



**Board of Directors  
June 3, 2020**

**SUBJECT:**

Approve and Authorize the Award of Recycled Water Irrigation Plan Checking Agreements in the Full Term, Not-to-Exceed Total of \$1,300,000

**BACKGROUND:**

On March 26, 2020, the District received Statements of Qualification under Request for Qualifications (RFQ) No. 3271 for As-Needed Recycled Water System Plan Checking Services. A total of three firms responded to the solicitation, with each firm receiving a recommended award.

**Selection**

The District follows a systematic, qualifications based, selection process in establishing these agreements. The firms responding to RFQ No. 3271 were evaluated by a cross-functional team of District staff based on the following criteria:

1. Firm's Qualifications and Experience
2. Experience and Qualifications of Assigned Personnel
3. Knowledge of EMWD Recycled Water Standards and Guidelines
4. Knowledge of Operations and Maintenance and Environmental Compliance
5. Knowledge of EMWD On-Site Irrigation Plan Check Process
6. Availability
7. Quality of Proposal
8. Local Office
9. Exception Taken to RFQ
10. Price & Payment Terms

Awards for recycled water plan checking service agreements pursuant to RFQ No. 3271 are recommended for the following categories:

**Category One – On-Site Irrigation and Recycled Water Use Exhibit Review Services**

The services in this category include the review of pipeline requirements and limits in accordance with District guidelines and specifications, irrigation demands for availability and candidacy purposes, property ownership information, including public right-of-way, and of cross-sections detailing horizontal and vertical locations of a proposed pipeline alignment.

The firms recommended for award are David Neault Associates, Incorporated, of Temecula, California, Hannah & Naod Consulting Corporation of Murrieta, California, and Van Dyke Landscape Architects of San Diego, California.

Firm Name	Location	Score
David Neault Associates	Temecula, California	4.41
Hannah & Naod Consulting Corporation	Murrieta, California	4.95
Van Dyke Landscape Architects	San Diego, California	3.69

On May 2, 2018, the Board of Directors approved and authorized \$655,000 for plan checking services under the previous two-year term. This total was subsequently amended in accordance with District policy in the amount of \$65,500, or 10 percent, for a revised total of \$720,500. Additional assignments added to this category include plan checking services in connection with EMWD's Accelerated Recycled Water Retrofit Program (ARP). These project related expenditures were approved by the Board on September 20, 2017, and are anticipated to total \$180,000 through expiration of the existing contract term. Approved funds supporting services under Category One total \$900,500.

Contract term-to-date, the District has utilized approximately \$700,000 against the existing agreements through March of 2020. District staff forecast that the remaining four months of use will total \$192,000, bringing expected total billings to approximately \$892,000. The District's Development Services department anticipates similar expenditures, not-to-exceed \$900,000, over the next two-year term based on projected development and contract activity.

### **Category Two – Data Management and Acquisition**

Services in this category include Computer Aided Drafting, Geographical Information System (GIS) support, and Database Management services. This category also includes the coordination of electronic, as-constructed site documentation and GIS analytical support for the Maintenance and Operations, Engineering, New Business, Environmental and Regulatory Compliance, and Water Resources Departments.

The firms recommended for award are Hannah & Naod Consulting Corporation of Murrieta, California, and David Neault Associates, Incorporated, of Temecula, California.

Firm Name	Location	Score
Hannah & Naod Consulting Corporation	Murrieta, California	4.93
David Neault Associates	Temecula, California	4.21

On May 2, 2018, the Board approved and authorized \$385,000 for the category of Data Management and Acquisition. The District has utilized \$307,000 against the existing agreements through March of 2020. District staff forecast that the remaining four months of billings will equate to \$68,000, which is anticipated to result in total billings of approximately \$375,000. The District's Development Services department also anticipates similar expenditures in this category over the next two-year term, with increased efficiency gains in processing as-built drawings electronically. The recommended award for this category shall not exceed \$400,000 covering a two-year period.

### **Assembly Bill No. 5**

Assembly Bill No. 5 or California Labor Code Section 2750.3 was enacted into law on January 1, 2020 and seeks to clarify the employee/employer relationship within California. With limited impact to the majority of EMWD contracts, certain firms and categories of service must now provide evidence of Workers Compensation Insurance coverage where, in the past, these firms may have received an exemption from such coverage. Evidence of Workers Compensation insurance is required to be provided to contracting entities by July 1, 2020. The cost of providing this insurance, as well as likely administrative costs incurred by each firm for compliance, is passed to the District and reflected in the recommended contract totals described above.

The award of as-needed agreements for the recommended categories of service is contingent upon each firm providing satisfactory evidence of required insurance on or before the effective date of the recommended agreements. Two of the recommended firms have met this criteria, with the third proposing to do so on or before the July 1<sup>st</sup> deadline, in the event the required insurance is not made available by the aforementioned date staff will issue assignments only to those entities meeting the insurance criteria.

### **Contract Management**

Work performed shall be in accordance with each consultant's proposed schedule of fees submitted in response to RFQ No. 3271. Invoices will be reviewed for accuracy by both Development Services and Contracts staff to ensure compliance with contractual terms and conditions of the recommended agreements.

Based on recent trends and anticipated workload, it is recommended that the firms identified herein be awarded agreements as specified. Total expenditures under the full two-year term of all agreements identified above shall not exceed \$1,300,000.

**FINANCIAL IMPACT:**

These services will be paid by developers and through capital project budgets.

**STRATEGIC PLANNING GOAL/OBJECTIVE:**

**Financial Stability:** Enhance and maintain EMWD's strong financial position and credit quality by identifying and implementing specific opportunities to improve underlying financial metrics.

**ENVIRONMENTAL IMPACT:**

None

**RECOMMENDATION:**

Approve and authorize contracting with the firms identified herein to perform As-Needed Recycled Water System Plan Checking Services in accordance with each firm's expertise and schedule of fees in the full term not-to-exceed total of \$1,300,000.

**SUBMITTED BY:**



Paul D. Jones II, P.E., General Manager

5/21/2020

History:

05/28/20	Board Operations and Engineering Committee	RECOMMENDED FOR
		APPROVAL
06/03/20	Board Meeting	

Staff Contact: Dan Howell, Chris Teague