



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

---

Report: Dispense with Competitive Bidding and Award General Services Agreement for Phase II Sanitary Sewer CCTV Assessment and Recommendations

1. Resolution to dispense with competitive bidding and authorize the City Manager or a designee to execute a General Services Agreement (GSA) with Downstream Services, Inc to provide Closed-Circuit Television (CCTV) Sanitary Sewer and Condition Assessment and Recommendations for \$2,768,975 plus a 15% contingency for \$415,346, subject to the approval of the City Attorney.

### COUNCIL ACTION

---

**Item Type:** Action Item

**Approved for** February 27, 2024 **calendar**

### EXECUTIVE SUMMARY

---

State law requires agencies with more than one mile of sanitary sewers to operate in accordance with best practices with an emphasis on protecting public health and preserving local waterways. Sanitary sewer spills from local sewer systems are a public health threat and the Public Works Department is charged with preventing their occurrence and mitigating the damage they cause when they take place. A recognized best practice for preventing sanitary sewer spills is to conduct a full assessment of system conditions using CCTV technology.

The CCTV assessment of the sewer system is divided into three phases. Staff executed the first phase of the assessment for the city in calendar year 2022, inspecting 498,000 feet of sewer pipe at a cost of \$1,151,564. The first phase identified approximately 800 priority defects with an estimated cost to repair of \$13 million. For the second phase of this project the vendor Downstream Solutions, Inc. was selected following a Request for Proposals (RFP) process. The proposed GSA for phase two of the CCTV Sanitary Sewer and Condition Assessment and Recommendations services is for \$2,768,975 plus a 15% contingency of \$415,346.

## RECOMMENDATION

Approve a resolution to dispense with competitive bidding and execute a GSA with Downstream Services, Inc. to provide CCTV Sanitary Sewer and Condition Assessment and Recommendations services for \$2,768,975 plus a 15% contingency of \$415,346.

## ANALYSIS

In preparation for the second phase of CCTV Sanitary Sewer and Condition Assessment and Recommendations services, an RFP was released on November 13, 2023. The RFP was sent to seven companies who perform sanitary sewer assessment and was posted on the city website for any other interested parties. On December 15, 2023, the city received two proposals, one from Downstream Services, Inc., the incumbent contractor from phase one and Nor-Cal Pipe, Inc.

The two proposals were scored based on the evaluation criteria defined in the RFP. Downstream Services, Inc. received the highest average score, and the scoring results are shown in the following chart:

Evaluation Scoring Summary			
Evaluation Criteria	Possible Points	Downstream Services, Inc.	Nor-Cal Pipeline Services, Inc.
1. Proposed Implementation and Workflow - (as defined in RFP)	20	19.4	13
2. Experience (as defined in RFP)	25	24	19
3. Measurable and Trackable Results (as defined in RFP)	35	34	23.4
4. Cost and Budget Control (as defined in the RFP)	20	12.7	14.7
<b>Totals</b>	<b>100</b>	<b>90.1</b>	<b>70.1</b>

The incumbent contractor, Downstream Solutions, Inc. was determined to be the most suitable option based on the evaluation criteria. Their proposal scored especially high due to their approach to data assembly, analysis, presentation, and recommendations format following the assessment.

While city staff has inspection equipment and regularly inspects significant portions of the sewer system, the largescale inspection of the entire system in three phases is well beyond our current in-house capacity. These proposed services will provide Public Works with data to schedule targeted repairs as well as to better plan larger capital improvement projects.

An RFP approach was used to allow the city to consider additional factors, other than cost, for selecting a vendor for these services. These additional factors include the format this data is conveyed to the city, the quality of the inspection equipment used and experience of the proposers. Because formal bidding was not used, dispensing with competitive bidding is required. Other California cities that have recently procured similar services via RFP processes include Hermosa Beach, Morgan Hill and Scotts Valley.

## **STAKEHOLDERS/OUTREACH**

This Sanitary Sewer CCTV and Condition Assessment and Recommendations services will benefit the community by enhancing the reliability of the city's sanitary sewer system, a key component of the city's public health and safety infrastructure. Since these services cover a vast area and cause little to no disruption to the public, no community outreach is planned.

## **FISCAL IMPACT**

The Sanitary Sewer CCTV and Condition Assessment and Recommendations services will cost \$3,184,321, inclusive of contingency, which was approved as a part of the FY 2023-24 budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below.

<b>Existing Appropriation</b>		
<b>Amount</b>	<b>Account String</b>	<b>Funding Source</b>
\$3,184,321	<b>GL:</b> 43110-5250-PWD-0020-P0000 <b>PL:</b> 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.

<b>Full Name</b>	<b>Title</b>	<b>Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Wilma Roberts	Chairperson	2855 Progress Place	Escondido	CA	92029
Wilma Roberts	Chief Executive Officer/ President	2855 Progress Place	Escondido	CA	92029
Victor Roberts	Chief Operating Officer	2855 Progress Place	Escondido	CA	92029
Wilma Roberts	Chief Financial Officer	2855 Progress Place	Escondido	CA	92029

Ownership Interest in more than 10% in West Coast:

<b>Full Name</b>	<b>Title</b>	<b>Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
N/A	Board of Directors	N/A	N/A	N/A	N/A
Clark and Loren Roberts	More than 10% Interest Owner	N/A	N/A	N/A	N/A

### **ALTERNATIVES TO STAFF RECOMMENDATION**

Alternative 1: Not approve a GSA for CCTV inspection services. The city may fall out of compliance with State Regulations and Requirements, specifically the Waste Discharge Requirements (WDR) for Sanitary Sewer Systems (State Water Resources Control Board Order No. WQ2022-103-DWQ) and may be subject to fines and penalties.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

### **ADMINISTRATIVE ACTION**

**Submitted by:**

Daniel Hernandez, Interim Director of Public Works

**Prepared by:**

John N. Hicks, Wastewater Maintenance Superintendent

**Approved by:**

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

**EXHIBITS/ATTACHMENTS**

---

Exhibit 1 CCTV Phase 2 Inspection of Select Areas along San Fernando Road Corridor

Exhibit 2 CCTV Phase 2 Inspection of Partial District 6

Exhibit 3 CCTV Phase 2 Inspection of District 9

Exhibit 4 CCTV Phase 2 Inspection of District 10

Exhibit 5 CCTV Phase 2 Inspection of District 12

