



# Public Works Department STAFF REPORT

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

**FROM:** Clifford G. Finley, Public Works Director

**DATE:** January 25, 2022

**SUBJECT:** Hill Canyon Treatment Plant Program Manager Agreement

## **RECOMMENDATION:**

1. Approve Third Amendment to Professional Services Agreement Contract No. 11772-2018 with Phoenix Engineering, Inc. (Santa Paula, CA) for Program Management Support for Hill Canyon Treatment Plant Capital Improvements Projects in the amount of \$425,000, for a revised not-to-exceed amount of \$1,075,000.
2. Authorize expenditure in the amount of \$425,000 to be paid by the Capital Improvement/Maintenance Improvement Budget under the approved Capital Improvement Program, as services are rendered.

## **FINANCIAL IMPACT:**

**No Additional Funding Requested.** Staff time to prepare the amendment and reports, as well as the \$425,000 authorization is included in the Adopted FYs 2021-23 Wastewater Fund Capital Budget.

## **BACKGROUND:**

The Hill Canyon Treatment Plant (HCTP) is a modern, 14 million-gallon per day capacity, advanced tertiary wastewater treatment plant (Attachment #1). The facility treats an average of eight million gallons per day of wastewater generated from domestic, commercial, and industrial customers. Constructed in the 1960's, with major improvements over the following decades, as part of the ongoing operation and maintenance of the plant, there are projects that require internal or external 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.

On June 19, 2018, following a competitive Request for Proposals/Qualifications (RFP/Q) process, City Council awarded a Professional Services Agreement (Contract No. 11772-2018) to Phoenix Engineering, Inc. (Phoenix) for Program Management Services in the amount of \$450,000 to assist in advancing the backlog of important capital improvement and maintenance improvement projects

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at HCTP. Phoenix was selected based on their extensive regional experience and expertise with wastewater facility design, engineering, construction, maintenance and program management. The First Amendment to the Agreement was processed in May 2019, adding scope to the agreement with no change in contract amount, and removing the option to extend the agreement beyond the initial five-year term. City Council approved the Second Amendment in February 2021 in the amount of \$200,000 adding additional projects to the agreement for calendar year 2021.

Phoenix has been providing a high level of professional project management support during the term of the agreement in assisting staff with completing several wastewater projects through the design and construction phase that include a total of 10 major projects and 17 additional projects in progress. Phoenix has also performed project management, design, and engineering support services on multiple smaller projects. Major projects completed or currently in process include:

**MAJOR PROJECTS COMPLETED:**

- Chlorine Contact Chamber Covers (CI 5438)
- Secondary Clarifier No. 2 Rehab & Concrete Repair (MI 2532)
- Cleaning and Rehabilitation of Digester 3 (MI 2533)
- Drainage Miscellaneous Repairs (MI 2534)
- HCTP Master Plan (MI 2542)
- Cleaning and Rehabilitation of Digester 2 (MI 2563)
- Collections Misc. Repairs & Upgrades FY 2019-21 (MI 2576)
- HCTP Painting and Miscellaneous Repairs FY 2019-21 (MI 2584)
- Secondary Clarifier No. 3 Rehab & Concrete Repair (MI 2588)

**MAJOR PROJECTS IN PROCESS:**

- Unit Y2 Interceptor Improvements (CI 5328)
- HCTP Facility Stormwater Diversion (CI 5427)
- Bioreactors Electrical Upgrades (CI 5440)
- HCTP Fats, Oils and Grease Station Upgrades (CI 5441)
- HCTP Retaining Wall (CI 5444)
- Unit W Interceptor Improvements (CI 5445)
- HCTP SCADA Updates (CI 5632)
- Rehabilitation of Digester 1 (MI 2564)
- Collections Misc. Repairs & Upgrades FY 2021-23 (MI 2577)
- Unit W Laterals (MI 2586)

As listed above, Phoenix helped oversee and manage the comprehensive facility-wide HCTP Master Plan (MI 2542), which was completed in 2020. The Master Plan includes several new project recommendations to keep HCTP operating

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efficiently and up to date with all regulations, many of which were included in the FYs 2021-23 Capital Improvement Program (CIP) Budget.

**DISCUSSION/ANALYSIS:**

Due to the high volume and complexity of the ongoing and future CIP projects that are required at HCTP, continuation of the services of a professional Program Manager via a Third Amendment to ensure the ongoing and future projects are delivered effectively is recommended. The Program Manager will continue to be responsible to provide project management and engineering support services to complete specific capital projects that are assigned by the City.

Staff recommends the Third Amendment to the Professional Services Agreement with Phoenix (Attachment #2) to increase the contract amount by \$425,000 for additional HCTP Program Management Support services that are needed through the end of the contract term of June 30, 2023, for the projects currently in progress, as well as the seven additional future projects coming up during the contract term as listed in the Amendment. No additional budget appropriation is requested as sufficient funding exists in the FY 2021-22 and FY 2022-23 Wastewater Fund Capital and Operating Budgets.

These HCTP projects meet City Council's Top Ten Priorities #9 to, "Adopt and implement two-year Operating and Capital Improvement budgets that are aligned with best practices on fiscal sustainability and financial resiliency. Make strategic investments in existing critical public works infrastructure including pavement management, sidewalks, water resources, and streetscape."

**COUNCIL GOAL COMPLIANCE:**

Meets City Council Goal F:

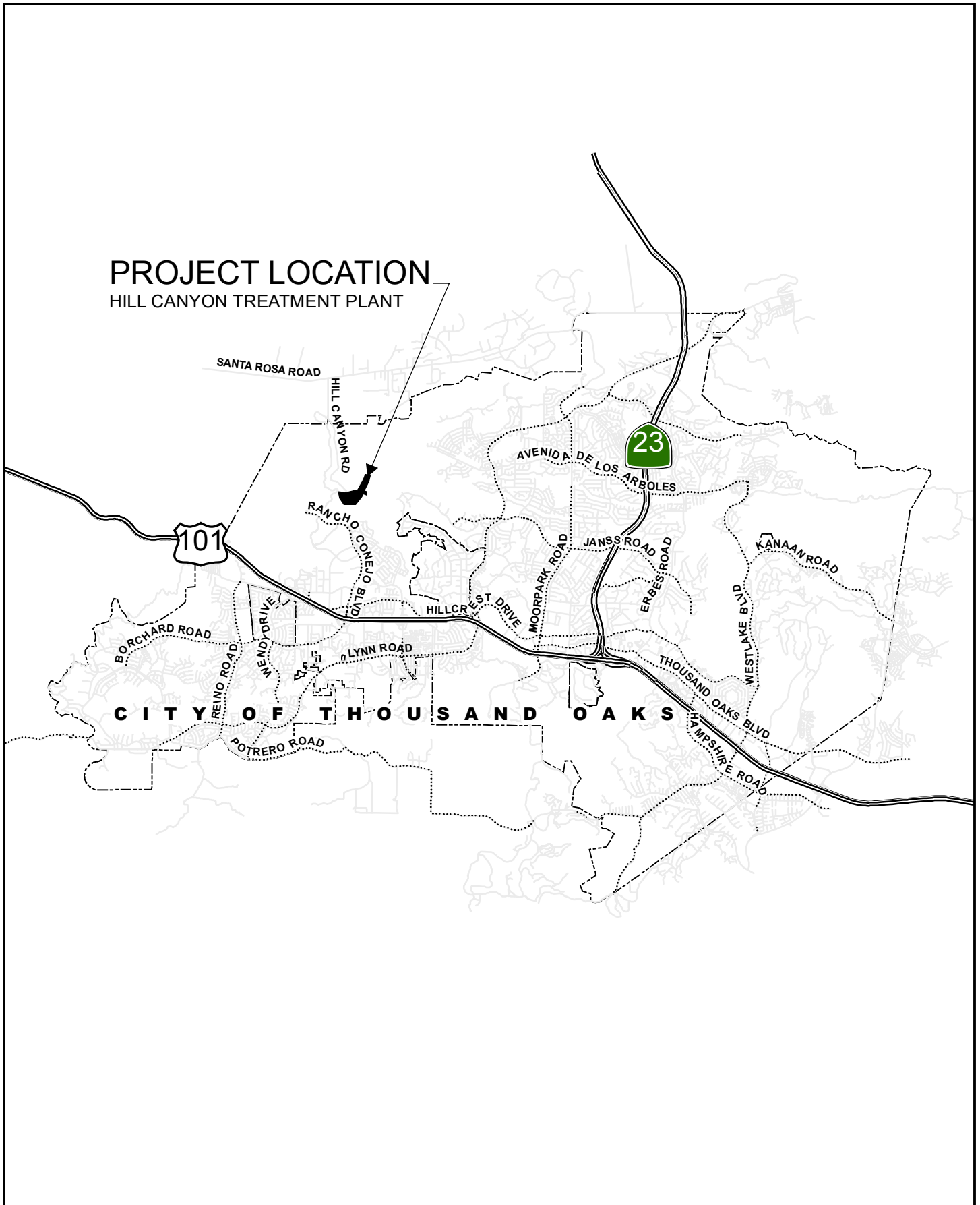
- F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

**PREPARED BY:** Nader Heydari, Deputy Public Works Director/City Engineer

Attachments:

Attachment #1 – Vicinity Map

Attachment #2 – Third Amendment to Professional Services Agreement



## VICINITY MAP

**ATTACHMENT #2**

**Project Name: HCTP Program Manager**

**THIRD AMENDMENT TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF THOUSAND OAKS  
AND  
PHOENIX ENGINEERING, INC.**

**Contract No. 11772-2018**

THIS THIRD AMENDMENT to the Agreement for Professional Services entered into between the **CITY OF THOUSAND OAKS**, a municipal corporation (hereafter "City") and **PHOENIX ENGINEERING, INC.** ("Consultant"), entitled HCTP Program Manager dated June 19, 2018 and amended May 30, 2019 and February 23, 2021 (herein "Agreement") is made this 25th day of January, 2022.

**RECITALS**

- A. Section 3 of the Agreement, currently, and as may have been previously amended, provides for a "not-to-exceed" total payment as consideration to Consultant of \$650,000 for services generally and briefly described as Program Management Support Services.
- B. The First Amendment to the Agreement was issued on May 30, 2019, modifying the Agreement to include additional Scope of Services and limiting the term of the agreement to five (5) years.
- C. The Second Amendment to the Agreement was issued on February 23, 2021, modifying the Agreement to include additional Scope of Services and increasing the not-to-exceed amount by \$200,000.
- D. City is in need of amending the Scope of Work, increasing the number of projects to be performed under the present Agreement, and Consultant is desirous of performing such and receiving additional compensation for said extra services.

**AGREEMENT TO AMEND**

NOW, THEREFORE, the undersigned parties to Agreement agree to amend Agreement as described below:

Part 1. Section 2 of Agreement is hereby amended to include additional project Scope of Services to be performed by Consultant, which are added to the Agreement as set forth in the attached "Exhibit A-3," which is hereby incorporated into the Agreement.

Part 2. The sum of \$425,000, is added as compensation to Consultant under the present Agreement for the above-described additional services, and Subsection 3 (a) of Agreement is hereby amended to read in its entirety as follows:

(a) **Maximum and Rate.** The total compensation payable to Consultant by City for the services under this Agreement **SHALL NOT EXCEED** the sum of \$1,075,000 and shall be earned as the work progresses on the basis explained in the original contract in the schedule of fees Exhibit B, and as may have been previously amended.

Part 3. All terms used in Part 1 and 2 above shall have the meanings ascribed thereto in Agreement. Except as amended in Part 1 and 2 above, all other sections, terms, obligations, duties, clauses, and provisions of Agreement shall remain the same.

IN CONCURRENCE AND WITNESS WHEREOF, the parties execute this Third Amendment to Agreement as of the date set forth above.

**PHOENIX ENGINEERING, INC.**

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Jon Turner, President

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Roslynn Turner, Vice President

**CITY OF THOUSAND OAKS**

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Bob Engler, Mayor

**ATTEST:**

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Cynthia M. Rodriguez, City Clerk

**APPROVED AS TO ADMINISTRATION:**

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Andrew P. Powers, City Manager

**APPROVED BY DEPARTMENT HEAD:**

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Clifford G. Finley, Public Works Director

**APPROVED AS TO FORM:**

Office of the City Attorney

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Tracy Friedl, Assistant City Attorney

**EXHIBIT A-3****HCTP PROGRAM MANAGEMENT SERVICES AGREEMENT****AMENDMENT NO. 3 – SCOPE OF WORK**

- A) The Scope of Services to be performed by Consultant under the Agreement shall include the following listed projects, to be managed in accordance with the tasks included in the detailed Scope of Work in the original Agreement, and as modified on Amendments No. 1 and 2

**PROJECTS CURRENTLY IN PROGRESS**

PROJECT #	PROJECT NAME
CI 5328	Unit Y2 Interceptor Improvement Phase V (In progress)
CI 5427	HCTP Facility Stormwater Diversion (In progress)
CI 5440	HCTP Bioreactors Electrical Upgrade (In progress)
CI 5441	HCTP Fats, Oils, and Grease Station (In progress)
CI 5444	HCTP Retaining Wall (In progress)
CI 5445	Unit W Improvements (In progress)
CI 5613	HCTP Cogeneration Facility Upgrade (In progress)
CI 5615	HCTP Digester Backup Boiler Replacement (In progress)
CI 5620	HCTP Onsite Generator Cooling System Upgrade (In progress)
CI 5630	HCTP In Plant MCC Upgrades (In progress)
CI 5632	HCTP SCADA Update (In progress)
CI 5633	In Plant Electrical Operators Assessment/Replacement (In progress)
MI 2564	HCTP Digester #1 Rehabilitation (In progress)
MI 2577	Collections Miscellaneous Repairs/Upgrades FY 21/23 (In progress)
MI 2585	HCTP Miscellaneous Repairs/Upgrades FY 21/23 (In progress)
MI 2586	Unit W Lateral Inspections and Upgrades (In progress)
MI 2618	HCTP Bioreactor Basin #1 Concrete Rehabilitation (In progress)

**FUTURE/UPCOMING PROJECTS**

PROJECT #	PROJECT NAME
CI 5625	Solar Plant Phase 1 Upgrade
CI 5629	In Plant Variable Frequency Drives(VFDs) Replacements
CI 5638	Permeate Treatment Upgrades
MI 2589	Collections – Master Plan Update
MI 2590	Hill Canyon Treatment Plant Tertiary Filters Rehabilitation
MI 2625	HCTP Electrical Classification & Compliance Study
MI 2619	Painting Process and Piping