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Title: Award a consultant services agreement to SEAM Group, LLC in the amount not to exceed \$237,200, inclusive of a \$20,000 contingency, for providing an Occupational Safety and Health Administration compliant lockout-tagout program for equipment at the Fresno-Clovis Regional Wastewater Reclamation Facility (Council District 3).

Sponsors: Department of Public Utilities

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Attachments: 1. Attachment 1 - Consultant Services Agreement-SEAM.pdf, 2. Attachment 2 - Vicinity Map.pdf

Date	Ver.	Action By	Action	Result
3/10/2022	1	City Council	ADOPTED	Pass

REPORT TO THE CITY COUNCIL

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SUBJECT

Award a consultant services agreement to SEAM Group, LLC in the amount not to exceed \$237,200, inclusive of a \$20,000 contingency, for providing an Occupational Safety and Health Administration compliant lockout-tagout program for equipment at the Fresno-Clovis Regional Wastewater Reclamation Facility (Council District 3).

RECOMMENDATIONS

Staff recommends that City Council award a consultant services agreement to SEAM Group, LLC, in the amount not to exceed \$237,200, inclusive of a \$20,000 contingency, to provide an Occupational Safety and Health Administration (OSHA) compliant lockout-tagout program (Project) for electrical and mechanical equipment at the Fresno-Clovis Regional Wastewater Reclamation Facility (Wastewater Facility); and authorize the Director of Public Utilities, or designee, to sign the agreement on behalf of the City of Fresno (City).

EXECUTIVE SUMMARY

There is a significant amount of electrical and mechanical equipment at the Wastewater Facility. As part of regular maintenance activities, certain measures are undertaken to ensure the safety of operations personnel. One of the most important measures is to deactivate machinery by turning-off its source of power. This procedure is commonly referred to as lockout-tagout. To aid operations personnel prepare a comprehensive program for this safety measure the Department of Public Utilities is seeking to award a consultant services agreement to SEAM Group, LLC for the Project. The Project will establish updated procedures for meeting OSHA regulations and ensuring a continued safe workplace to Wastewater Facility personnel in performance of maintenance and repair activities.

BACKGROUND

The Department of Public Utilities' Wastewater Management Division desires to implement a comprehensive OSHA compliant lockout-tagout program by updating safety procedures used in the performance of maintenance and repair activities. The Project is necessary to meet OSHA regulations and safeguard the physical well-being of personnel.

The existing lockout-tagout program needs to be updated based on changes to regulations since its last implementation. The need is also brought about by Wastewater Facility growth resulting in additions and modifications of equipment. To date the inventory count exceeds 7,500 pieces of equipment, which when coupled with complex treatment operations makes maintenance and repair activities frequently necessary. The implementation of the Project will put in-place updated procedures for de-energizing equipment thereby making them inoperable and allowing for performance of necessary repair or replacement activities in a safe environment. The program will additionally provide training for Wastewater Facility personnel so they become self-sufficient in implementing the program for future equipment.

In accordance with Fresno Municipal Code Chapter 4, Article 1, and Administrative Order 6-19 (AO 6-19), the Department of Public Utilities conducted a competitive process to select a consultant to provide services for the Project. A Request for Qualifications (RFQ) was published in the Business Journal and posted on the City's Planet Bids on November 15, 2021. Seam Group, LLC was the lone prospective consultant to submit a qualification package by the closing deadline of December 21, 2021. On December 24, 2021, the selection committee members met to review and evaluate the qualification package received. As allowed for in AO 6-19, the RFQ was structured for the consultant to provide detailed information regarding experience of the firm and team members, along with project approach execution of the Project. Upon review of the qualifications for meeting the various criteria and analysis of the proposed fee, SEAM Group, LLC was deemed suitable for award of the contract.

A standardized consultant services agreement has been used in accordance with Administrative Order 4-4 and the consultant's Certificates of Insurance have been approved by the City's Risk Management Division. Upon approval by the City Council, the agreement will be executed by the Director of Public Utilities, or designee.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378, the award of this consultant services agreement for the design services does not qualify as a “project” for the purposes of CEQA.

LOCAL PREFERENCE

Local preference was not implemented because no local firm submitted a proposal.

FISCAL IMPACT

There is no impact to the General Fund. This Project is located in Council District 3. This Project is identified in the Wastewater Management Division’s five-year Capital Improvement Plan. Funds for this Project are budgeted in the Fiscal Year 2022 Sewer Enterprise Fund 40501.

Attachments:

Attachment 1 - Consultant Services Agreement

Attachment 2 - Vicinity Map