



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** November 13, 2007

**TO:** Mayor and Councilmembers

**FROM:** Engineering Division, Public Works Department

**SUBJECT:** Purchase Order For Drafting Services For Water And Wastewater Main Improvement Projects

### RECOMMENDATION:

That Council authorize the General Services Manager to issue a Purchase Order to Penfield & Smith in the amount of \$45,362 for drafting services on the Water and Wastewater Main Improvement Projects, Fiscal Year 2008 and expenditures up to \$4,500 to cover any cost increases that may result from change orders for extra work.

### DISCUSSION:

#### BACKGROUND

The City currently has both water and wastewater main replacement and rehabilitation projects underway in the design process and has solicited drafting services to support a timely project bid for early next year. The water main improvements are a part of the annual replacement program budget. Wastewater mains were evaluated for rehabilitation, replacement, or point repairs based on recently conducted TV inspections. Rehabilitating damaged and deteriorated wastewater mains by inserting a slip lining will reduce infiltration of wastewater mains during rain events and potential overflow issues. Wastewater staff recommended over 100 locations for point repairs, slip lining rehabilitations, and sewer main replacement. City staff is designing the Water and Wastewater Main Improvement Projects in-house, but due to the timing of bidding the water and wastewater projects by March 2008 to meet Fiscal Year 2008 budget expenditure requirements, staff requires the service of a drafting firm to assist with the necessary drawings to expedite the process.

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REVIEWED BY: \_\_\_\_\_ Finance \_\_\_\_\_ Attorney

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**SELECTION PROCESS**

A Request For Proposal (RFP) process was conducted for drafting services, and Penfield & Smith was chosen as the firm that was most responsive to, and best meets the needs of the Water and Wastewater Main Improvement Projects. Penfield & Smith has extensive design and drafting experience for water and wastewater facilities and is recommended for this project due to their experience, responsible hourly fee, and ability to meet the demanding timeline for drafting this project. The RFP process resulted in a substantial cost savings for the drafting services.

**CONSULTANT SERVICES**

Staff has negotiated an acceptable proposal with Penfield & Smith to perform drafting services in the not-to-exceed amount of \$45,362. A recommended extra services charge of \$4,500 is based on the typical 10% allowable change order funding for this type of work.

**FUNDING**

The following summarizes the expenditures recommended in this report:

**CONTRACT FUNDING SUMMARY**

	<b>Basic Contract</b>	<b>Change Funds</b>	<b>Total</b>
Penfield & Smith	\$45,362	\$4,500	\$49,862
Total Recommended Authorization:			\$49,862

There are adequate funds in the Water and Wastewater Capital Fund to cover the cost of this contract.

**SUSTAINABILITY IMPACT**

Maintenance of infrastructure is an important sustainability strategy. It requires fewer resources to plan for and maintain each year, rather than responding to emergencies, such as leaks and pipe failures. Reducing the amount of infiltration to the wastewater mains due to the rehabilitation, replacement, and point repair work, also reduces the amount of water treated at El Estero, which saves energy.

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**PREPARED BY:** Homer F. Smith II, Principal Engineer/LC/sk

**SUBMITTED BY:** Paul Casey, Acting Public Works Director

**APPROVED BY:** City Administrator's Office