

TO: Andrew P. Powers, City Manager

FROM: Clifford G. Finley, Public Works Director

DATE: June 20, 2023

SUBJECT: Program Management Support for Water and Wastewater Capital Improvement Projects

RECOMMENDATION:

1. Approve Professional Services Agreement with Phoenix Civil Engineering, Inc. (Santa Paula, CA) in an amount not to exceed \$900,000 for providing professional consulting services relating to “Program Management Support for Water and Wastewater Capital Improvement Projects,” with a term ending June 30, 2026.
2. Authorize expense in the amount of \$900,000 in various Water and Wastewater Funds capital accounts as program management services are rendered.
3. Find that this action is not a project as defined under the California Environmental Quality Act (CEQA).

FINANCIAL IMPACT:

No Additional Funding Requested. Staff time to prepare the agreement and reports, as well as the \$600,000 for program management support is included in the Adopted FYs 2023-2025 Capital Improvement Budget for the Water and Wastewater Funds, and \$300,000 for FY 2025-26 will be included in the future biennial budget process.

BACKGROUND:

The City provides water and wastewater services to our residents and businesses. The City’s wastewater service area covers nearly 38,000 customers, representing more than 100,000 residents via 415 miles of wastewater pipelines and 8,300 maintenance holes in the City’s wastewater system. That wastewater is conveyed to and treated at the Hill Canyon Treatment Plant (HCTP) which is a 14 million-gallon per day capacity, advanced tertiary wastewater treatment plant. In addition, the City’s water system serves approximately 17,000 customer accounts, and a population of over 50,000. The City’s Public Works Department manages and operates the water storage and distribution facilities consisting of 11 Calleguas turnouts, four hydropneumatic pump stations, 16 pump stations, 16 reservoirs, and two booster stations.

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The City's large water distribution and wastewater collection and treatment systems require ongoing maintenance and rehabilitation projects that necessitate significant engineering support. Projects range in size from simple engineering solutions that can be handled in-house, to large and complex projects that require the solicitation of professional service consultants for design and/or construction.

Since 2018, the City has utilized a consulting firm to provide Program Management Services to assist in advancing the backlog of important capital improvement and maintenance projects on the City's wastewater system. The support included assisting staff with design and construction management on several key wastewater projects. Significant projects completed over the past five years included the rehabilitation of all three Digesters, both Secondary Clarifiers, Chlorine Contact Chamber Covers, Electrical Upgrades, Unit W, SCADA, and the Retaining Wall reconstruction. The program manager also managed the completion of the 2020 HCTP Master Plan which included several new projects to keep HCTP operating efficiently and up to date with all regulations, many of which were included in the recently adopted FYs 2023-25 Capital Improvement Program (CIP) Budget.

DISCUSSION/ANALYSIS:

The Program Management contract model was very successful in completing and advancing multiple CIP projects with the efficient use of staff resources in coordination with City-retained program management consultant assistance. The FYs 2023-2025 CIP Budget has an ambitious slate of projects scheduled for the next two to five years. Continued use of program management services will enable staff to efficiently address the schedule of projects through the combined efforts of City staff management and consultant assistance with select projects. A competitive process for Program Management services enables the City to continue providing excellent stewardship of the City's water and wastewater infrastructure.

In accordance with Government Code section 4526 and Thousand Oaks Municipal Code section 3-10.401, staff solicited a Request for Proposals/Qualifications (RFP/Q) for Program Management Support for Water and Wastewater Capital Improvement Projects. Unlike the low bid requirements of the Public Contract Code, 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 City 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.

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The City issued a formal RFP/Q on March 17, 2023, which was publicly advertised in the Thousand Oaks Acorn newspaper and on the City's e-procurement website. Three proposals were received on April 17, 2023, from the following consulting firms:

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| 1. Horrocks | San Diego, CA |
| 2. Phoenix Civil Engineering, Inc. | Santa Paula, CA |
| 3. Project Partners | Laguna Hills, CA |

A team of Public Works design and operations staff reviewed the submitted proposals based on the following criteria:

- Project understanding and approach
- Relevant experience (projects of similar size and scope)
- Quality, clarity, responsiveness, and conformance with terms of the RFP/Q
- Qualifications and availability of key persons working on the project
- Team (subconsultants) qualifications
- Reasonableness of completion schedule and estimated level of effort dedicated to complete each task

After careful review and consideration of all consultants' qualifications, Phoenix Civil Engineering, Inc. (Phoenix) was determined to be the most qualified consultant that best fits the City's needs for program management. Detailed scope of work and consulting fees have been negotiated and finalized with Phoenix. Phoenix has provided similar services for the City over the previous five years.

Staff recommends approval of the Professional Services Agreement with Phoenix in an amount not to exceed \$900,000 for providing professional consulting services for Program Management Support for Water and Wastewater Capital Improvement Projects (Attachment #1).

The Consultant's services under the Program Management Agreement shall be provided on an as-needed basis at the discretion of the City relating to the specific Capital and/or Maintenance Improvement projects for the City's Water Distribution, Wastewater Collection, and HCTP, which are outlined in the agreement.

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)].

This project meets City Council's Top Ten Priorities #9, "Public Works Infrastructure Investments".

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: Paul Weinstein, Associate Analyst

Attachments:

Attachment #1 – Professional Services Agreement