CITY OF TEMPE
REQUEST FOR COUNCIL ACTION

Council Meeting Date: 06/27/2019
Agenda Item: 5B22

ACTION: Award a professional services contract to Engineering and Environmental Consultants, Inc. for the Grease Trap Improvements – Various Facilities project located at various locations around the City.

FISCAL IMPACT: The professional services contract is $124,918. Funds to cover this contract and related costs are appropriated for fiscal year 2018/19 in the Capital Improvement Project No. 6708841Q, Existing City Build Asset Management.

RECOMMENDATION: Award the professional services contract to Engineering and Environmental Consultants, Inc.

BACKGROUND INFORMATION:
Project History:
The City has a number of facilities with large kitchen areas equipped with grease traps and or grease interceptors. This piece of equipment is important for keeping fats, oils, and grease from entering the City's sanitary sewer system where it increases the probability of sewer clogs or overflows. Several of these facilities have experienced operational issues with their grease traps and or interceptors. The City has initiated this program to evaluate and upgrade or replace existing grease traps to meet City of Tempe pre-treatment requirements. Grease traps and or interceptors at ten of 15 facilities were identified as needing some sort of work ranging from upgrade to complete replacement. The selected consultant, Engineering and Environmental Consultant, Inc. (EEC), will assess, evaluate, and design, if needed, all grease infrastructure and standardize the equipment for ease of future maintenance. This project is part of the City's Facilities asset management program.

Scope of Work:
EEC professional services includes:

- Initial Assessment Phase where EEC will research existing information and conduct site visits to present preliminary findings and recommendations for upgrades.
- Design Phase includes efforts to prepare design plans for four sites and additional visual assessments for other sites.
- Post Design Phase includes coordination with the JOC contractor, review of shop drawing submittals, responding to contractor requests for information, and as needed site inspections.
- Additional Work Phase includes allowances for any additional efforts needed for design, visual assessment, post design, and permit assistance.

Contract Type: Professional Services Contract.

Procurement Method:
Pre-Qualified Consultant Selection:
In December 2017, Engineering and Environmental Consultants, Inc. was one of 32 Water/Wastewater Engineering consulting firms selected for a Selection List through a qualifications-based process consistent with Arizona Revised Statues (ARS) § 34-103. This selection process is conducted on a tri-annual basis and includes evaluation of submitting firms for each discipline based on approved selection criteria and relative weights, and how their expertise relates to the City’s upcoming project needs (ARS prohibits the use of pricing as a criterion for this qualifications based process).
For this project Engineering and Environmental Consultants, Inc. was selected from the Water/Wastewater Engineer Pre-Qualified Selection List based on companies who have been previously awarded contracts, the scope of work, their familiarity with the project, and the specific expertise required for successful completion of the work. Staff worked with Engineering and Environmental Consultants, Inc. in developing a detailed scope of work and proposal. The proposal was deemed to be consistent with normal engineering practice on similar projects and the proposed labor rates are consistent with industry standards.

**ATTACHMENTS:** Professional Services Contract

**STAFF CONTACT(S):** Marilyn DeRosa, PE, RG, Engineering and Transportation Director, (480) 350-8896  
Tom Duensing, Deputy Internal Services Director – Finance, (480) 350-8505

Department Director: Marilyn DeRosa, PE, RG, Engineering and Transportation Director  
Legal review by: Shelley Cutts, Assistant City Attorney  
Prepared by: Jennifer Svetichan, Senior Management Assistant