



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Award of a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs

RECOMMENDED MOTION

Adopt a Resolution of the City Council of the City of Sausalito Finding the Project Categorically Exempt from CEQA and Awarding a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs in an Amount not to Exceed \$27,870

SUMMARY

The following repairs of the City of Sausalito sewer system have been identified as necessary by the City Engineer and the Sewer System Coordinator:

- Spot repair of 6-inch sewer main near 63 Glen Drive
- Repair of a failed portion of the public 6-inch sanitary sewer main and installation of a new manhole to improve access for cleaning of public facilities near 31 Girard Avenue
- Install a new manhole (approx 7 feet deep) near 606 Locust Street to improve access for cleaning of public sewer facilities. (The distance between existing manhole 220220 on Cazneau Street and manhole 220210 is approximately 810 feet. The optimal spacing between manholes for effective cleaning is 300 feet.)
- Spot repair of the public, 6-inch sanitary sewer main east of 123 Girard Avenue to remove an obstruction. Maintenance crews cannot clean beyond this apparent metal obstruction.

Procurement by Purchase Order conforms with Sausalito Municipal Code section 3.30.320, "Negotiate contract or purchase order procedures." The code section is as follows: "(f)" or those projects qualifying under subsection A of Section 3.30.310, the applicable department head shall obtain a cost estimate from the project engineer or architect prior to issuing a purchase order or negotiating a contract with a responsible contractor. For any City force account work, the department head shall first comply with the guidelines established by the California Uniform Construction Cost Accounting Commission in determining the cost of the public work. The City Manager shall have the authority to award and to execute any contract for the public work qualifying under subsection A of Section 3.30.310 in an amount up to and including \$15,000 and City

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Council approval shall be required for any contract exceeding \$15,000. The current limits for such procurements are provided in the attached document issued by the California State Controller as of April 29, 2005 – the limit for negotiated contract or purchase order is \$30,000¹.

Having estimated the value of the work at \$30,000, issued the attached request for quotations from Ghilotti Construction Company, Inc., Linscott Engineering Contractors, Inc. and W.R. Forde Associates, and having received three responsible and responsive quotations, Staff recommends that a purchase order be awarded to the lowest of those, W. R. Forde Associates for \$27,870. The next highest quotation received was \$33,600.

BACKGROUND

Much of the Sanitary Sewer System serving the City is old. From time to time deteriorated segments require repairs to prevent overflows and to eliminate obstructions limiting capacity and preventing routine maintenance. The City manages these problems by allocating resources for "STOP" repairs, manhole repairs and manhole installations. Sewer "STOP" damage can include but is not limited to specific forms of damage such as small collapsed sewer segments, sewer lateral intrusion, large obstructions, sewer segment joint offsets, sags resulting in excessive accumulation of sewage debris. The problems are generally small and isolated problems. Repairs of these problems are needed to prevent overflows (and resultant illegal discharges to waters of the State and waters of the U.S. waters) and to enable routine maintenance (rodding or jetting) to be performed.

The subject item address problem sites as follows:

- A protrusion into the 6-inch main near 63 Glen Drive prevents City staff from effectively cleaning the public sanitary sewer system. Staff believes that the age of the lateral connection has resulted in the protrusion. The method of pipe connection is typical of construction done in the 1930's and 1940's. It is no longer allowed.
- A failed portion of the 6-inch sanitary sewer main is creating ground settlement and has also caused damage to a storm drainage gutter pan on the surface. The damaged main has the potential to result in sanitary sewer overflows (SSO) unless repaired. Additionally, installing a new manhole in front of 31 Girard Avenue after the pipeline is repaired will improve access for routine sewer maintenance.
- Adding a new manhole near 606 Locust Street will allow better access for cleaning and inspection. The distance between the upstream and downstream existing manholes located on Cazneau Avenue and Girard Avenue currently is 810'. This distance makes routine cleaning difficult. Optimal spacing between

¹ This amount is modified under section SMC§3.30.310 (D) as the State Public Contracts Code is adjusted, the most recent adjusted amount is \$30,000 (April 29, 2005, Office of the State Controller, Bid Limits) copy attached.

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manholes is 300 feet. After placement of the new manhole the distance between manhole 220220 and the new manhole will be approximately 300 feet and the distance between the new manhole and manhole 220210 will be approximately 300 feet.

- Spot repair of the 6 inch sanitary sewer system east of 123 Girard Avenue to remove what is believed to be a metal obstruction. City staff has been unable to remove the obstruction with rodding and jetting methods. The obstruction must be removed by digging it out of the ground.

ISSUES

The recommended work will reduce the potential for public sewer overflows, and therefore reduce the potential for damage to public and private property or pollution of the waters of the US that are the subject of a November 24, 2008 Notice of Violation and Order for Compliance issued by the U.S. Environmental Protection Agency.

The proposed work is categorically exempt from CEQA² under Section 15301 of the State CEQA Guidelines,³ Existing Facilities, where the work consists of the, "...repair, maintenance, ...or minor alteration of the existing public structures, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination."

The quotations received were based on discussion of the problem by City Staff to the proposing contractors, a physical inspection of the repair sites and the contractors' experience with previous similar work. Because the work is underground, field conditions are not fully known. There is a potential to discover conditions not contemplated which could add costs to the work. As such, the bid is not a lump sum bid. It is a not to exceed without additional authorization quotation. The discovery of unexpected conditions could lead to the need for additional work. No such work will be performed without additional authorization

FISCAL IMPACT

The funding requested is \$27,870. Said funding is available in the adopted Sewer Fund budget, account number 110-550-4067-450 CK04012 General Sanitary Sewer Rehabilitation Projects. As of January 22, 2009, \$171,164 was available and unencumbered in that account.

² California Public Resources Code Section 21000, *et seq.*² Title 14, California Code of Regulations, Chapter 3. Guidelines for Implementation of the California Environmental Quality Act, Article 19. Categorical Exemptions, Section 15301

³ Title 14, California Code of Regulations, Chapter 3. Guidelines for Implementation of the California Environmental Quality Act, Article 19. Categorical Exemptions, Section 15301

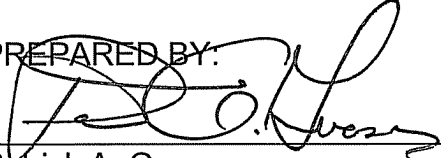
In conformance with Sausalito Municipal Code (SMC) section 3.30.310 (A), a Public Work project of \$30,000 or less may be performed by force account, negotiated contract or purchase order in conformance with Sausalito Municipal Code section 3.30.330, Council approval is required for any such contract exceeding \$15,000.

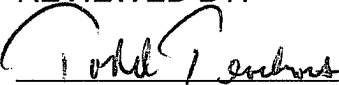
STAFF RECOMMENDATION


Adopt Resolution No. _____ of the City Council of the City of Sausalito Finding the Project Categorically Exempt from CEQA and Awarding a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs in an Amount not to Exceed \$27,870

ATTACHMENTS

- 1. Resolution No. _____ of the City Council of the City of Sausalito Finding the Project Categorically Exempt from CEQA and Awarding a Purchase Order to W.R. Forde Associates for Budgeted Minor Public Work Sewer Repairs in an Amount not to Exceed \$27,870
- 2. Request for Quotations
- 3. April 29, 2005, Office of the State Controller, Bid Limits
- 4. Requisition No. 575 with Quote from W. R. Forde Associates

PREPARED BY: 
Patrick A. Guasco
Sewer System Coordinator

REVIEWED BY: 
Todd Teachout
City Engineer

REVIEWED BY: 
Jonathon Goldman
Director of Public Works

REVIEWED BY: _____
Charlie Francis
Interim Finance Director

REVIEWED BY: _____
Mary Wagner
City Attorney

SUBMITTED BY: _____
Adam W. Politzer
City Manager

RESOLUTION No. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO FINDING THE PROJECT CATEGORICALLY EXEMPT FROM CEQA AND AWARDING A PURCHASE ORDER TO W.R. FORDE ASSOCIATES FOR BUDGETED MINOR PUBLIC WORK SEWER REPAIRS IN AN AMOUNT NOT TO EXCEED \$27,870

WHEREAS, the City Council adopted the 2009 Annual Budget which include resources to perform minor repairs to the Sanitary Sewer System, and

WHEREAS, the City Engineer and Sewer System Coordinator have identified the need for and scope of such minor public work described as: (1) spot repair of 6-inch sewer main near 63 Glen Drive, (2) spot repair of a failed portion of the public 6-inch sanitary sewer main and installation of a new manhole to improve access for cleaning of public facilities near 31 Girard Avenue, (3) installation of a new manhole (approx 7 feet deep) near 606 Locust Street to improve access for cleaning of public sewer facilities, and (4) spot repair of the public, 6-inch sanitary sewer main east of 123 Girard Avenue to remove an obstruction, and

WHEREAS, the City Engineer estimated the value of the work in conformance with Sausalito Municipal Code Section 3.30.320 at \$30,000, issued a Request for Quotations to three qualified and responsible contractors, and evaluated (with the Sewer System Coordinator and the Director of Public Works) the three responsive quotations received, and

WHEREAS, the quotation from W.R. Forde Associates for \$27,870 was the lowest such quotation, and is therefore recommended for award by the City Engineer, Sewer System Coordinator and Director of Public Works, and

WHEREAS, procurement by Purchase Order conforms with Sausalito Municipal Code Section 3.30.320, "Negotiate contract or purchase order procedures," and

WHEREAS, the proposed work is categorically exempt from the California Environmental Quality Act (California Public Resources Code Section 21000, *et seq.*, "CEQA"), pursuant to Section 15301 (Existing Facilities) of the State CEQA Guidelines (Title 14, California Code of Regulations Section 15000, *et seq.*) because it involves repair and minor alteration of existing sanitary sewer collection system.

NOW, THEREFORE, the City Council of the City of Sausalito does hereby resolve as follows:

1. The proposed project is hereby found to be categorically exempt from the CEQA pursuant to Section 15301 (Existing Facilities) of the State CEQA Guidelines and the City Clerk, or designee, is directed to cause a Notice of Exemption to be posted in accordance with CEQA.
2. W.R. Forde Associates is hereby found qualified to perform the necessary work.
3. Awards a purchase order to W.R. Forde Associates not to exceed \$27,870 without additional authorization.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito on the 10th day of February, 2009, by the following vote:

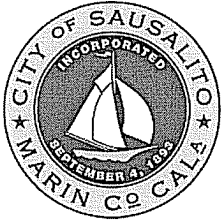
AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:

Mayor, City of Sausalito

ATTEST:

City Clerk

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CITY OF SAUSALITO

COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
420 LITHO STREET
SAUSALITO, CA. 94965
415-289-4112 (fax) 415-339-2256
www.ci.sausalito.ca.us

December 31, 2008

Immediate Repairs, Mark and Locate Requests for City of Sausalito Immediate Needs: Spot Repairs, Manhole Installations and Rodhole Installations 12/22/2008

For City of Sausalito Sewer Maintenance Crews:

Map No. S5

211100 – 211000. Infront of No. 63 Glen Drive: protruding lateral repair

210304 – 210303. Infront of No. 31 Girard Ave: failed public sewer just above Rodhole 210303. City barricades are in place and white USA markings. Spot repair and possibly install a MH.

Map No. S4

220220 – 220210. Approximately infront of No. 606 Locust Street: install new manhole...preferably in the middle of the run between existing MH's on Girard and Cazneau

221102 – 221101. Infront of No. 431 Litho Street: spot repair

220105 – 220102. Across from No. 123 Girard Avenue: Spot repair

Patrick A. Guasco
Sewer System Coordinator
City of Sausalito Community Development Department
420 Litho Street
Sausalito, CA.94965
(415) 289-4192
pguasco@ci.sausalito.ca.us



STEVE WESTLY
California State Controller

April 29, 2005

**TO ALL LOCAL GOVERNMENT ENTITIES WHO HAVE OPTED INTO THE
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT:**

I am pleased to announce that the informal bid limits listed in Public Contract Code (PCC) sections 22032 and 22034 have been changed as follows:

- PCC section 22032 (a): Increase monetary limit from \$25,000 to \$30,000.
- PCC section 22032 (b): Increase monetary limit from \$100,000 to \$125,000.
- PCC section 22032 (c): Increase monetary limit from \$100,000 to \$125,000.
- PCC section 22034 (f): Increase monetary limit from \$100,000 to \$125,000 and the exclusion from \$110,000 to \$137,500.

Public Contract Code section 22020 states that any adjustment shall be effective beginning with the fiscal year which commences no less than 60 days following the Controller's notification to affected public agencies of the adjustment. Therefore, the above adjusted informal bid limits will be effective on July 1, 2005.

If you have any questions or comments, please call ~~Gary Marshall~~ or Bob Stonehouse of the Division of Accounting and Reporting at ~~(916) 324-0253~~ or (916) 327-2289, respectively.

Sincerely,

Original Signed By:

STEVE WESTLY
California State Controller

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pguasco

Requisitions Proof List

Date: 01/21/2009
Time: 17:39:17

<u>Req No</u>	<u>Req Date</u>	<u>Item Name</u>	<u>Vendor No</u>	<u>Appr Status</u>	<u>Account No</u>	<u>PM Task and Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
0000575	01/21/2009		WRFORDE	Approved	110-550-4067-450	CK04012-100 Const	1.00	27,870.00	27,870.00
							Employee Total:		27,870.00
							Dept Total:		27,870.00
							Grand Total:		27,870.00

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W. R. FORDE ASSOCIATES

984 HENSLEY STREET, RICHMOND, CA 94801

PHONE: (510) 215-9338

FAX: (510) 215-9867

CONTRACTOR'S LICENSE NO. 814744

**Various Locations, Sausalito
Sewer Line Spot Repairs Proposal**

Attn: Pat Guasco
Tel: (415) 289-4192
Fax: (415) 339-2256

Scope of Work

All Work Based on Site Visit by D. Voorhis w. P. Guasco

Mobilization	\$	1,500.00
63 Glen Drive - Protruding Lateral Repair - Replace Main Connection with New Wye	\$	3,800.00
210304 - 210303. Infront of No. 31 Girard Ave: failed public sewer just above Rodhole 210303. City barricades are in place and white USA markings. Excavate & Repair & Install New Manhole after City Inspection:	\$	6,800.00
Near 606 Locust Street - Install New Manhole Midway Between Existing M.H.'s on Girard & Cazneau	\$	6,300.00
431 Litho Street - Spot Repair - 10-15 LF up to 5' Depth & 1 Lateral Connection Assumed	\$	4,600.00
123 Girard Ave. - Spot Repair per Above Scope	\$	4,870.00
WRF Can Mobilize for this Work with 24 hr. Notice, and Anticipate 15 Working Days for Completion		
Total: \$		27,870

Qualifications & Exclusions:

- All new fencing & gates are excluded
- Concrete stairs, ramps, & handrails
- Temporary Fencing or Facilities
- Electrical work, Wiring, or Terminations
- Bonds, fees, permits, engineering, layout or testing
- Grades to +/- .10 of a foot
- Furnishing or Placement of any Topsoil, Irrigation, or Landscaping Item is NIC
- Concrete Except as Noted
- Structural Excavation or Backfill
- Utilities Stubbed to 5' of Buildings
- Relocation of existing facilities or utilities
- Underground obstructions (such as boulders, concrete, tanks)
- Handling, testing or disposal of any hazardous soil or materials
- Soil management program or any hazmat procedures
- SWPPP - Winterization or erosion control plan
- Utility Connection Fees
- Any work not included in our scope is specifically excluded.**

Accepted _____ Date _____

W.R. Forde Associates _____

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