



## Legislation Details (With Text)

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**Title:** Approve a five-year Consultant Services Agreement with BSK Associates for an annual amount not to exceed \$600,000 to provide testing services for potable and non-potable water analysis (Citywide)

**Sponsors:** Department of Public Utilities

**Indexes:**

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**Attachments:** 1. 2019-02-28 Attachment 1 - BSK Agreement.pdf

Date	Ver.	Action By	Action	Result
2/28/2019	1	City Council	approved	Pass

## REPORT TO THE CITY COUNCIL

**February 28, 2019**

**FROM:** MICHAEL CARBAJAL, Director  
Department of Public Utilities

**THROUGH:** DEJAN PAVIC, Supervising Professional Engineer  
Department of Public Utilities - Utilities Planning & Engineering

ROBERT C. LITTLE, Water System Supervisor  
Department of Public Utilities - Water Division

**BY:** MATTHEW BULLIS, Professional Engineer  
Department of Public Utilities - Utilities Planning & Engineering

## SUBJECT

Approve a five-year Consultant Services Agreement with BSK Associates for an annual amount not to exceed \$600,000 to provide testing services for potable and non-potable water analysis (Citywide)

## RECOMMENDATION

Staff recommends that City Council approve a five-year Consultant Services Agreement with an option of a one-year extension to provide testing services for potable and non-potable water analysis with BSK Associates for an annual amount not to exceed \$600,000, and authorize the Director of Public Utilities, or designee, to sign all documents on behalf of the City of Fresno (City).

## EXECUTIVE SUMMARY

To comply with state and federal requirements, the Department of Public Utilities (DPU), submits thousands of water samples each year to contract laboratories for testing and analysis. Samples are collected from potable and non-potable water sources and analyzed for physical, chemical, and bacteriological properties to determine the effectiveness of water treatment and suitability of the water for public consumption. Contracts for this work with laboratory vendors typically extend for five year terms. The current vendor contract expires on April 25, 2019. Following a procurement process, the proposed Consultant Services Agreement would award a five-year contract, with an option for an one-year extension, to BSK Associates.

## BACKGROUND

The City submits thousands of water samples each year to contract laboratories for testing and analysis to comply with state and federal requirements. The City's current contract for water analysis expires on April 25, 2019. In preparation to enter into a new Consultant Services Agreement for water samples testing, a Request for Qualifications (RFQ) was prepared and published on Planet Bids on October 11, 2018, and in the Business Journal on October 15, 2018. The deadline for submitting proposals was November 15, 2018. Three proposals were received prior to the deadline date, all from local laboratory businesses.

A selection committee consisting of DPU staff familiar with applicable state and federal water testing requirements evaluated the proposals. All proposals were found to be responsive. Each laboratory opened their facility for a site tour and provided answers to questions from the committee. The committee met to review proposals, discuss results, tally scores, and rank proposals. In accordance with the RFQ specifications, the proposals were evaluated for the following criteria: company experience, company expertise, laboratory certifications, qualifications, comprehensive quality assurance and control plan, references, sample reports, internet presence, electronic communication abilities, staff resumes, and unit pricing.

Based on the selection committee's recommendation, staff recommends that City Council award a Consultant Services Agreement for a five-year term with an option for a one-year extension to BSK Associates of Fresno, California.

BSK Associates received the top overall score and was consistently ranked high in customer service, work capability, experience and laboratory certifications. In addition, BSK Associate's overall unit pricing was approximately 30% lower than the other vendors' proposals.

This contract for Consultant Services Agreement has been approved as to form by the City Attorney's Office, 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, who has been delegated this authority by the City Manager.

## ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act (CEQA) Guidelines Section 15378 the award of this contract does not qualify as a "project" for the purpose of CEQA.

## **LOCAL PREFERENCE**

Local preference was implemented; BSK Associates is a local business as defined by Fresno Municipal Code 4-109(b).

## **FISCAL IMPACT**

There is no impact to the General Fund. Funding for this contract is included in the Fiscal Year 2019 budget within the Water Enterprise Fund No. 40101. Work activities will continue to be funded in subsequent fiscal years in the same manner for the length of the contract.

Attachment: Consultant Services Agreement