

TO: Andrew P. Powers, City Manager

FROM: Clifford G. Finley, Public Works Director

DATE: June 18, 2024

SUBJECT: Wastewater Flow Monitoring Services Agreement

RECOMMENDATION:

1. Approve General Services Agreement with Utility Systems Science and Software Response (US3) (Santa Ana, CA) for wastewater flow monitoring services in the amount not to exceed \$167,400 for a three-year term through June 30, 2027.
2. Authorize expenditure in the amount of \$55,800 for FY 2024-25 from A/C #621-8220-682-5699 (Wastewater/Contracted Services).
3. Find that this action is not a project as defined under the California Environmental Quality Act (CEQA).

LEVINE ACT ITEM: Yes

FINANCIAL IMPACT:

No Additional Funding Requested. Minimal staff time required to prepare report is included in Adopted FY 2023-24 General Fund Budget. \$55,800 is included in the Adopted FY 2024-25 Wastewater Fund Budget. Additional budget for remaining contract term will be requested during the upcoming biennial budget process.

BACKGROUND:

The Public Works Department is responsible for providing dependable, safe wastewater collection service to transport wastewater from the community to Hill Canyon Treatment Plant (HCTP) for treatment. The collection system consists of over 400 miles of wastewater pipelines, over 8,500 wastewater utility structures, and two pump (lift) stations.

The City uses a wastewater flow monitoring system to determine flow rates throughout the collection system. Ten monitoring meters are placed in strategic

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locations throughout the City. Each meter collects flow data 24 hours per day and transmits this data to City staff who analyze flow conditions and trends. If wastewater flows are detected that are not in the normal range for a specific time of day, staff is alerted by an alarm notification in order to respond in a timely manner and resolve any potential issues. The flow monitoring system is crucial to help prevent sanitary sewer overflows. Flow data trends are used to help confirm the effectiveness of the City's wastewater pipeline and utility maintenance hole-lining projects in the collection system.

US3 is the current contractor that provides the service to supply, install, and maintain the flow sensors, data collectors, associated equipment, and the software program utilized for data transmittal, alarms, and trends. The use of this system helps protect public and environmental health by reducing the risk of sanitary sewer overflows. Their contract which started on July 6, 2021, will expire on June 30, 2024.

DISCUSSION/ANALYSIS:

On March 15, 2024, a formal Request for Proposals/Qualifications (RFP/Q) to provide wastewater flow monitoring services was publicly advertised on the City's purchasing website and in the local newspaper. On April 12, 2024, three proposals were received as follows:

Vendor	Location
US3	Santa Ana, CA
Downstream Services, Inc.	Escondido, CA
Duke's Root Control, Inc.	Elgin, IL

In accordance with Government Code section 4526 and Thousand Oaks Municipal Code section 3-10.401, contracts for professional, management, general, or special services should only be awarded to firms or persons who have demonstrated an adequate level of experience, competence, training, credentials, resources, staffing, and other professional qualifications necessary for more than a satisfactory performance of the services solicited. The award of an RFP/Q is based upon a variety of factors that demonstrate best value to the agency for the solicited scope of service. The cost of the service may be considered as one of those factors; however, the lowest cost is not the sole factor in deciding who will be awarded the contract.

The proposals were reviewed by a qualified panel of Public Works staff. The panel found that US3 submitted a proposal that met the City's specifications and requirements to provide wastewater flow monitoring services at the lowest price and best value overall. US3 has provided satisfactory flow monitoring services to the City since 2021. Staff recommends award of a three-year agreement (Attachment #1) to US3 in the amount not to exceed \$167,400.

LEVINE ACT (California Government Code § 84308):

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

This action is not a project as defined under the CEQA because this action will not result in a direct or foreseeable indirect physical change in the environment [14 CCR 15060(c)].

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

PREPARED BY: Patrick McCulloch, Utilities Maintenance Supervisor
Kim Sherman, Sr. Purchasing Specialist

Attachments:

Attachment #1 – US3 Agreement