



Staff Report

December 12, 2017

TO: Honorable Mayor and Members of the Town Council
FROM: Brit Snipes, Town Engineer
DATE: December 12, 2017
RE: Drainage Services contract with Coastline Water Resources Inc.

Recommendation

Adopt resolution awarding Drainage Services Contract to Coastline Water Resources Inc and authorizing the Town Manager to execute an agreement acceptable to the Town Attorney for providing such On-Call Drainage Services in an amount not to exceed \$114,500.

Issue Statement and Discussion

Much of the Town's drainage infrastructure has been in place for more than 30 years and is reaching the end of its life cycle. This on-call contract will allow the Town to repair and maintain the drainage system in the most cost-effective way possible.

On October 26, 2017, the Public Works Department released a Request for Qualifications (RFQ) for Drainage Services. This RFQ was advertised from October 26th to November 16th on the Town's web site and at the Local Builders Exchange. The RFQ was also advertised in the Loomis News on November 3rd and 10th. The Town received and opened three proposals on November 16, 2017. Coastline was the lowest responsive bidder at \$114,500.

On call drainage services will supplement the work performed by the Town's maintenance crew. When work is larger in scale or more specialized than what the Town's forces typically perform, the Town Engineer will issue a work order to the contractor based on the unit pricing in the RFQ. The RFQ includes pricing for typical services as well as rates for hourly work.

CEQA Requirements

There are no CEQA issues involved with the contract.

Financial and/or Policy Implications

Funding for this contract will be from the Drainage Maintenance line item in the Public Works Budget.

Attachments

- A. Resolution

TOWN OF LOOMIS

RESOLUTION NO. 17 - XX

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AUTHORIZING THE TOWN MANAGER TO ENTER INTO A CONTRACT FOR DRAINAGE SERVICES WITH COASTLINE WATER RESOURCES INC. NOT TO EXCEED \$114,500

WHEREAS, the Town's drainage infrastructure requires maintenance and may fail in places without warning; and

WHEREAS, the maintenance and emergency response is best performed by crews with the proper equipment and expertise; and

WHEREAS, the Town issued a Request for Qualification on October 26, 2017; and

WHEREAS, proposals were opened and evaluated on November 16, 2017; and

WHEREAS, Coastline Water Resources submitted the lowest responsive base bid; and

WHEREAS, the Town Manager is now seeking authorization from the Town Council to enter into contract for Drainage Services with Coastline Water Resources Inc.; and

NOW, THEREFORE BE IT RESOLVED, that the Town of Loomis accepts the bid by Coastline Water Resources Inc of \$114.500 and hereby authorizes the Town Manager to execute an agreement acceptable to the Town for Drainage Services.

PASSED AND ADOPTED this 12th day of December 2017, by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

Mayor

ATTEST:

Charleen Strock, Town Clerk