TO:       HONORABLE CITY COUNCIL

FROM:    CITY MANAGER               DEPARTMENT: PUBLIC WORKS

DATE:     JUNE 3, 2002   CMR:263:02

SUBJECT:  APPROVAL OF CONTRACT WITH MDA ENGINEERING INC. IN THE AMOUNT OF $77,500 FOR THE DESIGN AND CONSTRUCTION MANAGEMENT OF THE REGIONAL WATER QUALITY CONTROL PLANT OPERATIONS BUILDING HEATING, VENTILATION AND AIR CONDITIONING UPGRADE PROJECT

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with MDA Engineering Inc. in the amount of $77,500 for the design and construction management of the Regional Water Quality Control Plant (RWQCP) Operations Building Heating, Ventilation and Air Conditioning Upgrade Project (HVAC) Upgrade Project.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with MDA Engineering Inc. for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $7,500.

DISCUSSION
Project Description
This project will provide for the design and construction management to replace the HVAC system in the Operations Building at RWQCP. The existing system, installed in 1971, is maintenance-intensive, inefficient, and inadequate. A planning study completed in December 2001 attributed the problems to the age of the system and the changes in the uses of the building. Once primarily used for the operations function, the building now houses both an active laboratory and an upgraded operations center. The high level of laboratory exhaust and computer heat has overburdened the original building design. A new design is needed to address the efficiency and capacity problems for a healthy environment, in addition to replacing the equipment. MDA Engineering performed the planning study that provided a clear design scope. During planning, complexities of equipment siting and design were discovered that substantiated the need for additional
consultant services during the design phase. Final design and construction services will be completed under this project.

Selection Process
Staff sent a request for proposals to four consulting firms on February 12, 2001. Firms were given 22 days to respond to the request. A total of two firms submitted proposals. Proposal fees for the planning, design, and construction services ranged from $73,750 to $92,000. The fees for planning-only services ranged from $9,775 to $18,750. All proposals stated that the fees for the final design and construction services would need to be refined upon the completion of the planning phase. Those firms not responding indicated that they did not submit a proposal because of other project commitments.

A selection advisory committee consisting of four plant staff members reviewed the proposals, and two firms were invited to participate in oral interviews on April 4, 2001. The committee carefully reviewed each firm's qualifications and submittal in response to the RFP relative to the following criteria: approach and methodology, proposal quality, scope of services, relevant experience, personnel qualifications, and track record.

MDA Engineering was selected to complete the planning phase. MDA Engineering knows the project requirements and project site. Its work products in the planning phase have been positive. MDA Engineering’s cost for final design and construction management is $77,500. Staff recommends that the contract for the final design and construction assistance be awarded to MDA Engineering.

This project was not selected for review by the Policy and Services Committee.

RESOURCE IMPACT
Funds for the Operations Building HVAC Upgrade project have been appropriated under the FY 2001-2002 Wastewater Treatment Capital Improvement Program (CIP) project #8021. This design project will lead to a future construction project. It is anticipated that the construction will cost approximately $526,000. Funding for the construction is included in FY 2002-2003 CIP project #8021.

POLICY IMPLICATIONS
Recommendations of this staff report are consistent with City policies.

ENVIRONMENTAL REVIEW
This project does not constitute a project under the California Environmental Quality Act.

ATTACHMENTS
Attachment A: Contract

PREPARED BY: James Allen, Project Engineer RWQCP
Daisy Stark, Senior Engineer RWQCP
Bill Miks, Manager RWQCP

DEPARTMENT HEAD: ________________________________
GLENN S. ROBERTS
Director of Public Works

CITY MANAGER APPROVAL: ________________________________
EMILY HARRISON
Assistant City Manager