



Staff Report

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**File #:** 23-0973

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**REQUEST FOR CITY COUNCIL AND  
CORONA UTILITY AUTHORITY ACTION**

**DATE:** 12/06/2023

**TO:** Honorable Mayor and City Council Members  
Honorable President and Board Members

**FROM:** Public Works Department & Utilities Department

**SUBJECT:**

PROFESSIONAL SERVICES AGREEMENT WITH LEE + RO INC. FOR ENVIRONMENTAL AND ENGINEERING DESIGN SERVICES FOR THE WESTERN RIVERSIDE COUNTY REGIONAL WATER AUTHORITY FLOW CONTROL IMPROVEMENTS PROJECT, NO. UT-2023-03

**EXECUTIVE SUMMARY:**

This staff report asks the City Council to approve the Professional Services Agreement with LEE + RO Inc. in the amount of \$549,949 for environmental and engineering design services for the Western Riverside County Regional Water Authority (WRCRWA) Flow Control Improvements Project, No. UT-2023-03. The project will design the infrastructure improvements to allow delivery of reclaimed water from the WRCRWA Treatment Plant to the City of Corona.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Approve the Professional Services Agreement with LEE + RO Inc. for a term of 36 months, December 6, 2023, through December 6, 2026, in the amount of \$549,949, and waive any and all minor irregularities in the proposal.
- b. Award Request for Proposal 24-011SB to LEE + RO Inc. for environmental and engineering design services for the Western Riverside County Regional Water Authority Flow Control Improvements Project, No. UT-2023-03.
- c. Authorize the City Manager, or his designee, to execute the Professional Services Agreement with LEE + RO Inc. in the amount of \$549,949, including any substantive extensions, change

orders, purchase orders, and amendments up to the amount authorized in Corona Municipal Code Section [3.08.070\(I\)](#), which is equivalent to 10% or \$54,995.

- d. Authorize the City Manager, or his designee, to issue a purchase order in the amount of \$549,949 to Lee + RO Inc.

**That the Corona Utility Authority** review, ratify, and, to the extent necessary, direct the City Council to take the above actions.

**BACKGROUND & HISTORY:**

WRCRWA operates a 14 MGD wastewater treatment plant that produces tertiary treated reclaimed water. The City of Corona, Jurupa Community Services District, Home Gardens Sanitary District, City of Norco, and Western Municipal Water District are member agencies and communities served by the WRCRWA treatment plant. The City currently sends sewage to the WRCRWA plant for treatment and can, but currently does not, receive the treated wastewater (reclaimed water) from the WRCRWA plant for its use. Completion of the WRCRWA Flow Control Improvement Project (Project) as well as the WRCRWA Reclaimed Water Pipeline Project, which is currently under construction, will facilitate the delivery of reclaimed water to the City of Corona.

The City's current capacity in the WRCRWA plant is 2.62 MGD and WRCRWA agency members have a cooperative agreement and methods to purchase additional reclaimed water when available. The reclaimed water from the WRCRWA treatment plant will be used to meet the City's reclaimed water demand, creek discharges, and other beneficial reuses allowable for reclaimed water under the current permit.

The Project includes the design of a flow control station (FCS) and the necessary piping and appurtenances to deliver the water to the Cota ponds, the Water Reclamation Facility 1 reclaimed water storage tank, and other points within the Utility Department's reclaimed water distribution system. The piping needs consist of slip lining approximately 4,100 LF of old 24" thin-walled steel pipeline, and installing approximately 5,000 LF of a new pipeline to replace/augment the existing 12" PVC pipeline. The Project location is shown in Exhibit 1.

**ANALYSIS:**

Request For Proposals (RFP) 24-011SB for environmental and engineering design services for WRCRWA Flow Control Improvements Project was posted on the City of Corona bid platform, Planet Bids, on August 17, 2023, pursuant to Corona Municipal Code Section [3.08.110](#) Non-public projects formal bidding procedure. A total of two hundred and sixty-five (265) registered City of Corona prospective bidders were notified. On August 24, 2023, five consultants attended a non-mandatory pre-proposal meeting held via Teams Meeting. On September 18, 2023, two proposals were received through the PlanetBids bidding service.

The following is a summary of the proposal evaluation results:

Firm	Location	Evaluation Ranking	
1	LEE + RO Inc.	City of Industry, CA	1
2	Richard Brady & Associates, Inc.	San Deigo, CA	2

The primary factors in the evaluation analysis were the qualifications of the firm’s personnel, experience with similar work, work plan, and project understanding and approach presented in the proposals. Staff recommends that the top firm, LEE + RO Inc., be retained to perform the environmental clearance and design engineering services. Based on the proposal evaluation analysis, LEE + RO Inc.’s team possesses the skills and experience necessary to execute the scope of work for the project successfully. Funding of \$54,995 is included in the project costs for staff support.

**FINANCIAL IMPACT:**

Funding for design and environmental services and all other necessary costs is available in the Fiscal Year 2024 WRCRWA Flow Control Improvements, Capital Improvement Project No. UT-2023-03, which has an available budget balance of \$1,112,876, 75% of which is from the Reclaimed Water Utility Fund 567 and 25% from grant funding from the Water Utility Grant/Agreement Fund 571. Exhibit 2 is the amended notice of award by the Bureau of Reclamation that lists the Project together with the three other projects (WRCRWA Reclaimed Water Pipeline, Old Temescal Reclaimed Water Pipeline, and Lincoln Avenue Water Pipeline) that were awarded a total grant funding of \$3,880,000. The share of grant funding for the design and construction of the Project is expected to be approximately \$1,550,000.

The estimated cost for design services is outlined as follows:

Consultant .....	\$549,949
Contingency .....	\$54,995
Staff Support .....	\$54,995
<b>Total Costs .....</b>	<b>\$659,939</b>

**ENVIRONMENTAL ANALYSIS:**

These actions are exempt from the California Environmental Quality Action (CEQA), as the actions are not a “project” as defined by CEQA, PRC Section 21065, and CEQA Guidelines Section 15378, guidelines which define a “project” as the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or reasonable foreseeable indirect physical change in the environment, and that is an activity directly undertaking by any public agency including public works construction and related activities. These actions involve the approval of a professional services agreement. Therefore, no environmental analysis is required at this time. After approval of the recommended actions herein, staff will proceed with this project's design and environmental document phase. Any applicable documentation will be prepared and filed at that time.

**PREPARED BY:** KENNY NGUYEN, CIP MANAGER/ASSISTANT CITY ENGINEER

**REVIEWED BY:** SAVAT KHAMPHOU, PUBLIC WORKS DIRECTOR & TOM MOODY, DIRECTOR OF

UTILITIES

**Attachments:**

1. Exhibit 1 - Location Map
2. Exhibit 2 - Reclamation Funding Award Amendment
3. Exhibit 3 - Professional Services Agreement