ORIGINATING SECTION:  Water Supply Engineering
CONTACT:  Steven Ellis/Rhett Alzona

AGENDA DATE:  March 18, 2020

SUBJECT:  Award of Contracts for As-Needed Professional Surveying Services

SUMMARY:
• In order to provide a reliable supply of high quality water and effective flood protection system, Zone 7 needs on-going surveying support services for CIP projects, maintenance projects and to prepare legal description and plots for right-of-way transactions. Zone 7 staff currently does not have the in-house technical expertise or manpower to provide these services.

• As work under this contract is done on an as needed basis, the total actual spending for the last three years (FY 2016/17 to FY 2018/19) was $301,400, with annual spending varying from $83,000 to $124,000.

• In January of 2020, proposals were requested to procure surveying services and six proposals were received. Kier & Wright Civil Engineers & Surveyors, Inc. and Towill, Inc. were both determined to be the most suitable firms to provide these services to Zone 7.

• Kier & Wright has provided surveying services support to Zone 7 for more than ten years and has provided excellent service. Having a second firm on contract allows for more efficient scheduling of potential work.

• The proposed contract will be a three-year contract with an option to extend for two additional one-year terms upon satisfactory performance.

• Staff recommends that the Board authorize the General Manager to negotiate, execute and amend as needed, a contract with two firms, Kier & Wright Civil Engineers & Surveyors, Inc. and Towill, Inc., for surveying services:
  o For a total not-to-exceed amount of $310,000 (approximately $155,000 with each firm), which includes 10% contingency, for the three-year period from FY 2020/21 through FY 2022/23; and
  o For a total not-to-exceed amount of $110,000 (approximately $55,000 with each firm), which includes 10% contingency, for FY 2023/2024; and
For a total not-to-exceed amount of $120,000 (approximately $60,000 with each firm), which includes 10% contingency, for FY 2024/2025.

**FUNDING:**

Funding for these two contracts is available from the following funds: Fund 100 – Water Enterprise; Fund 120 – Renewal & Replacement/System-Wide Improvements; Fund 130 – Expansion; Fund 200 – Flood Control/General Fund; and Fund 210 – Flood Control and Stormwater Drainage.

**RECOMMENDED ACTION:**

Adopt attached Resolution

**ATTACHMENT:**

Resolution
Award of Contracts for As-Needed Professional Surveying Services

WHEREAS, in order to provide reliable supply of high quality water and an effective flood protection system, Zone 7 needs to procure surveying support services for CIP projects, maintenance projects and to prepare legal description and plots for right-of-way transections; and

WHEREAS, in January of 2020, proposals were requested to procure surveying services and six proposals were received; and

WHEREAS, Kier & Wright Civil Engineers & Surveyors, Inc. and Towill, Inc. were both determined to be the most suitable firms to provide this service.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate, execute, and amend as needed contracts with two firms, Kier & Wright Civil Engineers & Surveyors, Inc. and Towill, Inc. for surveying services as follows:

1. For a total not-to-exceed amount of $310,000 (approximately $155,000 with each firm), which includes 10% contingency, for the three-year period from FY 2020/21 through FY 2022/23; and

2. For a total not-to exceed amount of $110,000 (approximately $55,000 with each firm), which includes 10% contingency, for FY 2023/2024; and

3. For a total not-to exceed amount of $120,000 (approximately $60,000 with each firm), which includes 10% contingency, for FY 2024/2025.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN: