TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS

DATE: FEBRUARY 19, 2002 CMR:144:02

SUBJECT: APPROVAL OF CONTRACT WITH LARRY WALKER ASSOCIATES FOR CONSULTANT SERVICES TO ASSIST THE REGIONAL WATER QUALITY CONTROL PLANT IN FULFILLING THE REQUIREMENTS OF THE WASTEWATER DISCHARGE PERMIT

RECOMMENDATIONS

Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with Larry Walker Associates in the amount of $119,915 for the first contract year for the consultant team of Larry Walker Associates and Montgomery Watson to assist the Regional Water Quality Control Plant (RWQCP) with the tasks related to fulfilling the requirements of the wastewater discharge permit.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Larry Walker Associates for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $15,000 for the first contract year.

3. Authorize the City Manager or his designee to exercise the option to renew the contract for the second and third year in the amount of $119,915 each year provided the proposed cost of the renewal contract does not exceed the Consumer Price Index for all urban consumers (San Francisco - Oakland - San Jose, CA), the consultant is responsive to the City's needs, and the quality of the consultant's work is acceptable during the first year of the contract (and/or other conditions which will determine the City's willingness to renew the contract). Funding for years two and three is contingent upon Council approval of the budget for each subsequent year.

4. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the second and third years of the contract for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $15,000 in each year, provided the contract is renewed for those years.
**DISCUSSION**

**Consultant Services Description**

The work to be performed under the contract is assisting the City in fulfilling the requirements of its permit to discharge to treated wastewater to San Francisco Bay.

Components of the work include:
- Conducting Chronic Toxicity and Other Testing.
- Report Writing to support modifications to disinfection criteria.
- Tasks to support the planning of the Watershed Management Initiative for the Santa Clara Basin.
- Assistance in preparing a new discharge permit application and permit.
- Conducting aerial photograph and supporting studies to determine changes occurring in the Palo Alto Baylands.
- Assistance in responding to new regulatory requirements.

**Selection Process**

Staff sent a request for proposal (RFP) to 10 consulting firms on August 30, 2001. Firms were given 26 days to respond to the request. Two firms submitted proposals; costs ranged from $127,070 to $295,972. The most common reason for not submitting a proposal was that the firm was too busy.

Public Works staff reviewed the proposals, and both firms were invited to be interviewed on October 9 and 16. Staff carefully reviewed each firm’s qualifications and submittal in response the RFP relative to the following criteria: past performance on similar projects, familiarity with the City’s data management software, experience in watershed planning, project manager qualifications and the proposed fee. Larry Walker Associates was selected because it was substantially more experienced in the regulatory aspects of discharge permits and because the proposed fee was substantially less. Detailed discussions with Larry Walker Associates on the workplan resulted in reducing the contract amount from $127,070 to $119,915.

**RESOURCE IMPACT**

Funds are available in the operating budget of the Regional Water Quality Control Plant to cover the current year contract and contingency amounts.

**ENVIRONMENTAL ASSESSMENT**

This contract approval does not constitute a project under CEQA and no environmental review was required.

**ATTACHMENTS**

Attachment A: Contract