



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 16

Section Name: {{section.name}}

Account Number: 72-4671

File ID: {{item.tracking_number}}

TO: City Council

FROM: Alex Khojikian, City Manager

PREPARED BY: Public Works Department

MEETING DATE: September 16, 2024

SUBJECT:
Staff Augmentation Services for the Wastewater Treatment Plant - Amendment

RECOMMENDATION:

Approve Amendment No. 1 with waterTALENT LLC for staff augmentation services for the Wastewater Treatment Plant in the amount of \$400,000, for a new total agreement amount of \$499,000; establish a \$100,000 contingency reserve; and authorize the Public Works Director to execute the amendment in substantially the form presented and issue change orders within the contingency amount.

BACKGROUND:

The City is currently constructing a new facility for the liquids treatment portion of the Wastewater Treatment Plant (WWTP). The new WWTP facilities are expected to be commissioned in early 2025. In the months leading up to the new facility coming online and during actual startup, WWTP staff will need to attend numerous trainings, observe clean water testing, and keep both the existing and new WWTP facilities operational for up to a month during the transition from the old facilities to the new facilities. This significant increase in demands on WWTP staff's time and focus is not feasible with the quantity of City staff at the WWTP. The operational priority is to ensure WWTP staff are fully trained and capable of operating the new facilities during this transitional period.

To allow staff to focus their time and effort where necessary in support of the startup of the new facilities, staff augmentation services are required to operate and maintain the existing facilities. The scope of services generally includes:

- Operate facilities to control flow and processing of wastewater, sludge, and effluent; monitor gauges, meters, and control panels; observe variation in operating conditions, interpret meter and gauge readings, and test results to determine processing requirements
- Operate valves and gates; start and stop pumps, engines, and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks, related equipment, and facilities
- Monitor, adjust, and troubleshoot operational processes utilizing data-driven technology; clean, clear, maintain, and adjust motors, pumps, and other equipment; read meters and gauges correctly and act quickly and competently
- Fully utilize the computerized work systems in accordance with workflow processes; operate WWTP vehicles and stationary machinery as required
- Collect samples and perform routine laboratory tests and analyses
- Provide appropriate entries into the Operational Shift Logbook
- On-call, as-needed, Operations staffing

On August 1, 2024, staff advertised a Request for Proposals to obtain Staff Augmentation Services for the Wastewater

Treatment Plant. Five proposals were received on August 15, 2024. The proposals were evaluated based on experience, qualifications, proposed approach to provide the service, cost, and reference checks. The evaluation demonstrated that waterTALENT LLC understands the needs of the service, has the necessary level of expertise and staffing to meet the operational needs, and provides the best value for the required services. Staff negotiated the scope and fee of the agreement.

As a result, staff executed an agreement on August 30, 2024, with waterTALENT LLC for staff augmentation services for the WWTP for an amount of \$99,000. The original agreement was expedited to allow for waterTALENT to provide immediate on-call services to support the City in managing the risk of temporarily having WWTP operations staff unavailable due to the potential employee strike from the SEIU Local 521 Maintenance Unit.

This Amendment No. 1 is to increase the amount of the agreement to address the remainder of anticipated costs associated with the operational startup of the new plant facilities. In addition, a contingency reserve of \$100,000 is requested to continue the services if there are delays during the transition period, or for any other on-call staff augmentation operational needs.

BUDGET IMPACT:

Sufficient funds are included in the FY 2024-25 WWTP operating budget to cover the cost of these services and the contingency reserve.

ENVIRONMENTAL DETERMINATION:

Approval of this Agreement is not a project subject to CEQA, because it can be seen with certainty that there is no possibility that approval of an agreement to provide staff augmentation services may have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).).

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Amendment No. 1

STAFF CONTACT

Robert Learmonth, Wastewater Treatment Plant Manager
rlearmonth@cityofsanmateo.org
650-522-7386

Deryk Daquigan, Deputy Public Works Director
ddaquigan@cityofsanmateo.org
650-522-7287