

OTAY WATER DISTRICT
ENGINEERING, OPERATIONS & WATER RESOURCES COMMITTEE MEETING
and
SPECIAL MEETING OF THE BOARD OF DIRECTORS

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA
Board Room

WEDNESDAY
September 19, 2012
12:00 P.M.

This is a District Committee meeting. This meeting is being posted as a special meeting in order to comply with the Brown Act (Government Code Section §54954.2) in the event that a quorum of the Board is present. Items will be deliberated, however, no formal board actions will be taken at this meeting. The committee makes recommendations to the full board for its consideration and formal action.

AGENDA

1. ROLL CALL
2. PUBLIC PARTICIPATION – OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE BOARD ON ANY SUBJECT MATTER WITHIN THE BOARD'S JURISDICTION BUT NOT AN ITEM ON TODAY'S AGENDA

DISCUSSION ITEMS

3. APPROVE A PROFESSIONAL AS-NEEDED CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES CONTRACT TO ALYSON CONSULTING IN AN AMOUNT NOT-TO-EXCEED \$350,000 FOR A PERIOD OF THREE (3) FISCAL YEARS (FY 2013 TO FY 2015) (KAY) [5 minutes]
4. APPROVE A PROFESSIONAL AS-NEEDED ENGINEERING DESIGN SERVICES CONTRACT TO AEGIS ENGINEERING MANAGEMENT, INC. IN AN AMOUNT NOT-TO-EXCEED \$300,000 FOR A PERIOD OF TWO (2) FISCAL YEARS (FY 2013 TO FY 2014) (MARCHIORO) [5 minutes]
5. APPROVE A CONSTRUCTION CONTRACT TO LAYFIELD ENVIRONMENTAL SYSTEMS CORPORATION FOR THE FLOATING COVER REPLACEMENT AT THE 624-1 RESERVOIR IN AN AMOUNT NOT-TO-EXCEED \$497,050 (MARCHIORO) [5 minutes]
6. ENGINEERING, OPERATIONS AND WATER RESOURCES DIVISIONS' STRATEGIC PLAN FISCAL YEAR-END 2012 UPDATE REPORT (STEVENS) [10 minutes]
7. SAN DIEGO COUNTY WATER AUTHORITY UPDATE (WATTON) [10 minutes]

8. ADJOURNMENT

BOARD MEMBERS ATTENDING:

Gary Croucher, Chair
David Gonzalez

All items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

The Agenda, and any attachments containing written information, are available at the District's website at www.otaywater.gov. Written changes to any items to be considered at the open meeting, or to any attachments, will be posted on the District's website. Copies of the Agenda and all attachments are also available through the District Secretary by contacting her at (619) 670-2280.

If you have any disability that would require accommodation in order to enable you to participate in this meeting, please call the District Secretary at 670-2280 at least 24 hours prior to the meeting.

Certification of Posting

I certify that on September 14, 2012 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Otay Water District, said time being at least 24 hours in advance of the meeting of the Board of Directors (Government Code Section §54954.2).

Executed at Spring Valley, California on September 14, 2012.

_____/s/ Susan Cruz, District Secretary_____

AGENDA ITEM 3



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 9, 2012
SUBMITTED BY:	Daniel Kay Associate Civil Engineer Dan Martin Engineering Manager	PROJECT:	VARIOUS DIV. NO. ALL
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Asst. General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Award of As-Needed Construction Management and Inspection Services Contract for Fiscal Year 2013 through Fiscal Year 2015		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) award a professional As-Needed Construction Management and Inspection Services (CMIS) contract to Alyson Consulting (Alyson) and to authorize the General Manager to execute an agreement with Alyson in an amount not-to-exceed \$350,000 for a period of three (3) fiscal years (FY 2013 - FY 2015).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a professional As-Needed CMIS agreement with Alyson in an amount not-to-exceed \$350,000 for three (3) fiscal years (FY 2013 - FY 2015).

ANALYSIS:

The District will require the services of a professional CMIS consultant in support of the District's Capital Improvement Program (CIP) projects for three (3) fiscal years (FY 2013 - FY 2015). It is more efficient and cost effective to issue an as-needed contract for construction management and inspection which will provide the District with the ability to obtain consulting services in a timely and efficient manner. This concept has also been used in the past for other disciplines such as engineering design, geotechnical, electrical, and environmental services.

The District will issue task orders to the consultant for specific projects during the contract period. The consultant will then prepare a detailed scope of work, schedule, and fee estimate for each task order assigned under the contract. Upon written task order authorization from the District, the consultant shall then proceed with the project as described in the scope of work.

The anticipated CIP projects that are estimated to require CMIS for the duration of this contract are listed below:

CIP	Capital Facilities Project	ESTIMATED COST
P2453	SR-11 Utility Relocations	\$50,000
P2477	624-1 Reservoir Cover Replacement	\$25,000
P2493	624-2 Reservoir Interior/Exterior Coating	\$30,000
P2507	East Palomar Street Utility Relocation	\$20,000
P2518	803-3 Reservoir Interior/Exterior Coating	\$15,000
P2519	832-2 Reservoir Interior/Exterior Coating	\$15,000
S2033	Sewer System Various Locations Rehabilitation	\$75,000
S2040	Calavo Sewer Basin Improvements	\$60,000
S2041	Rancho San Diego Sewer Basin Improvements	\$40,000
	TOTAL:	\$330,000

The CMIS scopes of work for the above projects are estimated from preliminary information and past projects. Therefore, staff believes that a \$350,000 cap on the As-Needed CMIS contract is adequate, while still providing additional capacity for unforeseen support needs by the District.

This As-Needed CMIS contract does not commit the District to any expenditure until a task order is approved to perform work on a CIP project. The District does not guarantee work to the consultant, nor does the District guarantee that it will expend all of the funds authorized by the contract on professional services.

The District solicited CMIS by placing an advertisement on the Otay Water District's website on July 5, 2012 with various other publications including the San Diego Daily Transcript. Twenty-two (22) firms submitted a letter of interest and a statement of qualifications. The Request for Proposal (RFP) for As-Needed CMIS was sent to the twenty two (22) firms resulting in eight (8) proposals received by August 14, 2012.

- Alyson Consulting
- Dudek & Associates, Inc.
- G&A, Inc.
- Harris & Associates
- KCM Group
- Nolte Vertical Five
- Psomas
- Valley Construction Management

The thirteen (13) firms that chose not to propose are Arcadis-US, Inc., CPM Partners, Inc., EPC Consultants, Jacobs Engineering Group, Inc., Lee & Ro, Inc., Marrs Services, Inc., Nuera Contracting & Consulting, RBF Consulting, SA Associates, Vali Cooper & Associates, Vanir Construction Management, Inc., Willdan Engineering, and Zero Energy Institute LLC.

In accordance with the District's Policy 21, staff evaluated and scored all written proposals and interviewed the top three (3) firms on August 29, 2012. Alyson received the highest score for their services based on their experience, understanding of the scope of work, proposed method to accomplish the work, and their composite hourly rate. Alyson was the most qualified consultant with the best overall rating or ranking score. A summary of the complete evaluation is shown in Attachment B.

Based upon the review of all the hourly composite rates, staff did not negotiate with Alyson to lower their proposed rates because their rate was below the average submitted by all nine (9) consultants.

Alyson submitted the Company Background Questionnaire as required by the RFP and staff did not find any outstanding issues. In addition, staff checked their references and performed an internet search on the company. Staff found the references to be excellent and did not find any outstanding issues with the internet search. Staff found that Alyson is a relatively new company, however, the individuals proposed on this project have worked with the District in the past with previous firms and they performed at a high level.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

The funds for this contract will be expended for a variety of projects, as previously noted above. This contract is for as-needed professional services based on the District's need and schedule, and expenditures will not be made until a task order is approved by the District for the consultant's services on a specific CIP project.

Based on a review of the financial budgets, the Project Manager anticipates that the budgets will be sufficient to support the professional as-needed consulting services required for the CIP projects noted above.

The Finance Department has determined that the funds to cover this contract are available as budgeted for these projects.

STRATEGIC GOAL:

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the District's Vision, "A District that is innovative in providing water services at affordable rates, with a reputation for outstanding customer service."

LEGAL IMPACT:

None.

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DK/DM:jf

Attachments: Attachment A - Committee Action
Attachment B - Summary of Proposal Rankings



ATTACHMENT A

SUBJECT/PROJECT: VARIOUS	Award of As-Needed Construction Management and Inspection Services Contract for Fiscal Year 2013 through Fiscal Year 2015
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on September 19, 2012. The Committee supported Staff's recommendation.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a Committee approved item, or modified to reflect any discussion or changes as directed from the Committee prior to presentation to the full Board.

**ATTACHMENT B
SUMMARY OF PROPOSAL RANKINGS
As-Needed Construction Management and Inspection Services**

	WRITTEN								ORAL					TOTAL SCORE	REFERENCES	
	Qualifications of Staff	Understanding of Scope, Schedule and Resources	Soundness and Viability of Proposed Project Plan	INDIVIDUAL SUBTOTAL - WRITTEN	AVERAGE SUBTOTAL - WRITTEN	Proposed Rates*	Consultant's Commitment to DBE	AVERAGE TOTAL WRITTEN	Additional Creativity and Insight	Strength of Project Manager	Presentation, Communication Skills	Quality of Response to Questions	INDIVIDUAL TOTAL - ORAL			AVERAGE TOTAL ORAL
MAXIMUM POINTS	30	25	30	85	85	15	Y/N	100	15	15	10	10	50	50	#REF!	Poor/Good/Excellent
Atkins	Dan Martin	26	23	26	75	10	Y	84	13	13	8	8	42	41	125	
	Brandon DiPietro	26	22	24	72				13	12	8	9	42			
	Ron Ripperger	25	23	25	73				13	13	7	7	40			
	Bob Kennedy	27	23	27	77				12	13	9	8	42			
	Jake Vaclavek	26	21	25	72				11	13	8	7	39			
Noite Vertical Five	Dan Martin	22	20	23	65	9	Y	79	NOT INTERVIEWED					79		
	Brandon DiPietro	25	21	23	69											
	Ron Ripperger	24	23	25	72											
	Bob Kennedy	24	20	24	68											
	Jake Vaclavek	27	21	26	74											
Alyson Consulting	Dan Martin	28	24	29	81	9	Y	87	14	14	9	9	46	45	132	Excellent
	Brandon DiPietro	29	23	28	80				14	14	8	9	45			
	Ron Ripperger	26	24	27	77				14	14	9	9	46			
	Bob Kennedy	27	23	27	77				14	14	9	9	46			
	Jake Vaclavek	29	21	26	76				13	14	7	9	43			
Valley CM	Dan Martin	25	22	24	71	15	Y	85	13	14	9	8	44	42	127	
	Brandon DiPietro	26	23	26	75				14	12	8	8	42			
	Ron Ripperger	25	23	24	72				14	13	8	8	43			
	Bob Kennedy	24	20	24	68				12	13	9	8	42			
	Jake Vaclavek	23	20	23	66				13	13	7	7	40			
KCM Group	Dan Martin	22	20	22	64	6	Y	68	NOT INTERVIEWED					68		
	Brandon DiPietro	24	21	22	67											
	Ron Ripperger	24	21	22	67											
	Bob Kennedy	20	17	20	57											
	Jake Vaclavek	20	17	17	54											
Harris & Associates	Dan Martin	26	22	26	74	1	Y	73	NOT INTERVIEWED					73		
	Brandon DiPietro	26	22	25	73											
	Ron Ripperger	26	24	25	75											
	Bob Kennedy	24	20	24	68											
	Jake Vaclavek	25	20	25	70											
G&A Inc.	Dan Martin	22	20	22	64	13	Y	76	NOT INTERVIEWED					76		
	Brandon DiPietro	24	23	21	68											
	Ron Ripperger	24	23	23	70											
	Bob Kennedy	20	17	20	57											
	Jake Vaclavek	21	19	17	57											
Psomas	Dan Martin	26	23	26	75	7	Y	78	NOT INTERVIEWED					78		
	Brandon DiPietro	27	23	27	77											
	Ron Ripperger	24	23	23	70											
	Bob Kennedy	24	20	24	68											
	Jake Vaclavek	22	23	22	67											
Dudek	Dan Martin	24	22	24	70	6	Y	77	NOT INTERVIEWED					77		
	Brandon DiPietro	27	24	25	76											
	Ron Ripperger	26	23	24	73											
	Bob Kennedy	24	20	24	68											
	Jake Vaclavek	25	20	25	70											

RATES SCORING CHART			
Consultant	Rate	Position	Score
Valley CM	\$430	lowest	15
G&A Inc.	\$465		13
Atkins	\$540		10
Noite Vertical Five	\$552		9
Alyson Consulting	\$565		9
Psomas	\$610		7
Dudek	\$618		6
KCM Group	\$630		6
Harris & Associates	\$735	highest	1

*The fees were evaluated by comparing rates for five positions. The sum of these five rates are noted on the table to the left.
Note: The Review Panel does not see or consider rates when scoring other categories. Rates are scored by the PM, who is not on the Review Panel.



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 9, 2012
SUBMITTED BY:	Jeff Marchioro Senior Civil Engineer Ron Ripperger Engineering Manager	PROJECT:	VARIOUS DIV. NO. ALL
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Asst. General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Award of As-Needed Engineering Design Services Contract for Fiscal Years 2013 and 2014		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) awards a professional As-Needed Engineering Design Services contract to Aegis Engineering Management, Inc. (AegisEM) and to authorize the General Manager to execute an agreement with AegisEM in an amount not-to-exceed \$300,000 for a period of two (2) fiscal years (FY 2013, FY 2014).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a professional As-Needed Engineering Design Services agreement with AegisEM in an amount not-to-exceed \$300,000 for a period of two (2) fiscal years (FY 2013, FY 2014).

ANALYSIS:

The District will require the services of a professional engineering design consultant in support of the District's Capital Improvement Program (CIP) for two (2) fiscal years. It is more efficient and cost effective to issue an as-needed contract for engineering design which will provide the District with the ability to obtain consulting services in a timely and efficient manner. This concept has also been used in the past for other disciplines such as construction management, geotechnical, electrical, and environmental services.

The District will issue task orders to the consultant for specific projects during the contract period. The consultant will then prepare a detailed scope of work, schedule, and fee estimate for each task order assigned under the contract. Upon written task order authorization from the District, the consultant shall then proceed with the project as described in the scope of work.

The anticipated CIP projects that are estimated to require engineering design services for the duration of this contract are listed below:

CIP	DESCRIPTION	ESTIMATED COST
P2453	SR-11 Utility Relocations	\$65,000
P2528	30-Inch Potable Water Pipeline Manifold at 624 Reservoirs	\$20,000
R2048	Otay Mesa Distribution Pipelines	\$15,000
S2024	Campo Road Sewer Main Replacement	\$15,000
S2033	Sewer System Various Locations Rehabilitation	\$50,000
S2040	Calavo Sewer Basin Improvements	\$90,000
S2041	Rancho San Diego Sewer Basin Improvements	\$20,000
TOTAL:		\$275,000

The engineering design scopes of work for the above projects are estimated from preliminary information and past projects. Therefore, staff believes that a \$300,000 cap on the As-Needed Engineering Design Services contract is adequate, while still providing additional capacity for unforeseen support needs by the District.

This As-Needed Engineering Design Services contract does not commit the District to any expenditure until a task order is approved to perform work on a CIP project. The District does not guarantee work to the consultant, nor does the District guarantee that it will

expend all of the funds authorized by the contract on professional services.

The District solicited engineering design services by placing an advertisement on the Otay Water District's website on June 18, 2012 and with various other publications including the San Diego Daily Transcript. Seventeen (17) firms submitted a letter of interest and a statement of qualifications. The Request for Proposal (RFP) for As-Needed Design Services was sent to fifteen (15) of the firms resulting in ten (10) proposals received by July 20, 2012.

- Aegis Engineering Management
- AMN Management, Inc.
- Atkins North America, Inc.
- Harris & Associates
- Lee & Ro, Inc.
- O'Brien & Wall
- PSOMAS
- RBF Consulting
- Stantec
- Tran Consulting Engineers

The five (5) firms that chose not to propose are Alyson Consulting, Dudek & Associates, Inc., Hilts Consulting Group, Inc., SA Associates, and Stetson Engineers, Inc.

In accordance with the District's Policy 21, Staff evaluated and scored all written proposals and interviewed the top four (4) firms on August 28, 2012. AegisEM received the highest score for their services based on their experience, understanding of the scope of work, proposed method to accomplish the work, and their composite hourly rate. AegisEM was the most qualified consultant with the best overall rating or ranking. A summary of the complete evaluation is shown in Attachment B.

AegisEM submitted the Company Background Questionnaire as required by the RFP and staff did not find any significant issues. In addition, staff checked their references and performed an internet search on the company. Staff found the references to be excellent and did not find any outstanding issues with the internet search.

Staff, based on review of all hourly composite rates and in accordance to District Policy 21, negotiated with AegisEM to lower their proposed composite rate. AegisEM lowered their originally proposed composite hourly rate from \$893 to \$810, which was \$13

lower compared to the average of the other consultants' composite rates.

AegisEM has held the District's Professional Services Contract for recycled water plan checking, retrofit, and inspection services for developer projects since January 2010.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

The funds for this contract will be expended for a variety of projects, as previously noted above. This contract is for as-needed professional services based on the District's need and schedule, and expenditures will not be made until a task order is approved by the District for the consultant's services on a specific CIP project.

Based on a review of the financial budgets, the Project Manager anticipates that the budgets will be sufficient to support the professional as-needed consulting services required for the CIP projects noted above.

The Finance Department has determined that the funds to cover this contract are available as budgeted for these projects.

STRATEGIC GOAL:

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the District's Vision, "A District that is innovative in providing water services at affordable rates, with a reputation for outstanding customer service."

LEGAL IMPACT:

None.

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JM/RR:jf

Attachments: Attachment A - Committee Action
Attachment B - Summary of Proposal Rankings



ATTACHMENT A

SUBJECT/PROJECT: VARIOUS	Award of As-Needed Engineering Design Services Contract for Fiscal Years 2013 and 2014
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on September 19, 2012. The Committee supported Staff's recommendation.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a Committee approved item, or modified to reflect any discussion or changes as directed from the Committee prior to presentation to the full Board.

**ATTACHMENT B
SUMMARY OF PROPOSAL RANKINGS
As-Needed Engineering Design**

		WRITTEN							ORAL							REFERENCES	
		Qualifications of Team	Responsiveness and Project Understanding	Technical and Management Approach	INDIVIDUAL SUBTOTAL - WRITTEN	AVERAGE SUBTOTAL - WRITTEN	Proposed Rates*	Consultant's Commitment to DBE	TOTAL - WRITTEN	Additional Creativity and Insight	Strength of Project Manager	Presentation and Communication Skills	Responses to Questions	INDIVIDUAL TOTAL - ORAL	AVERAGE TOTAL ORAL		TOTAL SCORE
MAXIMUM POINTS		30	25	30	85	85	15	Y/N	Y/N	15	15	10	10	50	50	150	Poor/Good/Excellent
1. AEGIS Engineering Management	Ronald Ripperger	28	24	27	79	75	4	Y	79	14	14	9	9	46	46	125	Excellent
	Dan Martin	25	22	25	72					13	14	8	9	44			
	Bob Kennedy	25	23	26	74					14	14	9	9	46			
	Daniel Kay	27	23	26	76					14	14	9	9	46			
	Kevin Cameron	27	22	27	76					14	14	9	9	46			
2. AMN Management, Inc.	Ronald Ripperger	23	20	22	65	64	8	?	72	NOT INTERVIEWED						72	
	Dan Martin	23	19	20	62												
	Bob Kennedy	23	20	19	62												
	Daniel Kay	24	19	24	67												
	Kevin Cameron	25	18	23	66												
3. ATKINS	Ronald Ripperger	28	23	27	78	78	7	Y	85	12	12	7	7	38	38	123	
	Dan Martin	29	24	28	81					13	13	8	8	42			
	Bob Kennedy	27	22	25	74					11	11	7	8	37			
	Daniel Kay	28	24	28	80					12	11	7	7	37			
	Kevin Cameron	24	24	29	77					12	12	7	7	38			
4. Harris & Associates	Ronald Ripperger	24	22	25	71	73	1	Y	74	NOT INTERVIEWED						74	
	Dan Martin	26	23	27	76												
	Bob Kennedy	24	20	24	68												
	Daniel Kay	25	22	26	73												
	Kevin Cameron	28	22	26	76												
5. LEE & RO, Inc.	Ronald Ripperger	24	22	24	70	71	4	Y	75	NOT INTERVIEWED						75	
	Dan Martin	26	21	23	70												
	Bob Kennedy	25	22	25	72												
	Daniel Kay	27	22	26	75												
	Kevin Cameron	24	22	24	70												
6. O'Brien & Wall	Ronald Ripperger	22	19	19	60	54	15	Y	69	NOT INTERVIEWED						69	
	Dan Martin	21	18	18	57												
	Bob Kennedy	20	19	19	58												
	Daniel Kay	15	13	15	43												
	Kevin Cameron	18	18	18	54												
7. PSOMAS	Ronald Ripperger	27	23	27	77	77	3	Y	80	13	13	8	8	42	43	123	
	Dan Martin	28	24	28	80					13	13	8	9	43			
	Bob Kennedy	26	23	26	75					12	12	8	8	40			
	Daniel Kay	26	22	27	75					13	13	9	9	44			
	Kevin Cameron	27	22	27	76					13	14	9	9	45			
8. RBF	Ronald Ripperger	26	22	25	73	72	1	?	73	NOT INTERVIEWED						73	
	Dan Martin	27	22	24	73												
	Bob Kennedy	24	21	23	68												
	Daniel Kay	28	22	26	76												
	Kevin Cameron	26	21	25	72												
9. Stetson Engineers, Inc.	Ronald Ripperger	25	22	24	71	68	4	Y	72	NOT INTERVIEWED						72	
	Dan Martin	24	20	21	65												
	Bob Kennedy	23	20	21	64												
	Daniel Kay	26	21	25	72												
	Kevin Cameron	25	20	23	68												
10. Tran Consulting Engineers	Ronald Ripperger	26	22	23	71	76	10	Y	86	12	12	6	6	36	36	122	
	Dan Martin	28	23	28	79					12	12	7	7	38			
	Bob Kennedy	24	22	25	71					11	11	7	7	36			
	Daniel Kay	28	23	28	79					11	11	6	6	34			
	Kevin Cameron	28	23	28	79					12	13	6	6	37			

RATES SCORING CHART							
Consultant	Rate	Position	Score	Consultant	Rate	Position	Score
1. AEGIS Engineering Management	\$893		4	6. O'Brien & Wall	\$415	highest	15
2. AMN Management, Inc.	\$707		8	7. PSOMAS	\$960		3
3. ATKINS	\$745		7	8. RBF	\$1,028		1
4. Harris & Associates	\$1,025		1	9. Stetson Engineers,	\$904		4
5. LEE & RO, Inc.	\$903		4	10. Tran Consulting Er	\$650		10

*The fees were evaluated by comparing rates for seven positions. The sum of these rates are noted on the table to the left.
Note: Review Panel does not see or consider rates when scoring other categories. Rates are scored by the PM, who is not on Review Panel.

AGENDA ITEM 5



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 9, 2012
SUBMITTED BY:	Jeff Marchioro Senior Civil Engineer Ron Ripperger Engineering Manager	PROJECT:	P2477- DIV. NO. 1 001103
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Asst. General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Award of a Construction Contract to Layfield Environmental Systems Corporation for the Floating Cover Replacement at the 624-1 Reservoir		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) award a construction contract to Layfield Environmental Systems Corporation (Layfield) for the floating cover replacement at the 624-1 Reservoir in an amount not-to-exceed \$497,050 (see Exhibit A for Project location).

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a construction contract with Layfield in an amount not-to-exceed \$497,050 for the floating cover replacement at the 624-1 Reservoir.

ANALYSIS:

The 12.4 million gallon 624-1 Reservoir was originally constructed in the early 1980s. The reservoir was improved and fitted with its existing polypropylene liner and floating cover in 1999. In the last few years, the floating cover has been repeatedly repaired to maintain the integrity of the cover material. Dive videos taken recently show leaks and sunlight penetrating the floating cover in many places. Based on this new information, it will become cost prohibitive to continue to repair the existing cover with only two (2) years remaining of its expected useful life. The existing cover material normally has a life expectancy of 15-20 years. The dive videos also revealed that the reservoir liner appeared to be in good condition.

In March 2012, the District's As-Needed Engineering Design consultant, Atkins North America, Inc. (Atkins), completed a Technical Memorandum which evaluated the cover replacement alternatives assuming that the liner would not be replaced at this time. The memorandum included life cycle cost comparisons of different reservoir cover materials and corresponding life expectancies. Atkins recommended using the same material as the existing cover (polypropylene) for replacement of the cover because, compared to materials with longer life expectancy (chlorosulfonated polyethylene), the life expectancy of a new polypropylene cover better matches the life expectancy of the existing liner. Atkins also recommended replacement of the existing spring tensioners with weight tensioners that can be reused when the new polypropylene cover/existing polypropylene liner will be replaced 15-20 years from now.

Atkins prepared the bid documents. Mayer Reprographics (Mayer) distributed the bid documents electronically through Mayer's online planroom.

Staff contacted several contractors prior to and during the bid process to encourage them to submit a bid for the Project. Floating cover installation work is very specialized and there are only six (6) commonly recognized installers in the continental United States including Colorado Lining, Erosion Control Applications, Inc., Layfield, Lange Containment Systems, MPC Containment International LLC, and RTD Enterprises. Only Erosion Control Applications, Inc., Layfield, and MPC Containment International LLC are commonly known to install the "mechanically tensioned" style cover that is currently in use at the 624-1 Reservoir.

The Project was advertised for bid on July 24, 2012. A Pre-bid Meeting and site visit were held on August 7, 2012, which was attended by four (4) contractors. To maintain bidders' interest in the Project, Staff responded to questions and clarification as quickly as possible. This process resulted in a total of six (6) addenda that were sent out to all bidders and plan houses which resulted in the following three (3) conforming bids received on August 23, 2012.

<u>CONTRACTOR</u>	<u>TOTAL BID AMOUNT</u>
1. Layfield Environmental Systems Corporation	\$497,050
2. MPC Containment International LLC	\$541,655
3. Erosion Control Applications, Inc.	\$683,600

The Engineer's Estimate is \$580,000.

The evaluation process included reviewing all bids submitted for conformance to the contract documents. The lowest bidder, Layfield, submitted a responsible bid and holds a Class A Contractor's license which expires on May 31, 2014. Staff checked the references provided with Layfield's bid. The references indicated that Layfield is a well-established and well recognized company as well as a recognized leader for development of the "mechanically tensioned" style cover that is currently in use at the 624-1 Reservoir. Layfield acquired the business assets of CW Neal Corporation (CW Neal) in April 2004. CW Neal installed the existing 624-1 Reservoir floating cover in 1999. The District has previously worked with Layfield to install, repair, and maintain floating covers at the 624-1 Reservoir and other reservoirs in the District. Layfield recently moved their fabrication and warehousing facility from El Cajon to Spring Valley. Layfield's new location is just up the street from the District offices at 2500 Sweetwater Springs Boulevard. The proposed Project Manager has experience throughout southern California on similar projects and received good references. A background search of the company was performed on the internet and revealed no outstanding issues with this company. Layfield submitted the Company Background and Company Safety Questionnaires as required by the Contract Documents.

Staff has verified that the bid bond provided by Hartford Fire Insurance Company is valid. Once Layfield signs the contract, they will furnish the performance bond and labor and materials bond. Staff will verify both bonds prior to executing the contract.

FISCAL IMPACT:

Joe Beachem, Chief Financial Officer

The total budget for CIP P2477, as approved in the FY 2013 budget, is \$800,000. Total expenditures, plus outstanding commitments and forecast, are \$754,575.

Based on a review of the financial budget, the Project Manager anticipates that the budget is sufficient to support the Project. See Attachment B for budget detail.

Finance has determined that 100% of the funding is available from the Replacement Fund for CIP P2477.

STRATEGIC GOAL:

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the District's Vision, "A District that is innovative in providing water services at affordable rates, with a reputation for outstanding customer service."

LEGAL IMPACT:

None.

JM/RR:jf

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Attachments: Attachment A - Committee Action
Attachment B - Budget Detail
Exhibit A - Location Map



ATTACHMENT A

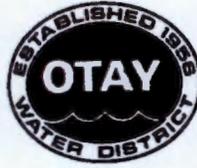
SUBJECT/PROJECT: P2477-001103	Award of a Construction Contract to Layfield Environmental Systems Corporation for the Floating Cover Replacement at the 624-1 Reservoir
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on September 19, 2012. The Committee supported Staff's recommendation.

NOTE:

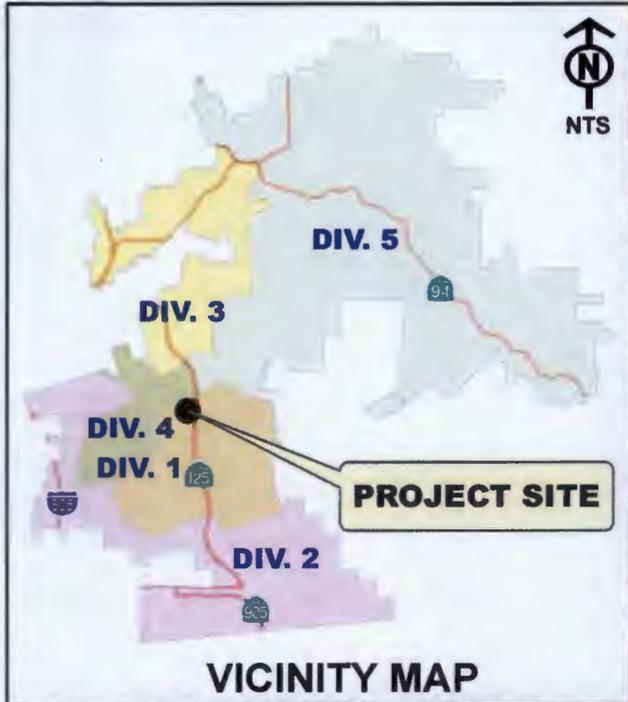
The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a Committee approved item, or modified to reflect any discussion or changes as directed from the Committee prior to presentation to the full Board.



ATTACHMENT B

SUBJECT/PROJECT:	Award of a Construction Contract to Layfield Environmental Systems Corporation for the Floating Cover Replacement at the 624-1 Reservoir
P2477-001103	

Otay Water District					Date Updated: September 05, 2012
P2477 - Res - 624-1 Reservoir Cover Replacement					
Budget	Committed	Expenditures	Outstanding Commitment & Forecast	Projected Final Cost	Vendor/Comments
800,000					
Planning					
Addl subprojects					
Labor	17,880	17,880	-	17,880	
Total Planning	17,880	17,880	-	17,880	
Design					
Labor	24,179	24,179	5,000	29,179	
Consultant Contracts	1,810	1,810	-	1,810	ALTA LAND SURVEYING INC
	59,020	49,924	9,096	59,020	ATKINS
Service Contracts	1,062	1,062	-	1,062	LAYFIELD ENVIRONMENTAL SYSTEMS
	1,823	1,547	276	1,823	MAYER REPROGRAPHICS INC
	84	84	-	84	SAN DIEGO DAILY TRANSCRIPT
					KEAGY REAL ESTATE
Total Design	87,978	78,606	14,372	92,978	
Construction					
Labor	3,562	3,562	100,000	103,562	
Service Contracts	16,104	16,104	-	16,104	LAYFIELD ENVIRONMENTAL SYSTEMS
	2,000	2,000	-	2,000	DIVE/CORR INC
	497,050	-	497,050	497,050	LAYFIELD ENVIRONMENTAL SYSTEMS
			15,000	15,000	CONTINGENCY @ 3%
			10,000	10,000	CLOSEOUT
Total Construction	518,716	21,666	622,050	643,716	
Grand Total	624,575	118,153	636,422	754,575	



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OTAY WATER DISTRICT
624-1 RESERVOIR FLOATING COVER REPLACEMENT
LOCATION MAP

CIP P2477

EXHIBIT A

AGENDA ITEM 6



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	October 9, 2012		
SUBMITTED BY:	Geoffrey Stevens Chief, Information Technology and Strategic Planning	PROJECT:	VARIOUS	DIV. NO.:	ALL
APPROVED BY:	<input checked="" type="checkbox"/> German Alvarez, Assistant General Manager				
	<input checked="" type="checkbox"/> Mark Watton, General Manager				
SUBJECT:	FY 2012 YEAR-END STRATEGIC PLAN AND PERFORMANCE MEASURES REPORT				

GENERAL MANAGER'S RECOMMENDATION:

No recommendation. This is an informational item only.

COMMITTEE ACTION:

Please see "Attachment A".

PURPOSE:

To provide a fiscal year-end report on the District's Strategic Performance Plan.

ANALYSIS:

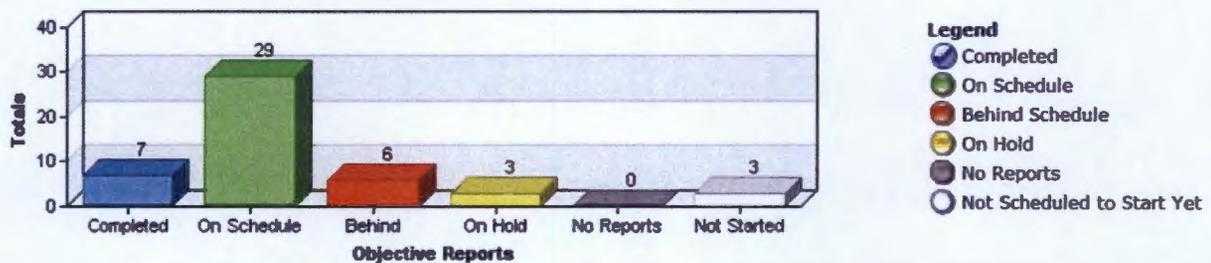
The District has completed the first year of the FY 2012-2014 Strategic Plan. Overall, results are positive with the District very close to its target for strategic plan objectives and above target for performance measures. In addition, on average over the last five years, the District is on or above target for both objectives and performance measures. Detailed information on each year's outcome is available electronically on the Board Extranet.

Strategic Plan Objectives

Strategic plan objectives are designed to ensure staff is making the appropriate high-level changes necessary to move the District in the

planned direction to meet new challenges and opportunities. Overall performance of strategic plan objectives is positive with 36 of 42 objectives (86%) complete, ahead, or on schedule, and two items behind schedule. Of the objectives that were behind, such as implementing billing functionality or financial planning work, several are now on schedule. Some projects may need to be reassessed as the environment has changed. Three items are on hold because they are out of our control, such as negotiations with the City of San Diego on the South Bay Reclamation Plant. Consequently, on-hold items are excluded from the overall performance calculation.

Objectives: All Departments

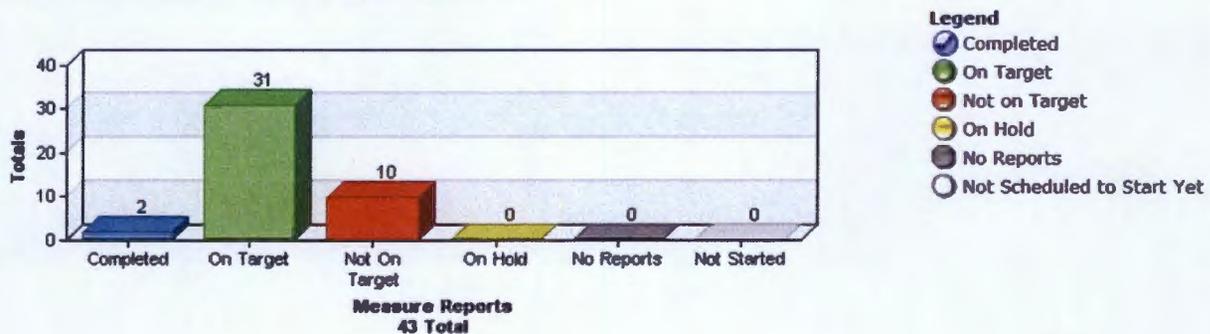


36/42 strategic objectives are on or ahead of schedule (86%)

Performance Measures: Monitoring Day-To-Day Performance

Performance measures are designed to track the day-to-day performance of the District. These items measure the effectiveness and efficiency of daily operations. The overall goal is that at least 75% of these measures be rated "on target". District results in this area are also positive with 33 of 43 (77%) items achieving the desired level or better.

YTD Measures: All Departments

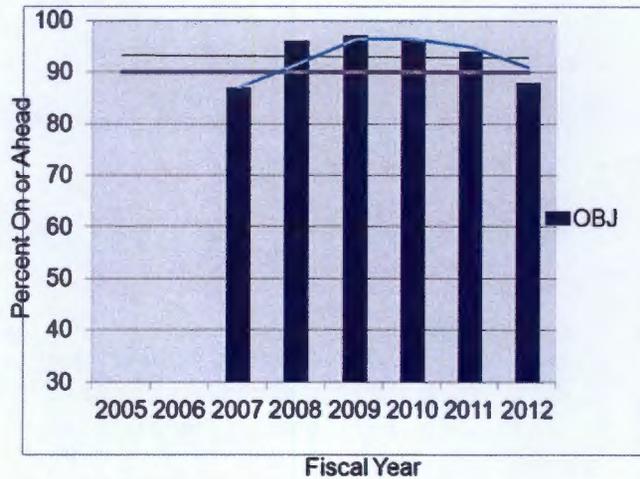


33/43 Measures on or ahead of schedule (77%) -- Target is 75%

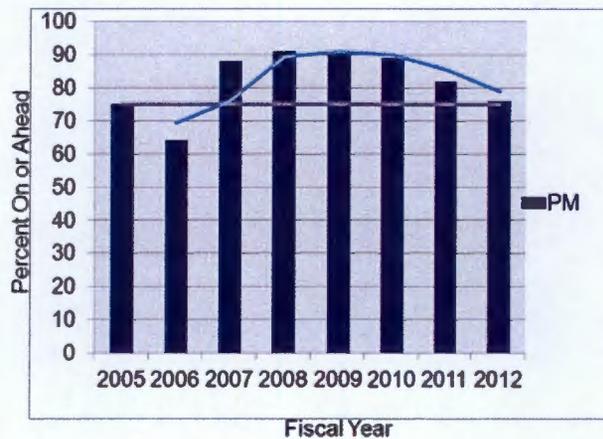
Trend Analysis

This year we have begun to accumulate enough data to examine our plan performance over time. Staff is pleased that the plan performance has been very consistent in meeting the overall targets. On average, over the last six to eight years, the plan is above target for both objectives and measures.

Trend 6 Year Average – Strategic Objectives On Target



Trend - 8 Year Average - Performance Measures



Next Steps

Staff is currently focused on implementing year two of the Board approved FY12-FY14 Strategic Plan. We will continue to review and communicate the plan at the department and enterprise levels. Staff

will also examine current targets and measures to see if they can be improved. In conclusion, staff anticipates further refinement of District initiatives to ensure that plans and schedules are properly coordinated and integrated. Staff appreciates the high level of support that the Board provides for this effort.

FISCAL IMPACT:

Joe Beachem, Chief Financial Officer

None at this time.

STRATEGIC GOAL:

Strategic Plan and Performance Measure reporting is a critical element in providing performance reporting to the Board and staff.

LEGAL IMPACT:

None.

Attachments: Attachment A - Committee Action Report
Attachment B - PowerPoint Presentation



ATTACHMENT A

SUBJECT/PROJECT:	FY 2012 YEAR-END STRATEGIC PLAN AND PERFORMANCE MEASURES REPORT
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COMMITTEE ACTION:

The Finance, Administration, and Communications Committee met on September 17, 2012, to review items pertaining to the Finance, Administrative, and Information Technology departments. The Engineering, Operations, and Water Resources Committee met on September 19, 2012, to review items pertaining to the Engineering and Operations departments. Both committees support presentation to the full Board for their review.

NOTE:

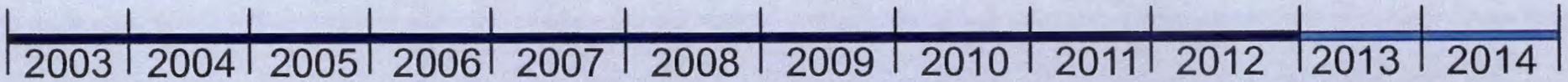
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Strategic Planning

FY 2012 - End of Year Report

(Year One of 2012 – 2014 Plan)





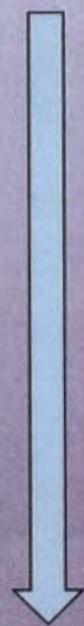
We are here

FY 2003 - 2005
PLAN

FY 2006 - 2008
BUILD

FY 2009 - 2011
LEVERAGE

FY 2012 - 2014
OPTIMIZE



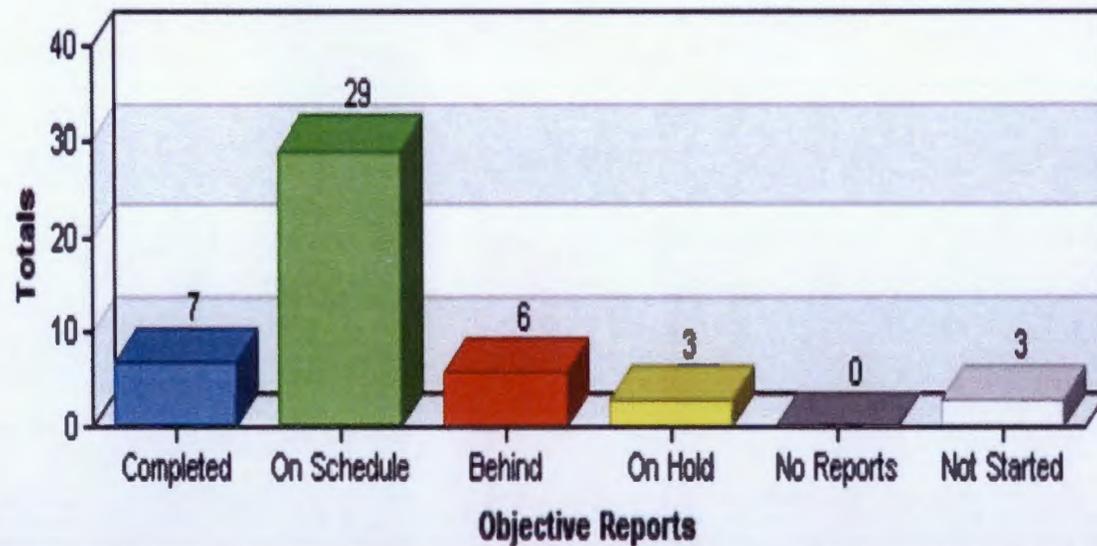
**New
Plan**

FY2012 Objectives

36 of 42 objectives complete, ahead or on target (86%)

Target is 90%

Objectives: All Departments



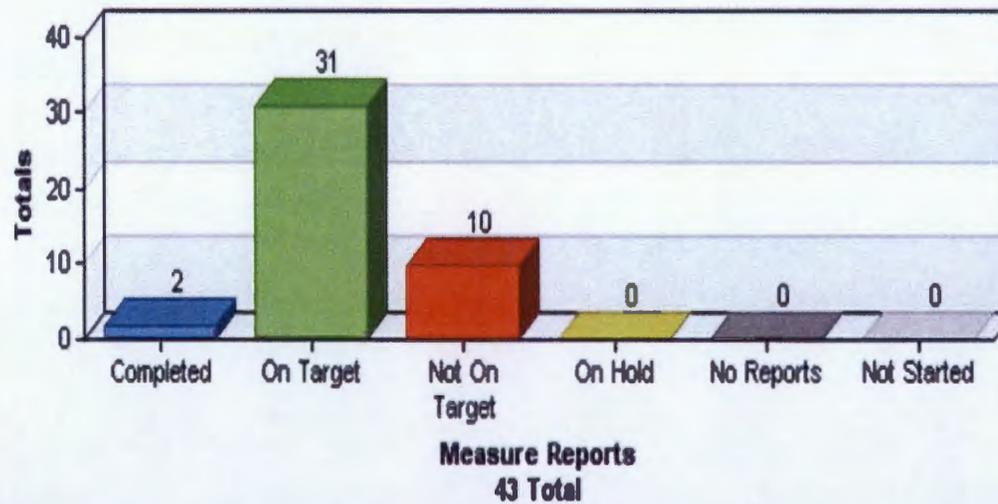
Legend

- Completed
- On Schedule
- Behind Schedule
- On Hold
- No Reports
- Not Scheduled to Start Yet

FY2012 Performance Measures

33 of 43 performance measures complete, ahead or on target (77%)
Target is 75%

YTD Measures: All Departments



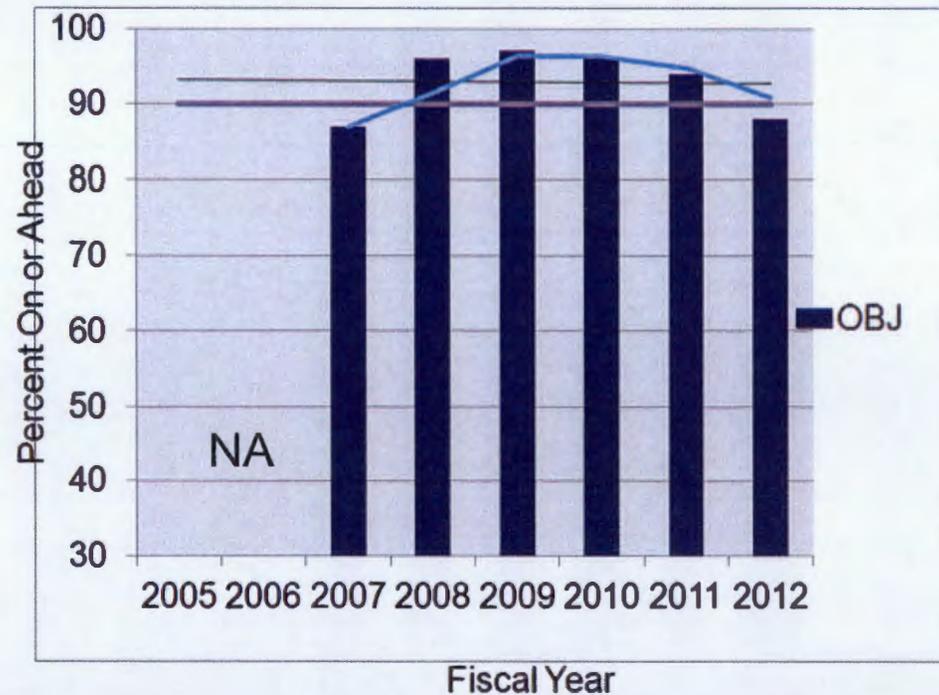
Legend

- Completed
- On Target
- Not on Target
- On Hold
- No Reports
- Not Scheduled to Start Yet

Trend Analysis -- Plan Objectives

2007 - 2012

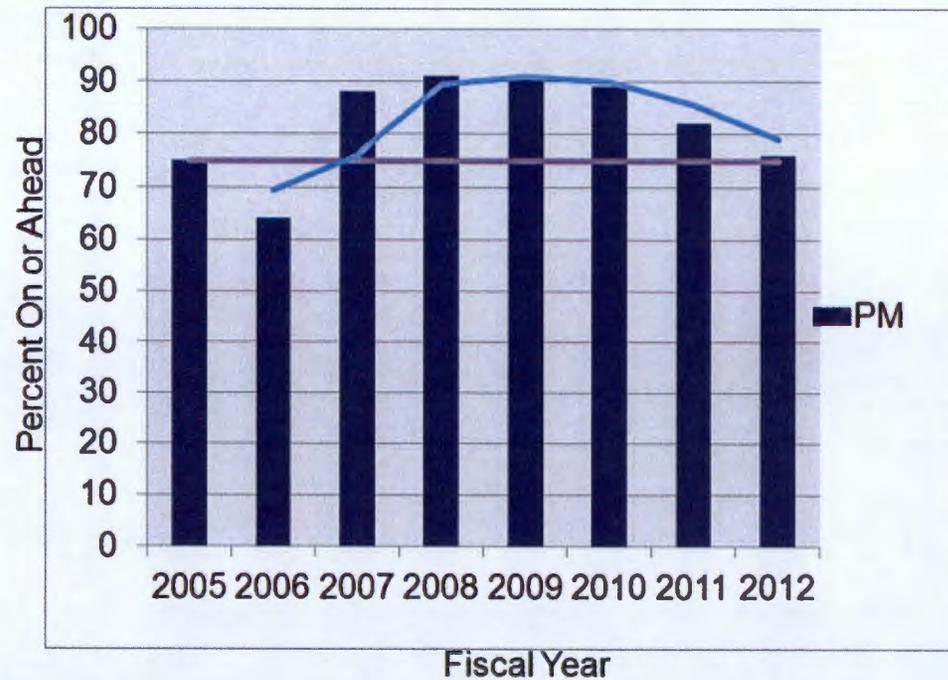
Trend 6 Year Average – Strategic Objectives On Target



Trend Analysis -- Performance Measures

2005 - 2012

Trend - 8 Year Average - Performance Measures



What's New/Next

- Strategy Maps – Leverage and Coordinate
- Improving Measures and Targets
- Communications and Teamwork