



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

### AGENDA ITEM

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Report: Award of Professional Services Agreements to Harper & Associates Engineering, Inc. and Perliter & Ingalsbe Consulting Engineers for Water Storage Facility Rehabilitation Projects

1. Motion authorizing the City Manager, or his designee, to execute two (2) three-year Professional Services Agreements (PSAs) with two qualified consultants, Harper & Associates Engineering, Inc. and Perliter & Ingalsbe Consulting Engineers, to act on behalf of the City as Owner's Engineers specializing in the design and oversight of City water storage facility rehabilitation projects for a total not-to-exceed amount of \$450,000 per consultant.

### COUNCIL ACTION

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**Item Type:** Consent Calendar

**Approved for** April 19, 2022 **calendar**

### EXECUTIVE SUMMARY

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The Request for Proposal (RFP) process for the Design, Project Management, Construction Management and Inspection Services for Potable and Recycled Water Storage Facilities Rehabilitation Projects FY 2022-25 has concluded. Glendale Water & Power (GWP) staff now recommends awarding two (2) three-year Professional Services Agreements (PSAs) to two qualified consultants, Harper & Associates Engineering, Inc. and Perliter & Ingalsbe Consulting Engineers, to act on behalf of the City as Owner's Engineers specializing in the design and oversight of City water storage facility rehabilitation projects for a total not-to-exceed amount of \$450,000 per consultant.

## COUNCIL PRIORITIES

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Fiscal Responsibilities: GWP has been using pre-qualified Owner's Engineers who specialize in water tank and reservoir rehabilitation for the design and oversight of City water storage facility rehabilitation projects for nearly a decade. This method has accelerated the delivery of water storage facility rehabilitation projects. Utilizing firms with specialized experience has reduced the financial burden for residents and businesses that fund the ongoing reliability of the City's water system through water rates by shortening the period these projects take to complete and by reducing the potential for contract changer order during construction of the projects.

Economic Vibrancy: A consistent and reliable water supply is a foundational necessity for economic vibrancy in the City, and ongoing rehabilitation of the City's water storage facility reduces unplanned down time and maintenance costs.

Exceptional Customer Service: Through the Water Storage Facility Rehabilitation Program, GWP has been proactive in conducting rehabilitation and maintenance on the water storage facilities, prior to their failure, which helps to maintain a reliable and safe water supply to Glendale's residents and businesses.

Informed & Engaged Community: Continuing to complete the Water Storage Facility Rehabilitation Program helps to fulfill GWP's commitment to the community by making the investments in the City's water system that were proposed during the Cost of Service Analysis and rate setting process in 2018.

Safe & Healthy Community: The Glendale Fire Department's ISO Class 1 certification is dependent on a robust and well maintained water system. The Water Storage Facility Rehabilitation Program will facilitate required inspections, upgrades and rehabilitation of the City's water tanks and reservoirs on an "as needed" basis for the duration of the PSAs, helping to provide continued availability of water stored for use in firefighting.

Infrastructure & Mobility: Aging infrastructure in the City's water system is replaced or rehabilitated on a planned and ongoing basis. The Water Storage Facility Rehabilitation Program is part of the Water System's Asset Management Program that ensures reliable service now and for future generations.

Sustainability: The Water Storage Facility Rehabilitation Program improves reliability of the recycled water storage facilities which allows GWP to continue serving recycled water to the customers and increase conservation of potable water.

## RECOMMENDATION

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Authorize the City Manager, or his designee, to execute two (2) three-year Professional Services Agreements (PSAs) with two qualified consultants, Harper & Associates Engineering, Inc. and Perliter & Ingalsbe Consulting Engineers, to act on behalf of the City as Owner's Engineers specializing in the design and oversight of City water storage facility rehabilitation projects for a total not-to-exceed amount of \$450,000 per consultant for fiscal years 2022-23, 2023-24, and 2024-25.

## **BACKGROUND**

GWP provides water services to over 200,000 residents and businesses in the City. The GWP Water Engineering Section plans, designs, and manages the construction of Water Division capital projects and oversees the delivery of the Water Division Capital Improvement Program (CIP). Additionally, the Water Engineering Section provides planning and support services to the Water Operations, and Water Construction and Metering Sections on operation and maintenance activities. The Water Engineering Section also provides customer and developer assistance for water service planning activities.

One of the ongoing capital improvement programs is the systematic rehabilitation of the City of Glendale's water storage facilities. To facilitate completion of specialized capital projects like storage facility rehabilitation or replacement, the Water Engineering Section utilizes specialized consulting services like the services provided by Harper & Associates Engineering and Perliter & Ingalsbe Consulting Engineers.

Work will be retained on a per project/task basis. For each project, GWP staff will solicit cost proposals from the two selected firms and, from these, select the best firm for that particular project/task. Selection will be made according to the availability of each consultant, suitability for the work involved, and price based on the scope of work. GWP staff will carefully review the content of the proposal and award based on cost and schedule.

Planned projects that the Water Engineering Section will need assistance completing in fiscal year 2022-2023 include:

- Emerald Isle 1666 Water Tank Rehabilitation Project
- Glendale Recycled Water Tank Rehabilitation Project

On February 3, 2022, GWP staff solicited proposals by issuing a Request for Proposals (RFP) which contained detailed instructions on the services being requested, the desired qualifications and experience, and a section specifying how the proposals should be submitted and what information to provide. The RFP also indicated that the proposals would be reviewed and ranked prior to award, and proposers were given a time window to submit questions for clarification noting that all questions and answers would be supplied to each proposer. The solicitation was made to nineteen qualified consulting firms. The criteria and basis of selection of the Owner's Engineer were as follows:

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| • Completeness of Proposal                                      | 5%  |
| • Understanding of Needs and Activities of the Scope            | 10% |
| • Qualifications, Capabilities, and Experience of Key Personnel | 30% |
| • Technical Approach and Methodology                            | 15% |
| • Rate Schedule   | 30% |
| • <u>References</u>   | 10% |

Total 100%

On February 25, 2022, the due date for proposal submissions, four proposals were received by GWP. The proposals were from the four engineering firms of Cannon Corporation, Harper & Associates Engineering, Inc., NV5, Inc., and Perliter & Ingalsbe Consulting Engineers.

## ANALYSIS

For the proposal evaluation, the Water Engineering Section formed a review committee with four engineers and one field superintendent who reviewed each proposal and individually ranked them based on the six weighted evaluation criteria cited in the RFP. Based on this thorough review and selection process, GWP staff recommends the selection of both Harper & Associates Engineering, Inc. and Perliter & Ingalsbe Consulting Engineers, because they are evaluated as the two highest qualified and most cost competitive consultants for the projects. They both presented outstanding project approaches and showed a great understanding of City's needs. Having two firms under a PSA will provide flexibility and availability to provide assistance, as well as another opportunity to receive the lowest price as the individual projects/tasks are completed.

For these reasons, GWP staff respectfully recommends that the City Council authorize the City Manager, or his designee, to execute two (2) three-year Professional Services Agreements with two consultants, Harper & Associates Engineering, Inc. and Perliter & Ingalsbe Consulting Engineers, to act on behalf of the City as on-call Owner's Engineers specializing in the design and oversight of City water storage facilities rehabilitation projects for a total not-to-exceed amount of \$450,000 per consultant for fiscal years 2022-23, 2023-24, and 2024-25.

## CONTRACT DASHBOARDS

<b>Project Description:</b>	Design and oversight of City water storage facility rehabilitation projects in fiscal years 2022-23, 2023-24, and 2024-25
<b>RFP Approved:</b>	February 3, 2022
<b>Advertisement Method:</b>	E-mail
<b>RFP Issued:</b>	February 3, 2022
<b>RFP Due Date:</b>	February 25, 2022
<b>Company Name(s) and Proposal Amount(s):</b>	<ul style="list-style-type: none"><li>• Cannon Corporation</li><li>• Harper &amp; Associates Engineering, Inc.</li><li>• NV5, Inc.</li><li>• Perliter &amp; Ingalsbe Consulting Engineers</li></ul>
<b>Selection Criteria (If SS, list applicable Provision):</b>	Completeness of Proposal – 5% Understanding of Needs and Activities of Scope – 10% Qualifications and Key Personnel Experience – 30% Technical Approach and Methodology – 15% Rate Schedule – 30% References – 10%

<b>Recommended Consultant(s):</b>	<ul style="list-style-type: none"> <li>• Harper &amp; Associates Engineering, Inc.</li> <li>• Perliter &amp; Ingalsbe Consulting Engineers</li> </ul>
<b>New / Existing Consultant(s):</b>	Existing
<b>Procurement Method (RFP / SS):</b>	RFP
<b>Contract Term:</b>	3 Years
<b>Project Begins:</b>	July 25, 2022
<b>Project Ends:</b>	July 24, 2025

## **STAKEHOLDERS/OUTREACH**

N/A

## **FISCAL IMPACT**

The cost of the Professional Service Agreement for the Water Storage Facility Rehabilitation Project is \$450,000, for a three-year period per consultant. These services will be provided on an “as needed” basis for various capital improvement projects. These agreements are set to begin in Fiscal Year 2022-23, therefore funding has been requested as part of the FY 22-23 proposed CIP budget (WS Tank Rehabilitation Program) in the Water Depreciation Fund (5930-GWP-0020). Funds for future years will be requested through the annual budget process.

## **ENVIRONMENTAL REVIEW**

N/A

## **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 ten percent interest in the company proposed for contract in this agenda item report:

Officers of **Harper & Associates Engineering, Inc.:**

<b>Full Name</b>	<b>Title</b>	<b>Business</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Andre Harper	Director, CEO	1240 E. Ontario Ave., Ste. 102	Corona	CA	92881
Krista Harper	Director, COO	1240 E. Ontario Ave., Ste. 102	Corona	CA	92881

Ownership Interest in more than ten percent (10%) in **Harper & Associates Engineering, Inc.:**

<b>Full Name</b>	<b>Title</b>	<b>Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Andre Harper	Director, CEO	1240 E. Ontario Ave., Ste. 102	Corona	CA	92881
Krista Harper	Director, COO	1240 E. Ontario Ave., Ste. 102	Corona	CA	92881

Officers of **Perlter & Ingalsbe Consulting Engineers:**

Full Name	Title	Business	City	State	Zip
Amar Shah	President	430 W. Colorado Street	Glendale	CA	91204
Lisa Vargas	Secretary	430 W. Colorado Street	Glendale	CA	91204

Ownership Interest in more than ten percent (10%) in **Perlter & Ingalsbe Consulting Engineers:**

Full Name	Title	Business Address	City	State	Zip
Amar Shah	President/ Chairman	430 W. Colorado Street	Glendale	CA	91204

### **ALTERNATIVES**

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Alternative 1: Authorize the City Manager, or his designee, to execute two (2) three-year agreements with each of the two qualified consultants as recommended herein.

Alternative 2: Not to award the contracts as requested herein, thus requiring staff to prepare separate requests for proposals for each project/task for which assistance is needed, delaying completion of the storage facility rehabilitation program and potentially increasing the cost per project.

Alternative 3: Consider any other alternative not proposed by staff.

### **ADMINISTRATIVE ACTION**

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**Prepared by:**

Michael E. De Ghetto, Chief Assistant General Manager - Water

**Approved by:**

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

### **EXHIBITS / ATTACHMENTS**

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None