



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 7

Section Name: {{section.name}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** September 16, 2019

**SUBJECT:**  
Wastewater Treatment Plant Immediate Action Projects, Package III – Agreement

### **RECOMMENDATION:**

Award a professional services agreement to HDR, Inc. to provide engineering services for Phase 1 of 3 of Immediate Action Projects, Package III in an amount not to exceed \$217,932; establish a contingency in an amount not to exceed \$22,000; and authorize the Public Works Director to execute the agreement and issue change orders within the contingency amount in substantially the form presented.

### **BACKGROUND:**

The Clean Water Program (CWP) includes significant infrastructure upgrades at the Wastewater Treatment Plant (WWTP). The WWTP is an aging facility, and the CWP includes a variety of tasks to further the design and construction of capital improvement projects to rehabilitate and upgrade existing facilities to maintain reliable plant operations and meet regulatory permit requirements.

Immediate Action Projects, Package III (IAP III) includes electrical, mechanical, and HVAC upgrades and improvements to the storm water pumps, effluent pump station, main structure, and solids handling building to provide protection, improved controls, reliability, and redundancy for the existing facilities. In addition, HDR Inc. (HDR) is scoped to analyze the capacity, controls, reliability, and redundancies of the effluent pumping system and site waste pump station, which may result in scoping of improvements for design in the next phase of their contract.

### **Procurement Approach**

The scope of work for this portion of the IAP III will be executed in three Phases: Phase 1 - Project Analyses, Phase 2 – Detailed Design and Bid Phase Services, and Phase 3 - Construction Services.

The City issued a Request for Qualifications for the design and management of IAP III on May 16, 2019. Upon the conclusion of the advertisement period on June 13, 2019, the City received three Statements of Qualifications (SOQs). Three consultants submitted a SOQ, including Hazen and Sawyer, HDR, and Schaaf and Wheeler. Staff evaluated and scored the SOQs, and unanimously identified HDR as the best qualified consultant to lead IAP III.

HDR has submitted a proposal for engineering services for the Phase 1 scope of work in a not-to-exceed amount of \$217,932. A contingency may be required to address significant and currently unforeseen changes to the existing conditions at the WWTP. Staff has reviewed this fee and believes this to be a reasonable proposal for the scope of work and expertise required and recommends award of a professional services agreement to HDR.

Staff anticipates future amendments for Phase 2 and 3 work and plans to negotiate the fees upon the completion of Phase 1. Once these fees are negotiated, they will be added to the contract by amendment with City Council approval.

**BUDGET IMPACT:**

The IAP III Project is funded under Project No. 46T010. There is a current unencumbered balance of \$2,257,114, which is sufficient to fund Phase 1 work in the amount of \$217,932.

**ENVIRONMENTAL DETERMINATION:**

Council action on this item is exempt from CEQA review under section 15061(b)(3) of the CEQA Guidelines, since entering into an engineering design services contract will not have a significant effect on the environment.

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Professional Services Agreement

Exhibit A: Scope of Work

Exhibit B: Project Schedule

Exhibit C: Insurance Requirements

Exhibit D: Rate and Cost Schedule

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