



Agenda Report

File #: 2020-1189, Version: 1

FROM: James D. Herberg, General Manager
Originator: Rob Thompson, Assistant General Manager

SUBJECT:

MANHOLE CCTV INSPECTION SERVICES

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Award a Purchase Order Contract to Hoffman Southwest Corp., dba Professional Pipe Services (Pro-Pipe), for Manhole CCTV Inspection Services, Specification No. S-2020-1158BD, for a total amount not to exceed \$146,600 for the period beginning October 1, 2020 through September 31, 2021, with four optional one-year renewals; and
- B. Approve an annual contingency of \$14,660 (10%).

BACKGROUND

Manhole inspection and condition assessments are two of Orange County Sanitation District's (Sanitation District) major preventive maintenance tasks in the approved Sewer System Management Plan. The Sanitation District has committed to inspecting all manholes in the sewer system per National Association of Sewer Service Companies (NASSCO) standards every five years. This data is a critical tool for assessing the sewer system condition and preventing catastrophic manhole failures. The Sanitation District also uses the CCTV data to optimize the repair priority of the most degraded manhole structures, safeguarding public health.

RELEVANT STANDARDS

- Protect Orange County Sanitation District assets
- Commitment to safety & reducing risk in all operations
- Comply with environmental permit requirements

PROBLEM

The previous Manhole CCTV contract ended on April 30, 2020. Staff does not recommend exercising the option to renew the contract with the current vendor. Without a new contract in place, the Manhole CCTV assessments will not commence.

PROPOSED SOLUTION

Based on the results of the proposal evaluation, staff recommends awarding the Manhole CCTV Contract to Hoffman Southwest Corp.

TIMING CONCERNS

A new contract for a service provider is needed to ensure assets are assessed as required in the Sewer System Management Plan.

RAMIFICATIONS OF NOT TAKING ACTION

The Sanitation District will be out of compliance with the Sewer System Management Plan.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

On May 6, 2020, the Sanitation District issued a Request for Proposal (RFP) for Manhole CCTV Sewer Inspection Services. The following evaluation criteria were described in the RFP and used to determine the most qualified firm.

CRITERION	WEIGHT
Qualifications of the Firm	15%
Staffing & Project Organization	10%
Work Plan	10%
Quality of Sample CCTV Inspection	30%
Cost	35%

The RFP closed on June 19, 2020. The Sanitation District received responses from four companies. The RFP evaluation team of four Sanitation District staff included a Maintenance Manager, two Engineers, and an Associate Engineer. This RFP used the individual scoring method. The evaluation team reviewed and scored the proposals based upon the first four qualification-based criterion listed above. A natural break point between the top two and bottom two firms was noted.

VENDOR	QUALIFICATION S	STAFFING	WORK PLAN	SAMPLE QUALITY	SUBTOTAL SCORE
Hoffman Southwest Corp.	14	26	9	9	58%
Ayala Engineering	13	25	9	8	55%
Downstream Services, Inc.	9	23	6	5	43%

National Plant Services, Inc.	12	15	5	8	41%
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The cost proposals from only the two highest ranked firms were opened and negotiated. The costs were \$146,600 for Hoffman Southwest Corp., dba Professional Pipe Services (Pro-Pipe), and \$349,900 for Ayala Engineering. The cost criterion served to widen the scoring advantage for Hoffman Southwest Corp.

Below are the final rankings, including the cost component, for the two highest qualified vendors:

VENDOR	SUBTOTAL SCORE	COST	TOTAL SCORE
Hoffman Southwest Corp.	58	35	93%
Ayala Engineering	55	15	70%

Based on these results, staff recommends awarding the Purchase Order Contract to Hoffman Southwest Corp., dba Professional Pipe Services (Pro-Pipe).

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This item has been budgeted fiscal year 20-21. (Line item: 109, Section 6, Page 75). Project contingency funds will be used to CCTV more manholes.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
09/02/2020	\$146,600	\$14,660 (10%)

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

N/A