OF LOS ANGELES )

CITY OF GLENDALE )

I, Suzie Abajian PhD, Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by the City Council of the City of Glendale,

California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024,  
and that the same was adopted by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

City Clerk