



Legislation Text

File #: 20-1280, **Version:** 1

Resolution to Approve a General Services Agreement for Electrical and Instrumentation Support Services with Utilities Instrumentation Service, Inc. for the Wastewater Treatment Services Unit, RFP #20-28 (\$90,000.00)

Your approval is requested for a general services agreement with Utilities Instrumentation Service, Inc. (UIS) in the not-to-exceed amount of \$90,000.00 (estimated \$30,000.00 annually) through FY23 for electrical and instrumentation support services at the City's Wastewater Treatment Plant and six sewage lift stations.

In July 2020, the City issued RFP #20-28 for electrical and instrumentation support services for the Wastewater Treatment Services Unit for FY21, FY22 and FY23. The scope of work involves transformer testing, infrared testing of switchgears, testing of medium voltage breakers at City substations and generators, programming and calibration of instrumentation, Supervisory Control and Data Acquisition (SCADA) support and troubleshooting, and Programmable Logic Controller (PLC) programming.

The City received two proposals, one from UIS and one from Decima. The City utilized a weighted 100-point scoring system for evaluating the proposals based on qualifications, past involvement with similar projects, proposed work plan, and fee proposal. After evaluating the proposals, UIS received a score of 90, and Decima received a score of 70. Decima scored substantially lower than UIS in the areas of qualifications for this work, past involvement with similar projects, and proposed work plan, though their fees were lower. When considering all aspects of the evaluation, the City finds UIS to be the most qualified proposer providing the best value to the City. It is therefore recommended that City Council approve the general services agreement with UIS to provide electrical and instrumentation services as described in RFP #20-28.

UIS complies with the requirements of the City's Non-Discrimination and Living Wage ordinance.

Budget/Fiscal Impact: These services are included in the approved FY21 WWTP Operation and Maintenance Budget for the Sewage Disposal System. Funds to finance the work to be performed under this contract during future fiscal years will be included in the requested WWTP Operation and Maintenance Budget for the Sewage Disposal System for those fiscal year, if so approved by City Council.

..Staff

Prepared by: Jeremy Holbrook, Water Utilities Maintenance Supervisor, WWTP
Reviewed by: Craig Hupy, Public Services Area Administrator
Approved by: Tom Crawford, Interim City Administrator

Whereas, The City issued a Request for Proposal for Electrical and Instrumentation Support Services, RFP# 20-28, for the Wastewater Treatment Services Unit for calibration, testing, inspection, programming, troubleshooting, and preventive maintenance on equipment and instrumentation at the City's Wastewater Treatment Plant and the six sewage lift stations;

Whereas, The services included in RFP 20-28 are necessary to maintain the function and operation of critical Wastewater Treatment Services electrical and instrumentation infrastructure;

Whereas, Funding for these services is available in the approved Sewage Disposal annual operating and maintenance and appropriate capital budgets, if so approved by City Council;

Whereas, Utilities Instrumentation Service, Inc. (UIS) scored substantially higher than the other respondent to RFP 20-28 in the areas of qualifications for this work, past involvement with similar projects, and proposed work plan;

Whereas, UIS is the most qualified proposer providing the best value to the City; and

Whereas, UIS complies with the requirements of the City's Non-Discrimination and Living Wage Ordinances;

RESOLVED, That Council accept Utilities Instrumentation Services, Inc.'s proposal for Electrical and Instrumentation Support Services submitted for RFP 20-28;

RESOLVED, That Council approve a General Services Agreement with Utilities Instrumentation Services, Inc. for Electrical and Instrumentation Support Services in the amount not-to-exceed \$90,000.00 through FY23;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the contract after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.