



City of Palo Alto

City Council Staff Report

(ID # 11555)

Report Type: Consent Calendar

Meeting Date: 10/19/2020

Summary Title: Approval of Land Surveying Services Contract For FY2021 with BKF Engineers

Title: Approval of Professional Services Contract Number C21179272 With BKF Engineers in the Amount of \$289,786 for Land Surveying Services, Including \$14,750 for Additional Services, for a Total Not-to-Exceed Amount of \$304,536

From: City Manager

Lead Department: Utilities

Recommendation

Staff recommends that the City Council approve and authorize the City Manager, or his designee, to execute Contract No. [C21179272](#) with BKF Engineers in a total not-to-exceed amount of \$304,535.60 to provide land surveying services; including \$289,785.60 for Basic Services and up to \$14,750 for Additional Services.

Background

The Utilities Engineering Division Water, Gas, and Wastewater (WGW) performs in-house design for all pipe main replacement projects under the Capital Improvement Program (CIP). Since 2010, WGW Engineering has contracted with several land surveying companies to collect GPS survey points of existing above-ground features within the project areas for WGW pipe main replacement projects. This information is used to verify and correct the existing Utility GIS base map and obtain the elevations of existing underground utilities. An updated base map increases the accuracy of utility design drawings and minimizes utility conflicts when installing new utilities.

Discussion

This surveying services contract will cover approximately 55,800 linear feet of various streets throughout the City over a period of 40 weeks. Topographic survey data will be collected within the entire width of the public right-of-way and on a portion of private properties. The survey data collected will help advance Water, Gas, and Sewer projects including Water Main Replacement Project 29; Gas Main Replacement Projects 24 and 25; and Sanitary Sewer Rehabilitation Project 31.

On July 10, 2020, a request for proposals (RFP) for the Surveying Services FY21 was posted on PlanetBids through the City's web portal and sent to 544 vendors. In addition, 15 local surveying companies not registered in PlanetBids were contacted and provided with the project bid information. Utilities Department received responses from five consulting firms.

Utilities Engineering staff reviewed the proposals for accuracy and completeness and rated the consultants based on the factors defined in Palo Alto Municipal Code Section [2.30.410](#). The proposal review process was conducted in three steps. In the first step the department reviewed the proposal quality, consultant's qualifications, performance of similar work, ability to provide services, work performed for the City, etc. Each proposal was evaluated and scored in these categories. In the second step, Purchasing reviewed the costs and entered the pricing scores accordingly. In the third step, the scoring is weighted based on the weighting provided in the RFP and the consultants were ranked. BKF Engineers was the highest ranked proposer. After BKF was selected as the top-ranked proposer, staff negotiated the final price and scope of the work. Based on our previous experience with BKF in a surveying contract, the price they included in the proposal was determined to be a fair price for the work being performed. BKF is one of the larger engineering and surveying companies with adequate resources to allocate staff to perform the work under this contract. In addition, BKF was awarded a contract in June 2019 for the Surveying Services FY20 project ([Staff Report #10245](#)). They performed satisfactory work and completed the project on schedule. The lowest cost proposal was not ranked in the top two overall ranking because they did not demonstrate qualification and work experience for all three utilities (water, gas and wastewater).

The proposed cost of \$289,786 for this current contract is 2.8 percent below Engineering Division's estimate of \$298,145. The submitted quote is reasonable for the scope of this project and market conditions. In addition, the proposed linear foot pricing of \$5.19 is the same rate as the 2019 BFK contract. Due to the nature of the work, prevailing wages apply to this contract.

Summary of Solicitation Process:

Proposal Description/Number	RFP #179272
Proposed Length of Project	40 weeks
Number of Notices sent to Vendors via City's eProcurement System (PlanetBids)	544
Number of RFP Packages Downloaded by Consultants	24
Total Days to Respond to Proposal	30
Number of Proposals Received	5
Cost Range	\$232,600 to \$331,850*
Company Name	Address
Bid 1: BKF Engineers	1730 N. First Street, Suite 600 San Jose, CA 95112
Bid 2: R.E.Y.	707 North Shoreline Blvd. Mountain View, CA 94043
Bid 3: RJA	8055 Camino Arroyo Gilroy, CA 95020
Bid 4: Sandis Civil	1700 S Winchester Blvd. #200 Campbell, CA 95008
Bid 5: Triad/Holmes	777 Woodside Road #2A Redwood City, CA 94061

*Proposal summary found here: <http://cityofpaloalto.org/civicax/filebank/documents/78595>

Resource Impact

Funding for the contract is available in the FY 2021 Utility GIS Data project (WS-02014). Water, Gas, Wastewater will each be responsible for one-third of the cost.

Policy Implications

The approval of this contract is consistent with existing City policies including the Council approved 2018 Utilities Strategic Plan Strategic Objectives: Priority 3 Strategy 4 - "Implement technologies to improve response time, security and operational efficiency."

Stakeholder Engagement

Stakeholder engagement for this project consisted of the request for proposal and bidding process described above. No public engagement was deemed necessary.

Environmental Review

Council's approval of this term agreement for surveying services is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines 15301(b) (operation, repair, maintenance of existing utility facilities), thus no environmental review is required.