



MEMORANDUM

TO: CITY COUNCIL

FROM: BILL ROBESON, PUBLIC WORKS DIRECTOR

BY: JILL MCPEEK, CAPITAL IMPROVEMENT PROJECT MANAGER
SHANE TAYLOR, UTILITIES MANAGER

SUBJECT: CONSIDERATION TO APPROVE A PURCHASE ORDER WITH MKN & ASSOCIATES, INC. FOR THE LIFT STATION NO. 1 FORCE MAIN PROJECT

DATE: APRIL 24, 2018

SUMMARY OF ACTION:

Approving a Purchase Order with MKN & Associates, Inc. will allow the City to complete design for the replacement of the Lift Station No. 1 force main, which is a major component of the City's sewer system.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The FY 2017/18 Capital Improvement Program Budget includes \$122,280 for the design of the Lift Station No. 1 Force Main project. No additional appropriations are needed at this time. Staff time will be necessary to coordinate the design plans with the consultant.

RECOMMENDATION:

It is recommended the City Council approve a Purchase Order with MKN & Associates, Inc. in the amount of \$87,183 for design services for the Lift Station No. 1 Force Main project.

BACKGROUND:

Lift Station No. 1 is the largest of the City's five sewer lift stations and conveys approximately 17% of the City's total wastewater flow. The lift station was constructed in 1973 and includes over 3,000 feet of 8-inch cast iron force main that travels within West Branch Street, crosses under Highway 101 and discharges to a manhole located on El Camino Real. The pipe has experienced four breaks since 1987 indicating it has reached the end of its useful life and is in need of replacement. Because of this series of breaks, the replacement of the force main is identified as a necessary project in the City's adopted Wastewater System Master Plan, December 2012. The most recent break was in December 2015.

**CITY COUNCIL
 CONSIDERATION TO APPROVE A PURCHASE ORDER WITH MKN &
 ASSOCIATES, INC. FOR THE LIFT STATION NO. 1 FORCE MAIN PROJECT
 APRIL 24, 2018
 PAGE 2**

On August 4, 2017, requests for proposals (RFPs) for design services were distributed to five of the City’s on-call civil engineering firms who specialize in pipeline design and construction. Four firms submitted a proposal.

A review committee consisting of three City staff members evaluated and rated the proposals based on the following criteria:

Criteria	Possible Points
Understanding of the work/proposed scope of work	35
Expertise of team members to be assigned to the project	35
Related experience of firm	30

The review committee rated the firms as follows:

Firm	Rating
Wallace Group	91.0
MKN & Associates, Inc	89.7
Water Systems Consulting, Inc	86.3
North Coast Engineering, Inc	79.0

Due to the size of the project and its critical nature, staff conducted interviews on December 19, 2017, with the two top rated firms. After discussions, staff decided to move forward with negotiating a contract with MKN & Associates, Inc. due to their presentation of four possible alternatives for the force main replacement, including one that could potentially eliminate the Highway 101 undercrossing.

ANALYSIS OF ISSUES:

In order to verify the feasibility of the proposed alternative that eliminates the Highway 101 undercrossing, staff employed MKN & Associates, Inc. (MKN) to prepare a preliminary engineering technical memorandum (Phase 1) to investigate the new force main discharge location, the capacity and operation of existing pumps, identify potential impacts to the downstream gravity sewer system, and provide a preliminary estimate of construction cost. Based on MKN’s review, the proposed force main alignment alternative was found to be a viable option at a planning level construction cost estimate of \$862,000.

To initiate design, staff requested MKN prepare a proposal for the preparation of construction plans and specifications and construction phase services (Phase 2) for the proposed alignment. Following its submittal, staff met with MKN to discuss the proposal

**CITY COUNCIL
 CONSIDERATION TO APPROVE A PURCHASE ORDER WITH MKN &
 ASSOCIATES, INC. FOR THE LIFT STATION NO. 1 FORCE MAIN PROJECT
 APRIL 24, 2018
 PAGE 3**

and to refine some of the tasks. A revised proposal was submitted and staff is recommending the Council approve a Purchase Order with MKN & Associates, Inc. for the following tasks at this time:

Project Task Budget	Award Now
Task Group 300 - Project Meetings	\$2,560
Task Group 400 - Preliminary Engineering	\$34,157
Task Group 500 - Plans, Specifications, and Estimates	\$45,138
Task Group 700 - Public Outreach Assistance	\$5,328
Total	\$87,183

It is estimated that design of the project will take approximately six months to complete, and construction will be completed over the course of two fiscal years due to the estimated construction cost estimate of \$862,000 for the project.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendations;
2. Do not approve staff's recommendations;
3. Provide direction to staff.

ADVANTAGES:

Approval of a Purchase Order will allow for the design for the replacement of the sewer lift station no. 1 force main that will help eliminate the probability of more frequent breaks into the future.

DISADVANTAGES:

At this stage of the proposed project, there are no disadvantages; however; there will be traffic inconveniences to the traveling public during construction. Staff and the design consultant will notify and coordinate with adjacent businesses and residents along the proposed force main route during the course of project design and construction.

ENVIRONMENTAL REVIEW:

No environmental review is required for the issuance of a purchase order to design the project.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

THIS PAGE INTENTIONALLY LEFT BLANK