

AGENDA ITEM 7d



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	May 6, 2015
SUBMITTED BY:	Kevin Cameron Associate Civil Engineer	PROJECT:	VARIOUS DIV. NO. ALL
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Award of As-Needed Traffic Engineering Services Contract to Rick Engineering Company in an amount not to exceed \$175,000 for Fiscal Years 2016 through 2018		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) award a professional As-Needed Traffic Engineering Services contract to Rick Engineering Company (Rick Engineering) and to authorize the General Manager to execute an agreement with Rick Engineering in an amount not-to-exceed \$175,000 for a period of three (3) fiscal years, FY 2016 through FY 2018 (ending June 30, 2018).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a professional As-Needed Traffic Engineering Services agreement with Rick Engineering in an amount not-to-exceed \$175,000 for a period of three (3) fiscal years, FY 2016 through FY 2018 (ending June 30, 2018).

ANALYSIS:

The District will require the services of a professional traffic engineering consultant in support of the District's Capital Improvement Program (CIP) for the next three (3) fiscal years, FY 2016 through FY 2018 (ending June 30, 2018). It is more efficient and cost effective to issue an as-needed contract for traffic engineering services which will provide the District with the ability to obtain consulting services in a timely and efficient manner. This concept has also been used in the past for other disciplines such as engineering design, construction management, electrical, and environmental services.

The District will issue task orders to the consultant for specific projects during the contract period. The consultant will then prepare a detailed scope of work, schedule, and fee estimate for each task order assigned under the contract. Upon written task order authorization from the District, the consultant shall then proceed with the project as described in the scope of work.

The anticipated CIP projects that are estimated to require traffic engineering services for the duration of this contract are listed below:

CIP	DESCRIPTION	ESTIMATED COST
P2083	870-2 Pump Station Replacement	\$10,000
P2267	36-Inch Main Pumpouts and Air/Vacuum Ventilation Installations	\$10,000
P2453	SR-11 Utility Relocations	\$10,000
P2508	Pipeline Cathodic Protection Replacement Program	\$20,000
P2528	30-Inch Potable Water Pipeline Manifold at 624 Reservoirs	\$15,000
P2552	South Barcelona Helix WD and Otay WD Interconnection	\$10,000
P2553	Heritage Road Bridge Replacement and Utility Relocation	\$5,000
S2024	Campo Road Sewer Main Replacement	\$20,000
S2033	Sewer System Various Locations Rehabilitation	\$35,000
TOTAL:		\$135,000

The traffic engineering scopes of work for the above projects are estimated from preliminary information and past projects. Therefore, staff believes that a \$175,000 cap on the As-Needed Traffic Engineering Services contract is adequate, while still providing additional capacity for unforeseen support needs by the District.

This As-Needed Services contract does not commit the District to any expenditure until a task order is approved to perform work on a CIP project. The District does not guarantee work to the consultant, nor does the District guarantee that it will expend all of the funds authorized by the contract for professional services.

The District solicited traffic engineering services by placing an advertisement on the Otay Water District's website on January 14, 2015 and with various other publications including the San Diego Daily Transcript. Eleven (11) firms submitted a letter of interest and a statement of qualifications. The Request for Proposal (RFP) for As-Needed Traffic Engineering Services was sent to all eleven (11) firms resulting in nine (9) proposals received by February 12, 2015.

- Advantec Consulting Engineers, San Diego, CA
- Darnell & Associates, Inc., San Diego, CA
- Dokken Engineering, San Diego, CA
- Lin Consulting, Inc., San Diego, CA
- Linscott Law & Greenspan Engineers, San Diego, CA
- Kimley Horn & Associates, Inc., San Diego, CA
- Nasland Engineering, San Diego, CA
- Rick Engineering Company, San Diego, CA
- STC Traffic, Inc., Carlsbad, CA

The two (2) firms that chose not to propose were KOA Corporation, San Diego, CA and LSA Associates, Carlsbad, CA.

In accordance with the District's Policy 21, staff evaluated and scored all written proposals. Rick Engineering received the highest score for their services based on their experience, understanding of the scope of work, proposed method to accomplish the work, and their composite hourly rate. Rick Engineering was the most qualified consultant with the best overall rating or ranking. A summary of the complete evaluation is shown in Attachment B.

Rick Engineering submitted the Company Background Questionnaire as required by the RFP and staff did not find any significant issues. In addition, staff checked their references and performed an internet search on the company. Staff found the references to be excellent and did not find any outstanding issues with the internet search.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

The funds for this contract will be expended for a variety of projects, as previously noted above. This contract is for as-needed

professional services based on the District's need and schedule, and expenditures will not be made until a task order is approved by the District for the consultant's services on a specific CIP project.

Based on a review of the financial budgets, the Project Manager anticipates that the budgets will be sufficient to support the professional as-needed consulting services required for the CIP projects noted above.

The Finance Department has determined that the funds to cover this contract will be available as budgeted for these projects.

STRATEGIC GOAL:

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the General Manager's Vision, "A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

LEGAL IMPACT:

None.

KC/RP:jf

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Attachments: Attachment A - Committee Action
Attachment B - Summary of Proposal Rankings



ATTACHMENT A

SUBJECT/PROJECT: Various	Award of As-Needed Traffic Engineering Services Contract to Rick Engineering Company in an amount not to exceed \$175,000 for Fiscal Years 2016 through 2018
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a meeting held on April 21, 2015, and the following comments were made:

- Staff recommended that the Board award a professional As-Needed Traffic Engineering Services contract to Rick Engineering Company (Rick Engineering) and to authorize the General Manager to execute an agreement with Rick Engineering in an amount not-to-exceed \$175,000 for a period of three (3) fiscal years, FY 2016 through FY 2018 (ending June 30, 2018).
- It was discussed that the As-Needed Traffic Engineering Services contract will provide the District with the ability to obtain consulting services in a timely and efficient manner on an as-needed basis. Page 2 of the staff report provides a list of the proposed CIP projects that will need this service.
- Staff indicated that \$40,000 is included in the contract amount for unanticipated work.
- Staff discussed the selection process and indicated that it was in accordance with the District's Policy 21. Eleven (11) firms submitted a letter of interest and nine (9) firms submitted a proposal. Five (5) District staff members ranked the proposals and the result of the analysis is shown in Attachment B of the staff report.
- Staff stated that Rick Engineering received the highest score from the panel. Staff checked Rick Engineering's references, reviewed their Company Background Questionnaire form, and performed an internet search on the company and did not find any significant issues. It was noted that Rick Engineering is

registered with the Department of Industrial Relations, which is a new requirement of Senate Bill (SB) 854.

- It was highlighted that Rick Engineering's references included the City of Vista, City of Carlsbad, and the City of Murrieta; which they all highly rated Rick Engineering and indicated that they would use them again on future contracts.
- In response to a question from the Committee, staff stated that the District previously contracted with Darnell & Associates, Inc. for As-Needed Traffic Engineering Services.
- In response to several questions from the Committee, staff stated that the District provides traffic control plans with the construction drawings when a project goes out for bid. Staff believes that this process helps Contractors have a better understanding of the traffic control needs of the project, as required by the Local Agencies, and increases efficiency. The Committee stated that this is a good process as the District would receive better bids and experience less problems in terms of delays and over expenditures of projects.
- The Committee inquired if the consultant provides services when the District responds to an emergency event, like a water main break. Staff stated that it depends on the situation. In most cases, when District staff responds to emergencies, staff provides traffic control per local jurisdictional requirements. If District staff requires additional resources, the consultant would be contacted to help out.

Following the discussion, the Committee supported staffs' recommendation and presentation to the full board as a consent item.



ATTACHMENT B

SUBJECT/PROJECT:	Award of As-Needed Traffic Engineering Services Contract to Rick Engineering Company in an amount not to exceed \$175,000 for Fiscal Years 2016 through 2018
Various	

ATTACHMENT B SUMMARY OF PROPOSAL RANKINGS As-Needed Traffic Engineering Services

		WRITTEN								REFERENCES	
		Qualifications of Team	Responsiveness and Project Understanding	Technical and Management Approach	INDIVIDUAL SUBTOTAL - WRITTEN	AVERAGE SUBTOTAL - WRITTEN	Proposed Rates*	Consultant's Commitment to DBE	TOTAL SCORE		
MAXIMUM POINTS		30	25	30	85	85	15	Y/N	100	Poor/Good/Excellent	
1	Advantec Consulting Engineers	Ming Zhao	25	23	22	70	69	9	Y	78	
		Brandon DiPietro	26	21	24	71					
		Steve Bepler	21	19	25	65					
		Jeff Marchioro	24	17	25	66					
		Kent Payne	27	21	27	71					
2	Darnell & Associates, Inc.	Ming Zhao	25	23	25	73	71	12	Y	83	
		Brandon DiPietro	26	23	24	73					
		Steve Bepler	24	20	23	67					
		Jeff Marchioro	25	23	26	74					
		Kent Payne	24	19	24	67					
3	Dokken Engineering	Ming Zhao	28	25	26	79	79	8	Y	87	
		Brandon DiPietro	28	24	28	80					
		Steve Bepler	28	24	27	79					
		Jeff Marchioro	28	24	28	80					
		Kent Payne	28	23	28	79					
4	Lin Consulting, Inc.	Ming Zhao	26	24	26	76	72	12	Y	84	
		Brandon DiPietro	25	21	23	69					
		Steve Bepler	24	22	25	71					
		Jeff Marchioro	24	22	24	70					
		Kent Payne	26	23	27	76					
5	Linscott Law & Greenspan Engineers	Ming Zhao	25	22	23	70	68	15	Y	83	
		Brandon DiPietro	25	21	23	69					
		Steve Bepler	22	21	23	66					
		Jeff Marchioro	22	20	24	66					
		Kent Payne	24	23	24	71					
6	Kimley Horn & Associates, Inc.	Ming Zhao	26	23	27	76	76	1	Y	77	
		Brandon DiPietro	27	23	26	76					
		Steve Bepler	28	24	27	79					
		Jeff Marchioro	25	23	25	73					
		Kent Payne	24	23	27	74					
7	Nasland Engineering	Ming Zhao	25	20	25	70	70	11	Y	81	
		Brandon DiPietro	24	20	23	67					
		Steve Bepler	24	22	24	70					
		Jeff Marchioro	24	23	26	73					
		Kent Payne	23	23	25	71					
8	Rick Engineering Company	Ming Zhao	28	24	29	81	77	13	Y	90	Excellent
		Brandon DiPietro	27	22	27	76					
		Steve Bepler	27	22	25	74					
		Jeff Marchioro	27	22	25	74					
		Kent Payne	29	24	27	80					
9	STC Traffic, Inc.	Ming Zhao	26	23	26	75	73	13	Y	86	
		Brandon DiPietro	26	21	24	71					
		Steve Bepler	25	23	24	72					
		Jeff Marchioro	24	23	26	73					
		Kent Payne	27	21	26	74					

RATES SCORING CHART			
Consultant	Rate	Fee Position	Score
1 Advantec Consulting Engineers	\$755		9
2 Darnell & Associates, Inc.	\$650		12
3 Dokken Engineering	\$818		8
4 Lin Consulting, Inc.	\$630		12
5 Linscott Law & Greenspan Engineers	\$525	highest	15
6 Kimley Horn & Associates, Inc.	\$1,075	lowest	1
7 Nasland Engineering	\$670		11
8 Rick Engineering Company	\$585		13
9 STC Traffic, Inc.	\$600		13

*The fees were evaluated by comparing rates for six (6) positions. The sum of these rates are noted in the above table.
 Note: Review Panel does not see or consider rates when scoring other categories. Rates are scored by the PM, who is not on Review Panel.