



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of October 16, 2018  
Action Item for the City Council Meeting of October 23, 2018

**DATE:** September 14, 2018

**TO:** Keith Selman, Interim City Manager

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**Master Services Agreement**  
**O. N. Stevens Water Treatment Plant (ONSWTP)**  
**Electrical Distribution Improvements**  
**(Capital Improvement Program)**

### **CAPTION:**

Motion to authorize execution of a Master Services Agreement (MSA) with Bath Engineering of Corpus Christi, Texas for a period of one (1) year in the amount of \$300,000 with two (2) optional 1-year renewals in the amount of \$250,000 each for a total contract value not to exceed \$800,000 for ONSWTP Electrical Distribution Improvements.

### **PURPOSE:**

This Master Services Agreement provides electrical engineering and technical support to electrical infrastructure improvements in the water treatment and distribution system.

### **BACKGROUND AND FINDINGS:**

The electrical infrastructure for the water treatment and distribution system is a complex array of electrical substations, switchgear, instrumentation, communication and mechanical components. There is a frequent need for small electrical and control related projects to keep these systems operational.

This contract will provide required electrical engineering, instrumentation and programming support services for the City's Water Department on a task order basis. The following are examples of the potential tasking contemplated under this contract:

- Perform field condition assessments of existing electrical, electronic, and instrumentation systems and report findings in Preliminary Engineering Reports
- Perform engineering analyses and recommendations for power supply redundancy
- Develop a system-wide Electrical Power System Coordination model
- Perform engineering analysis and recommendations for the design, equipment specifications, and configuration settings to integrate the electrical protection relays with the monitoring network, diagnostics and remote management capability
- Participate in planning and coordination workshops with City staff, other engineering firms, utility providers, and key agencies
- Prepare detailed cost estimates and documentation for required improvements
- Participate in pre-bid meetings, bid evaluations, and assist with vendor and equipment qualifications, evaluations, and selections
- Provide project management, construction administration, construction observation and quality assurance support to ONSWTP staff as needed
- Prepare as-built documentation to City standards, perform warranty inspections, and oversee warranty repairs as needed
- Manage and update electrical and instrumentation engineering documentation and provide AutoCAD drafting services as needed
- Assist ONSWTP staff with troubleshooting electrical and instrumentation system issues

Bath Engineering was selected for this project under the RFQ 2018-01.

**ALTERNATIVES:**

1. Authorize execution of the Master Services Agreement. (Recommended)
2. Do not authorize execution of the Master Services Agreement. (Not Recommended)

**OTHER CONSIDERATIONS:**

N/A

**CONFORMITY TO CITY POLICY:**

Complies with statutory requirements for professional services contracts. Conforms to FY 2019 Capital Improvement Planning (CIP) Budget.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Water Utilities

**FINANCIAL IMPACT:**

☐ Operating
 ☐ Revenue
 ☒ **Capital**
☐ Not applicable

<b>Fiscal Year 2018-2019</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		500,000	4,000,000	4,500,000
Encumbered Expended Amount				
<b>This item</b>		<b>300,000</b>	<b>500,000</b>	<b>800,000</b>
Future Anticipated Expenditures This Project		76,000	152,000	228,000
*BALANCE		124,000	3,348,000	3,472,000

Fund(s): Water CIP

\*Balance will be used for repairs to system.

**RECOMMENDATION:**

City Staff recommends approval of an MSA with Bath Engineering for a 1-year base contract with two (2) optional 1-year extensions that will be administratively authorized, subject to the availability of funds and satisfactory consultant performance.

**LIST OF SUPPORTING DOCUMENTS:**

Project Budget  
 Location Map  
 Presentation  
 Agreement