



AGENDA MEMORANDUM

Action Item for the City Council Meeting of January 14, 2020

DATE: December 8, 2019

TO: Peter Zanoni, City Manager

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<p style="text-align: center;"><u>Master Services Agreements</u> Subsurface Utility Engineering (SUE) Services</p>

CAPTION:

Motion awarding a Master Service Agreement (MSA) for Subsurface Utility Engineering (SUE) Services for locating underground lines associated with Bond Street projects to Cobb, Fendley & Associates, Inc. for an initial amount up to \$350,000 and one renewal option to be administratively authorized for a total not to exceed \$700,000, with projects located citywide, effective upon notice to proceed, and funding available through the FY 2020 Utility Capital Program.

SUMMARY:

This contract provides for the professional engineering services under an MSA to perform SUE investigations and analysis for various City Bond 2018 Street improvement projects. These services are critical to minimize potential underground utility conflicts during construction that result in delays and change orders.

BACKGROUND AND FINDINGS:

SUE services involve locating and identifying existing underground utilities and potential conflicts with new utilities by investigating and determining detailed underground utility survey information including exact locations, depths, size and material types. This information allows the design engineer to properly place new utility lines, upgrades and other improvements in the most cost-effective locations.

The scope includes data collection (as-builts and record drawings), site investigations, hydro-excavation of existing underground utilities to determine appropriate information for each quality level with submission of a final report for the design engineer. The survey information is collected according to required "quality levels". The American Society of Civil Engineers (ASCE) published Standard

Guidelines for the Collection and Depiction of Existing Subsurface Utility Data with four quality levels (A thru D):

- Quality Level D is the most basic level of information for utility locations. It comes solely from existing utility records or verbal recollections. QL-D is useful primarily for project planning and route selection activities.
- Quality Level C involves surveying visible above ground utility facilities (e.g., manholes, valve boxes, etc.) and correlating this information with existing utility records (QL-D information).
- Quality Level B involves the application of appropriate surface geophysical methods to determine the existence and horizontal position of virtually all subsurface utilities within a project's limits.
- Quality Level A is the highest level of accuracy presently available providing precise plan and profile mapping of underground utilities through the actual exposure of underground utilities (usually at a specific point). This level also provides the type, size, condition, material and other characteristics of underground features. Exposure is typically achieved through hand digging or Hydro-Vacuuming.

This MSA contract was developed to perform SUE services for various projects. SUE provides detailed underground utility survey information according to required quality levels. Multiple task orders will be issued for project specific SUE services within a not to exceed amount of \$350,000. Task orders will be administratively approved.

PROJECT TIMELINE:

'19		2020										
DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Services												

The SUE investigations will start in December 2019 with completion planned in December 2020 for the initial contract amount with one optional extension.

COMPETITIVE SOLICITATION PROCESS:

Cobb Fendley & Associates, Inc., was selected for this service in July 2019 under RFQ 2019-01. The selection committee with representatives from Street Department, Utility Department and the Engineering Services evaluated five factors: 1) experience of the firm, 2) experience of the key personnel with specific experience with street and local utility Improvement projects, 3) project approach and management plan, 4) capacity to meet the project requirements and timelines, and 5) past performance. Cobb Fendley & Associates, Inc., was the highest ranking firm and is being recommended for award.

ALTERNATIVES:

Not awarding this MSA will result in delays and increased cost for both design and construction. An

alternative to awarding the contract is to amend each project contract requiring SUE services, delaying the reconstruction of that project and impeding Council goals of completing Bond 2018 street projects in a timely manner and within budget.

FISCAL IMPACT:

This item proposes to award a Master Service Agreement (MSA) to Cobb, Fendley & Associates, Inc., for Subsurface Utility Engineering (SUE) Services for up to the amount of \$350,000 for the base contract amount with an administratively authorized renewal option for a contract total not to exceed \$700,000. Work will be performed on various projects citywide as necessary and is effective upon a notice to proceed. Funding is approved and available through the FY 2020 Utility Capital Program. Specific funding details will be determined at the Task Order level based on utility work requested.

Funding Detail:

Fund: To be determined based on utility work requested
Mission Elem: To be determined based on utility work requested
Project: SUE Services (19073A) / Project Specific Issued Task Orders
Account: Outside Consultants #550950
Activity: Project Specific

RECOMMENDATION:

Staff recommends award of this MSA with Cobb Fendley & Associates, Inc., in the amount of \$350,000 for the base contract amount and an additional renewal with a contract total not to exceed \$700,000.

LIST OF SUPPORTING DOCUMENTS:

Location & Vicinity Maps
Master Service Agreement