



Agenda Report

20-513

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Action on an Agreement for Bacteriological Laboratory Services with AEMTEK, 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 (monitored weekly). 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, to procure the services of a qualified, State-certified laboratory to conduct primarily bacteriological water quality testing for the City. Additional analyses from non-routine sample collections related to potable water, recycled water, storm water, and wastewater are also covered in this Agreement.

Four (4) 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. In the 1st evaluation phase, 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	AEMTEK	Alpha	McC Campbell	MBAS
Experience/Qualifications	35	29	30	28	25
Availability/Project Approach	35	26	31	27	25
Cost	30	27	30	12	22
Total Score	100	82	91	67	72

Two (2) firms were then selected to continue to a 2nd evaluation phase which included a site visit and interview with firm staff and response to a Best-and-Final Offer (BAFO) issued on February 25, 2020. The firms were evaluated by the evaluation team based on responsiveness and ability to accommodate the City's monitoring and reporting requirements, and overall quality of internal testing processes and the facility and water quality testing equipment. Evaluation scores for the two finalists are as follows:

Criteria	Max Points	AEMTEK	Alpha
Cost	30	27	30
Site Visit/Interview	70	67	46
Total Score	100	94	76

Based on staff's evaluation, AEMTEK, Inc. is recommended to provide bacteriological 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 proposed for five years from July 1, 2020 through June 30, 2025 for a not-to-exceed amount of \$162,660. Annual cost estimates were based on the average number of water quality samples taken by City staff with analysis completed by the laboratory with the annual bacteriological all-inclusive contract price of \$32,532. Final cost estimates were submitted by AEMTEK, Inc. in response to the BAFO (Exhibit B of the Agreement). There is sufficient funding in the Water and Sewer Utilities Department's FY 2020/21 Adopted Operating Budget to cover this agreement. Appropriations for the out years of the agreement will be incorporated in the next operating budget cycles.

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>>.

RECOMMENDATION

1. Approve and authorize the City Manager to execute the Agreement for Bacteriological Laboratory Services with AEMTEK, Inc. for a five year term starting on July 1, 2020 and ending on June 30, 2025, for an amount not-to-exceed \$162,660;
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 options to extend the agreement, ending on June 30, 2027 if both options are exercised and subject to 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 Bacteriological Laboratory Services with AEMTEK, Inc.