



## Agenda Report

20-591

Agenda Date: 7/7/2020

### REPORT TO COUNCIL

#### SUBJECT

Action on an Agreement for General Chemistry Laboratory Services with McCampbell Analytical, Inc.  
[Council Pillar: Deliver and Enhance High Quality Efficient Services and Infrastructure]

#### BACKGROUND

The City of Santa Clara (City) owns and operates a drinking water distribution system consisting of seven water storage tanks, three imported water connections, 21 active groundwater wells, and 34 dedicated water quality sampling stations. The City provides drinking water to a residential population of approximately 130,000 as well as commercial, institutional, and industrial customers within City limits. The City also provides recycled water service throughout a large portion of the City for approved non-potable uses.

To ensure the quality and safety of the City's drinking water sources, and to remain in compliance with the California Code of Regulations (Title 22, Chapter 15), the City is required to sample and test its water sources on a regular, routine schedule for a multitude of constituents. Additionally, non-routine/emergency samples are to be taken as necessary.

#### DISCUSSION

The City issued a Statement of Qualifications (SOQ# WA-WS 1) via BidSync, the City's e-procurement system on October 29, 2019, to procure the services of a qualified, State-certified laboratory to conduct general chemistry water quality testing for the City. Additional analyses from non-routine sample collections related to potable water, recycled water, storm water, and wastewater were additional requirements included in SOQ.

Two (2) submittals were received. The submittals were reviewed and ranked by an evaluation team consisting of Water and Sewer Utilities staff: Assistant Director of Water and Sewer Utilities, Compliance Manager, and Water Resource Planner. The submittals were evaluated based on the firm's qualifications and relevant experience, project approach, schedule, and cost. Evaluation scores for the submittals received are as follows:

Criteria	Max Points	Eurofins	McCampbell Analytical
Experience of Firm	35	21	23
Experience of Team/Availability	35	32	30
Cost	30	22	30
<b>Total Score</b>	<b>100</b>	<b>75</b>	<b>83</b>

Based on staff's evaluation, McCampbell Analytical, Inc. is recommended to provide general chemistry laboratory services for the City.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonable foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

The initial term of the Agreement is five (5) years beginning on or about July 1, 2020 and ending on or about June 30, 2025, at a cost of \$228,835, with an additional 10% contingency (up to \$22,884) to cover any additional water quality analyses as needed, for a total not-to-exceed amount of \$251,719. The compensation amount is based on a forecast of the number of tests required over the five year term, multiplied times the unit price for each test. There is sufficient funding in the Water and Sewer Utilities Department's Water and Sewer Utilities Operating Budget for Water Quality to cover this agreement.

### **COORDINATION**

This report has been coordinated with the Finance Department and the City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

1. Approve and authorize the City Manager to execute the Agreement for General Chemistry Laboratory Services with McCampbell Analytical, Inc. for an initial term starting on July 1, 2020 and ending on June 30, 2025, at a cost of \$228,835 with an additional 10% contingency amount of \$22,884, for a total maximum not-to-exceed amount of \$251,719, subject to the appropriation of funds;
2. Authorize the City Manager to execute amendment(s) to the Agreement to make minor adjustments to testing protocols or in the event that testing requirements exceed the forecast, subject to the same Agreement terms and unit pricing, and the appropriation of funds; and
3. Authorize the City Manager to exercise up to two additional one-year term options through June 30, 2027, subject to the same agreement terms and unit pricing, and the appropriation of funds.

Reviewed by: Gary Welling, Director, Water and Sewer Utilities Department

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Agreement for General Chemistry Laboratory Services with McCampbell Analytical, Inc.