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FROM: James D. Herberg, General Manager
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SUBJECT:

COLLECTION SYSTEM FLOW LEVEL MONITORING STUDY, PROJECT NO. PS20-02

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

A. Approve a Professional Services Agreement with Woodard and Curran, Inc. to provide engineering services for the Collection System Flow Level Monitoring Study, Project No. PS20-02, for an amount not to exceed $616,562; and

B. Approve a contingency of $61,656 (10%).

BACKGROUND

The Orange County Sanitation District's (OC San) sewer collection system hydraulic model was first developed in 2006 as part of the Strategic Plan Update. The goal was to identify potential capacity deficiencies within OC San's sewer collection system and establish future capital improvement projects to address these deficiencies. Subsequently, the Collections Capacity Evaluation Study was completed in 2019 to update the hydraulic model and identify new capital improvement projects.

RELEVANT STANDARDS

- Maintain and adhere to appropriate internal planning documents (Facilities Master Plan)
- Protect OC San assets

PROBLEM

The 2019 Collections Capacity Evaluation Study identified locations within OC San's sewer collection system that may have capacity deficiencies during a peak wet weather event. To address these deficiencies, the study identified the need for capital improvement projects in these areas to increase the capacity of OC San's sewer. Since the results are based on projections of flows generated by a hydraulic model, and the model relies on field data and engineering assumptions, the results could be overly conservative or not conservative enough based on the quality and quantity of field data.

PROPOSED SOLUTION

Install flow meters at strategic locations within OC San's sewer collection system to collect additional data during the entirety of a wet weather season (November to April). Data will be collected for up to three wet weather seasons, or until a significant rain event is observed, whichever comes first. This data will then be analyzed and used to confirm and revise the future wet weather event scenarios predicted by the current sewer collection system hydraulic model.

TIMING CONCERNS

A wet weather season is from November 1 to April 30. In order to start collecting data from the beginning of the wet weather season, the Consultant will need time to plan and install the flow monitors before November.

RAMIFICATIONS OF NOT TAKING ACTION

Additional data will not be collected and analyzed to help confirm the need for planned OC San capital improvement projects and capital funds may be spent in unnecessary areas where there will also be tremendous impacts to the public and street traffic.

ADDITIONAL INFORMATION

Consultant Selection:

OC San requested and advertised for proposals for Collection System Flow Level Monitoring Study, Project No. PS20-02, on April 8, 2021, and April 15, 2021. The following evaluation criterion were described in the Request for Proposals (RFP) and used to determine the most qualified Consultant.

CRITERION	WEIGHT
Project Understanding and Approach	25%
Related Project Experience	35%
Project Team and Staff Qualifications	40%

Three proposals were received on May 11, 2021 and evaluated in accordance with the evaluation process set forth in OC San's Purchasing Ordinance by a pre-selected Evaluation Team consisting of one Engineering Supervisor and one Maintenance Supervisor. The Evaluation Team also included one non-voting representative from the Contracts Administration Division.

The Evaluation Team scored the proposals on the established criterion as summarized in the table below:

	Firm	Approach (Max 25)	Related Experience (Max 35)	Team (Max 40)	Total Score (Max 100)
1	Infrastructure Engineering Corporation	13	19	26	58

2	Utility Systems Science and Software, Inc	6	18	22	46
3	Woodard and Curran, Inc.	23	30	34	87

Based on the evaluation results, there was a clear natural break in the scores between the highest-scoring proposer and the other proposers. Therefore, the Evaluation Team did not deem it necessary to conduct interviews. Based on the scoring shown above, Woodard and Curran, Inc. was selected as the most qualified Consultant.

Woodard and Curran, Inc. demonstrated understanding of the scope of work and provided a clear approach to deliver this Project. They demonstrated an understanding of how to use the InfoWorks hydraulic modeling software and offered several scope improvement ideas that can possibly benefit the Project. They offered a qualified team that had prior experience with flow monitoring and modeling and added a subconsultant with extensive experience.

Review of Fee Proposal and Negotiations:

Proposals were accompanied by sealed fee proposals. In accordance with the Purchasing Ordinance, the fee proposal of only the highest-ranked firm was opened after approval by the Director of Engineering of the Evaluation Committee's recommendation.

Staff conducted negotiations with Woodard and Curran, Inc. to clarify the requirements of the Scope of Work, the assumptions used for the estimated level of effort, and the proposed approach to meet the goals and objectives for the project.

	Original Fee Proposal	Negotiated Fee
Total Hours	1,376	1,314
Total Fee	$692,477	$616,562

The negotiated fee decreased the overall level of effort for the project primarily due to the following factors:

- The level of year-round flow-data-quality that was proposed by the Flow Monitoring Subconsultant was excessive and the level of effort was reduced. This reduction is not reflected in the labor hours, only in the costs. Flow monitoring costs are priced on a unit basis so labor hours are not applicable.
- Woodard & Curran, Inc. reduced staff hours due to overlap of effort between senior level and support Staff.
- Woodard & Curran, Inc. had included hours for further Capital Improvement Project development, which were not part of the Scope of Work. These hours were removed after clarification.

The Consultant's fringe and overhead costs, which factor into the billing rate, have been substantiated. The contract profit is 10%, which is based on an established formula based on OC San's standard professional services agreements.

Based on the above, staff has determined that the final negotiated fee is fair for the level of effort required for this project and recommends award of the Professional Services Agreement to Woodard and Curran, Inc.

CEQA

The project is exempt from CEQA under the statutory exemptions set forth in CEQA Guidelines Section 15262. A Notice of Exemption will be filed with the OC Clerk-Recorder after the OC San's Board of Directors approval of the Professional Services Agreement.

FINANCIAL CONSIDERATIONS

This request complies with the authority levels of OC San's Purchasing Ordinance. This item has been budgeted (Budget Update, Fiscal Year 2021-2022, Appendix A, Page 9, Planning Studies Program, M-Studies) and the budget is sufficient for the recommended action.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

- Professional Services Agreement

AN:sa:gc