




CITY MANAGER'S REPORT

AGENDA ITEM REQUEST

UTILITIES DEPARTMENT

DATE: November 21, 2017

TO: Ed Lavallee, ICMA-CM, MPA, City Manager

FROM: Javier Vargas, Utilities Director 

COUNCIL DATE: December 12, 2017

SUBJECT: **ENGINEERING SERVICES ASSESSMENT**

Background:

As directed by City Council, the Utilities Department has performed an assessment of the need to pursue the hiring of a professional engineer or engineering staff to perform tasks related to utilities projects. This evaluation examines current organizational structure and responsibilities, future engineering services needs of the department, cost & benefit analysis and provides various recommendations.

The Utilities Department does not have engineering staff dedicated to assist with the design, permitting, construction or other services related to our infrastructure. Furthermore, we are dedicated to the operation and maintenance of the utility infrastructure.

A full-service utility system like ours often secures the services of a qualified firm(s) to provide Engineering Services for Water, Wastewater and Reclaimed Water Systems. The services include planning services, design services, permitting assistance, bid and proposal development services, services during construction, and other services related to these systems.

When the department hires an engineering firm, we hire a team of engineers and their expertise in different disciplines and capabilities such as civil, structural, electrical, environmental engineering, etc.

Recommendations:

Based on our analysis, we recommend the following actions:

- The Utilities Department has determined that it is in the best interest of the city to continue using work assignments for large engineering design projects.
- To hire a minimum of one or two, depending on workload and the number of ongoing utilities projects, full-time Utilities Inspector(s) to perform tasks related to construction observation services of various utility infrastructure projects reducing the work assignment expenditures on CEI services
- Enter into agreements with pre-selected engineering firms to perform smaller assignments in accordance with the Scope of Services. Compensation to be paid under this agreement will not to exceed the sum of one hundred thousand dollars (\$100,000) for performance of the professional services specified by the Department.

Requested Action:

The Utilities Department requests Council's approval to move forward with the hiring of one full-time permanent Utilities Inspector.

City Attorney Review:

N/A

Risk Management Review:

N/A

Funds Availability (account number):

421-1201-536.12-00