



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Award General Services Agreement (GSA) for Final Phase (Phase 3) of the Sanitary Sewer Closed Circuit Television (CCTV) Condition Assessment and Recommendation Services

1. Resolution to dispense with competitive bidding and authorize the City Manager, or a designee, to execute a GSA with Downstream Services Inc., to provide the Phase 3 of the Sanitary Sewer CCTV Condition Assessment and Recommendation Services for \$1,945,813 plus a 15% contingency of \$291,872, subject to the approval of the City Attorney.

COUNCIL ACTION

Item Type: Action Item

Approved for December 17, 2024 **calendar**

EXECUTIVE SUMMARY

Beginning in 2022, the Public Works Department embarked on the first of a 3-phase project to complete a comprehensive condition assessment of the city's sanitary sewer infrastructure to ensure the long-term serviceability of the system and to protect regional waterways.

Under Phase 1 of the project, in 2022 498,000 feet of sewer line was inspected at a cost of \$1,151,564. Under Phase 2 of the project, 832,000 feet of sewer line is expected to be inspected for \$2,768,975. Phase 2 is about 50% completed.

For both Phase 1 and Phase 2, the contractor Downstream Services, Inc. was awarded separate contracts following separate Request for Proposals (RFP) processes. Based on this history and due to their experience performing recent sewer line inspection work for the city, staff chose to bypass a third RFP process and instead bring Phase 3 to the Glendale city Council for award of a contract to Downstream Services, Inc. for the inspection of 496,875 linear feet of sewer line for \$1,945,813 plus a 15% contingency of \$291,872. Phase 3 consists of Districts 1, 3, 8, and 11. (Exhibit 2)

RECOMMENDATION

Approve a Resolution to dispense with competitive bidding and award a GSA with Downstream Services, Inc for Phase 3 of the Sanitary Sewer CCTV Condition Assessment and Recommendation Services for \$1,945,813 plus a 15% contingency of \$291,872.

ANALYSIS

The RFP for Phase 1 of the Sanitary Sewer CCTV and Condition Assessment and Recommendation project was released on August 26, 2021. Four proposals were received in response which were reviewed and rated by staff based on the evaluation criteria defined in the RFP. Downstream Services, Inc., received the highest average score and was awarded the one-year GSA authorized by the City Council on February 2, 2022. Downstream Services Inc., successfully completed Phase 1 of the project in 28 weeks, identifying 800 priority defects for future capital improvement projects.

An RFP was released on November 13, 2023, for Phase 2 of the Sanitary Sewer CCTV and Condition Assessment and Recommendation project. For Phase 2, only two proposals were received and scored based on the evaluation criteria defined in the RFP. Again, Downstream Services Inc., received the highest average score and was awarded a second, one-year GSA authorized by the City Council on February 27, 2024. They are currently about 50% complete with Phase 2.

In performing the first two phases of this project, Downstream Services has excelled in providing these inspection services including data assembly, analysis, reliable transfer of data, and mitigation of sewer spills. Downstream Services has gained intricate knowledge of the city's sewer system due to their recent experience with the first two phases of this project. Their presentation and recommendations for earlier phases of the project have been well-prepared, concise and valuable. Having the reporting for all three project phases under the same format and systems provides an additional benefit for the city.

Downstream Services scored the highest in the previous two separate RFP processes and is considered by staff to be the best qualified company to complete the final phase of the project based on the evaluation criteria in these RFPs.

On top of these accomplishments, Downstream Services, Inc., has provided overall cost savings demonstrated in their time efficiency and proven performance, and successful risk management. For Phase 3 of the project Downstream Services, Inc. submitted a proposal for \$1,945,813.

STAKEHOLDERS/OUTREACH

This project 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.

FISCAL IMPACT

The Sanitary Sewer CCTV and Condition Assessment and Recommendation Services

project will cost \$2,237,685, inclusive of contingency, which was approved as a part of the FY 2024-25 budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$2,237,685	GL: 43110-5250-PWD-0020-P0000 PL: PWD00579AN	Sewer Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item is considered a ministerial activity in accordance with California Waste Discharge Requirements (WDR) for Sanitary Sewer Systems (State Water Resources Control Board Order No. WQ2022-103-DWQ) and the City's Sewer System Management Plan (SSMP) Recertified May 2019.

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report (Exhibit 1).

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: Direct staff to initiate a third RFP process for the selection of a company to perform Phase 3 of this project.

Alternative 2: Direct staff to not complete Phase 3 of this project. The city will be non-compliant with State Regulations and Requirements, specifically the Waste Discharge Requirements (WDR) for Sanitary Sewer Systems and may be subject to fines and penalties.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Daniel Hernandez, Director of Public Works

Prepared by:

Gary Haris, Wastewater Maintenance Superintendent

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

Exhibit 1 – Campaign Finance Disclosure

Exhibit 2 – District Maps: 1, 3, 8, and 11