

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Chris Shaw, Director of Utilities
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: September 15, 2015

RE: Award of Arbutus Park Lift Station Conditions Assessment and Alternatives Technical Memo contract, in an amount not to exceed \$8,900, and authorization to single source future design contract, with Strand Associates.

The Department of Public Works and Utilities Department are requesting approval of the Arbutus Park Lift Station Conditions Assessment and Alternatives Technical Memo contract with Strand Associates in an amount not to exceed \$8,900, and approval to negotiate a future design contract with Strand to rehabilitate or reconstruct the lift station without an RFP process once design requirements have been identified by the Technical Memo. Funding for this contract is part of the available Stormwater Operations budget.

Project Background

The Arbutus Park Stormwater Lift Station entered service in 1980. The lift station pumps, accessories and controls have reached a point where maintenance and reliability justify replacement. A consultant assessment is needed to evaluate the components, identify alternatives, and recommend a cost-effective solution to allow the lift station to operate reliably and cost-effectively for the future.

Evaluation of Proposals

DPW solicited proposals from five engineering firms and received proposals from four. Technical proposals were rated on the following criteria: Project Experience, Project Team, Project Approach, and Schedule. The City review team consisted of Chris Shaw, Director of Utilities; Sue Olson, Staff Engineer; and Pete Neuberger, Staff Engineer.

Technical Proposals were initially ranked in order of their quality using the above criteria. After technical scoring was completed, the City reviewed cost proposals associated with each technical proposal to verify the top ranked technical proposal provided cost-effective services. Staff determined the Strand proposal provided the highest technical score and offered cost-effectiveness with the lowest price per point. Findings are summarized in the following table:

<u>Rank</u>	<u>Firm</u>	<u>Technical Score</u>	<u>Price</u>	<u>Price per Point</u>
1.	Strand Associates	238	\$8,900	\$37.30
2.	Applied Technologies	210	\$9,980	\$47.50
3.	Robert E. Lee	189	\$7,052	\$37.30
4.	R.A. Smith	187	\$7,450	\$39.80

By consensus, the firm Strand Associates excelled by effectively demonstrating a project approach that best met staff's expectations for a thorough, cost-effective process for the defined services using their experience, key project staff, and project approach.

Contract Scope

The following tasks are included in the Conditions Assessment and Alternatives Technical Memo.

- Inspect and evaluate existing lift station conditions, including but not limited to, capacity, structural, process-mechanical, piping, pumps, HVAC, electrical, and instrumentation and control (I&C), and site access
- Provide an evaluation of code compliance
- Provide an evaluation of overall system efficiency
- Provide photographs and descriptions of inspected areas to support observations and investigations
- Provide a prioritized list of improvements, including repairs, equipment replacement, and site access
- Provide a schedule of costs to complete equipment upgrades and repairs that address immediate and long term performance of the lift station.
- Provide Alternatives for the city to consider, including aesthetics and potential changes to wet well access.
- Estimated schedule to accomplish equipment upgrades and repairs.
- Provide Conclusions and recommendations, including discussion of upgrading to 480 Volt, 3 Phase power and adding telemetry.

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Since the design of lift station rehabilitation or reconstruction is dependent on the results of the Conditions Assessment and Alternatives Technical Memo, the design scope could not be accurately identified in this RFP process. Our Request for Proposals stated, “*The Department of Public Works anticipates negotiating a contract with the same consultant for the 2016 design and construction activities*”, therefore, we are also requesting approval to negotiate the contract for the design and development of construction bid documents with Strand Associates, provided their work on the Conditions Assessment and Alternatives Technical Memo is deemed satisfactory. This future design contract is subject to approval of the Utilities Committee and Common Council at the appropriate time.

Based on preliminary estimates, the 2016 DPW Stormwater Capital Budget includes items for Arbutus Park Lift Station Rehab Design (\$40,000) and Construction (\$140,000).

CONCLUSION

The Department of Public Works and Utilities Department request approval of the Arbutus Park Lift Station Conditions Assessment and Alternatives Technical Memo contract with Strand Associates in an amount not to exceed \$8,900, and approval to negotiate with Strand a future design contract for the lift station without an RFP process once design requirements have been identified.