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**On agenda:** 9/12/2023      **Final action:**

**Title:** To Approve Task Order No. 2024-34 with Jacobs Engineering, Inc. (Jacobs) to Provide Assistance with Project and Asset Management, Contractor Coordination and Documentation, Data Management and Quality Control, and Strategic Planning for Water Field Operations and the Cross-Connection Control Program; Pending Approval of the FY 2024 Budget. (Utilities Director)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Task Order 2024-34 (Jacobs).pdf, 2. Task Order 2024-34 FY24 WFO and CCC Assistance\_Final.pdf, 3. RFQ-20-03-COC AGREEMENT.pdf, 4. Jacobs 1st Amendment to Continuing Services Agmt.pdf, 5. Jacobs COI Exp 7-1-24.pdf, 6. TRACK SHEET.pdf

Date	Ver.	Action By	Action	Result
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**CITY COUNCIL AGENDA ITEM**

**Memo Date:** August 10, 2023  
**Agenda Date:** September 12, 2023  
**Prepared By:** Donnie Howard, Field Operations Manager  
**Through:** John A. Walsh, P.E., Utilities Director  
**Requested Action:**

To Approve Task Order No. 2024-34 with Jacobs Engineering, Inc. (Jacobs) to Provide Assistance with Project and Asset Management, Contractor Coordination and Documentation, Data Management and Quality Control, and Strategic Planning for Water Field Operations and the Cross-Connection Control Program; Pending Approval of the FY 2024 Budget

**BACKGROUND:**

Since 2010, the Utilities Department has successfully implemented several proactive infrastructure condition assessment programs including a valve and hydrant assessment & replacement program, Cross-Connection Control (CCC) inspection/testing/replacement program, and pipeline condition assessment projects. These programs have provided comprehensive data critical to the successful implementation of proactive asset management programs managed by the Water Field Operations (WFO) division.

Due to the scope and complexity of these perpetual infrastructure assessment and repair/replacement programs, the Utilities Department has requested that Jacobs Engineering, Inc. (Jacobs) continue to augment City staff in the form of project and asset management assistance, contractor coordination and documentation of activities, data management and quality control assistance (including review of contractor submitted data and invoices), long-term strategic planning,

and safety.

Proposed Task Order No. 2024-34 covers the period from date of October 1, 2023 through September 30, 2024 with the following engineering services:

Task 1 - WFO & CCC Project Management and Asset Management Assistance

Jacobs will provide project management assistance in the form of documentation of asset management activities performed by WFO Staff, assistance with uploading of distribution system improvements to the GIS database, monitoring of existing and new outside vendors/contractors' activities, and collection and transfer of information and data to City personnel and GIS database.

In addition, Jacobs will meet with WFO personnel to review internal field activities including assessments, replacements, and improvements of potable water distribution assets. These meetings will include documentation of information regarding:

1. Recommended replacement/improvements of valves, hydrants, and pipelines, including assets that require further WFO investigations.
2. Which assets might be repaired or replaced by City personnel.
3. Which assets should be replaced by a licensed Contractor.

Task 2 - Cross-Connection Control (CCC) Program (Project WS13BC)

A) Contractor Coordination and Documentation

Jacobs will meet with Water Field Operations (WFO) personnel and the CCC Program Contractor to update progress in surveying, testing, repairing, and replacing commercial and residential backflow devices.

B) Data Management and Quality Control

Jacobs will review Contractor submitted data to verify accuracy and thoroughness and to ensure the proper formatting of data for uploading to the City's GIS database.

C) Strategic Planning

Jacobs will assist City Staff with the continued strategic planning and implementation related to the ongoing regulatory requirements of the CCC Program.

Staff recommends the approval of Jacobs Engineering, Inc Task Order No. 2024-34 in the amount of \$223,524 (pending approval of the FY 2024 budget).

**STRATEGIC PLAN CONNECTION:**

N/A

**BUDGETARY IMPACT:**

Budgeted

Yes

If not budgeted, is amendment/transfer attached? N/A

Amount Requested: \$223,524

Account Number:

421-4025-536.31-03

Account Name:

Engineering Services

### **PREVIOUS ACTION:**

On September 23, 2014, City Council approved Task Order 2015-61 with CH2M for FY 2015 CCC Program Assistance for City staff augmentation and support for CCC Program.

On September 8, 2015, City Council approved Task Order 2016-66 with CH2M for FY 2016 CCC Program Assistance for City staff augmentation and support for CCC Program.

On September 22, 2015, City Council approved Task Order 2016-68 to assist WFO in prioritizing asset replacement activities, scoping and preparing contract documents, managing outside services, organizing and utilizing asset data, and increasing staff collaboration and interactions.

On September 27, 2016, City Council approved Task Order 2017-78 with CH2M for FY 2017 CCC Program Assistance for City staff augmentation and support for CCC Program.

On September 27, 2016 City Council approved Task Order 2017-77 to assist WFO in prioritizing asset replacement activities, scoping and preparing contract documents, managing outside services, organizing and utilizing asset data, and increasing staff collaboration and interactions.

On October 10, 2017, City Council approved Task Order 2018-84 with CH2M for FY 2018 CCC Program Assistance for City staff augmentation and support for CCC Program.

On October 10, 2017 City Council approved Task Order 2018-85 to assist WFO in prioritizing asset replacement activities, scoping and preparing contract documents, managing outside services, organizing and utilizing asset data, and increasing staff collaboration and interactions.

On September 25, 2018, City Council approved Task Order 2019-93 with Jacobs/CH2M for FY 2019 project management assistance, data/invoice review, and strategic planning in support of the Cross Connection Control Program.

On September 25, 2018 City Council approved Task Order 2019-92 with Jacobs/CH2M to assist WFO in prioritizing asset replacement activities, scoping and preparing contract documents, project management, organizing and utilizing asset data.

On February 26, 2020 City Council approved Task Order 2020-02 with Jacobs to assist with contractor oversight, quality control, public relations, and data management for the Cross Connection Control Program.

On February 26, 2020 City Council approved Task Order 2020-05 with Jacobs to provide services to the City's personnel on Repair and Maintenance (R&M) projects in the form of additional project management assistance, contractor monitoring and documentation of activities, data management, and quality control assistance for R&M Programs.

On October 13, 2020 City Council approved Task Order 2021-16 with Jacobs Engineering to Provide Assistance with Project Management, Contractor Monitoring, Data Management, Quality Control and the Cross Connection Control Program (Project No. WS13BC).

On September 14, 2021 City Council approved Task Order 2022-18 with Jacobs Engineering, Inc. (Jacobs) to Provide Assistance with Project Management, Contractor Monitoring, Data Management, Quality Control and the Cross Connection Control Program, Project No. WS13BC.

On September 13, 2022 City Council approved Task Order 2023-30 with Jacobs Engineering, Inc. (Jacobs) to Provide Assistance with Project Management, Contractor Monitoring, Data Management, Quality Control and the Cross-Connection Control Program

**RECOMMENDED MOTION:**

To Approve Task Order No. 2024-34 with Jacobs Engineering, Inc. (Jacobs) to Provide Assistance with Project and Asset Management, Contractor Coordination and Documentation, Data Management and Quality Control, Strategic Planning, and Safety for Water Field Operations and the Cross-Connection Control Program; Pending Approval of the FY 2024 Budget