



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting of July 28, 2020

**DATE:** July 1, 2020

**TO:** Peter Zaroni, City Manager

**FROM:** Jeff H. Edmonds, P. E., Director of Engineering Services  
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<p style="text-align: center;"><b><u>Master Services Agreement</u></b> <b>Subsurface Utility Engineering Services</b></p>
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**CAPTION:**

Motion authorizing a Master Services Agreement for Subsurface Utility Engineering Services to Hydro Ex, LLC for an amount up to \$350,000 for a term of one-year with a one-year extension option to be renewed administratively for an amount not to exceed \$700,000, with projects located citywide, funding is available through the Bond Program and FY 2020 Capital Improvement Program .

**SUMMARY:**

This motion approves a Master Services Agreement (MSA) to Hydro Ex, LLC to perform Subsurface Utility Engineering (SUE).

**BACKGROUND AND FINDINGS:**

Currently, Engineering Services has an MSA with Cobb Fendley & Associates for SUE Services for the term of one-year for a not to exceed contract capacity of \$350,000. The contract is at 85% capacity. Contract capacity will be depleted before contract expiration in January 2021.

SUE services involve locating and identifying existing underground utilities and any potential conflicts when installing new utilities. The consultant investigates underground utility survey information including exact locations, depths, size, and material types. This information allows the design engineer to reduce the risk related to properly installing new utility lines, upgrades, and other improvements in the most cost-effective locations. Survey information is collected according to the American Society of Civil Engineers quality levels guidelines ranging from the lowest level of accuracy to the highest level of accuracy.

The MSA contract is for a one-year term with a one-year renewal option. Individual task orders

will be issued within a not to exceed amount of \$350,000 per year. Task orders will be administratively approved.

### **COMPETITIVE SOLICITATION PROCESS**

Hydro Ex was selected for this service in July 2019 under RFQ 2019-01. SUE Services was one of seven Professional Services projects announced under the RFQ. Four firms submitted for the SUE project. Hydro Ex was one of the highest ranked firm.

The selection committee consisted of representatives from Street Department, Utility Department, and Engineering Services. Firms were ranked based on 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.

### **ALTERNATIVES:**

Not awarding this MSA will result in delays of the project and increases project cost. An alternative to awarding the contract is to amend each project contract requiring SUE services, delaying the construction of the project and impeding Council goals of completing Bond 2020 street projects in a timely manner and within budget.

### **FISCAL IMPACT:**

The fiscal impact for FY 2020 is an amount of \$350,000 to be funded through the Bond Program FY 2020 Utility Capital Program. Specific funding details will be determined at the time a task order is issued.

### **FUNDING DETAIL:**

Not applicable. Funding will be available as projects are identified.

### **RECOMMENDATION:**

Staff recommends approval of this motion to award this MSA to Hydro Ex, LLC in the amount of \$350,000 for a one-year term with an option to renew the agreement for a one-year extension with a contract total not to exceed \$700,000. The services are planned to start in July 2020 with completion in July 2021.

### **LIST OF SUPPORTING DOCUMENTS:**

Location and Vicinity Map  
Contract