

**TO:** Andrew P. Powers, City Manager

**FROM:** Jaime Boscarino, Finance Director

**DATE:** September 12, 2023

**SUBJECT:** Hill Canyon Treatment Plant Mechanical System Upgrades (CI 5647) Bid Authorization

**RECOMMENDATION:**

1. Authorize staff to solicit bids for the Hill Canyon Treatment Plant Mechanical System Upgrades (CI 5647).
2. Find that this action is not a project as defined under Section 15378 (b)(2) and (b)(5) of the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** Total construction costs are estimated at \$225,000. Current budget available is \$1,518,000.

**BACKGROUND:**

The Hill Canyon Wastewater Treatment Plant (HCTP) has multiple buildings sitting on an 800+ acre property. The HCTP Administration building's mechanical software system is over 20 years old and is currently operating on an unsupported version. Based on the age and evaluation of the existing equipment and systems at the remainder of the HCTP buildings, staff determined that a major upgrade was needed to properly maintain all of the buildings with adequate heating and ventilation. Air circulation and filtration are critical elements of indoor air-quality, and it is essential that these systems are always operating properly. In addition, an upgraded building mechanical software system will control the operations of equipment more efficiently and result in a reduction in energy use.

Staff determined that it was necessary to complete a Request for Proposals/Qualifications (RFP/Q) to hire a consultant to prepare bid documents (drawings and specifications) for the work which would then be publicly bid. Staff published a formal RFP/Q in May of 2021 for a consultant to produce mechanical system upgrades for multiple buildings at HCTP, including design and bid documents. From that solicitation, Glumac from Irvine, CA was awarded the contract based on the firm's expertise, experience with similar projects, qualifications, and evaluation criteria, as set forth in the RFP/Q package.

**DISCUSSION/ANALYSIS:**

Glumac has completed the bid documents, including the drawings and specifications. Staff is preparing the complete bid package for public bidding. Approval of this authorization to solicit bids allows staff to proceed with publicly bidding the project to work towards upgrading the building automation system (including controllers) and replacing aged mechanical equipment that has reached the end of its useful life. Staff will return to City Council to award the bid in November 2023.

**Tentative Schedule:**

Solicitation Published	September 2023
Award Bid	November 2023
Start Construction	December 2023
Construction Complete	June 2024

**CIP PROJECT PRIORITY (as outlined in FY 2023-24 and FY 2024-25 CIP Program Budget)**

Priority Two - Necessary, but not essential, and there could be consequences, if deferred.

**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:** Elizabeth Perez, Facilities Manager