



Staff Report

File #: 23-0527

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

DATE: 06/21/2023

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

FROM: Utilities Department

SUBJECT:
MAINTENANCE/GENERAL SERVICES AGREEMENT FOR AS-NEEDED GENERAL PLUMBING AND
SEWER SERVICES WITH PRO-CRAFT CONSTRUCTION, INC. IN THE AMOUNT OF \$400,000

EXECUTIVE SUMMARY:

This staff report requests the City Council to approve an agreement for As-Needed general plumbing and sewer services in an amount not to exceed \$400,000. On-call plumbing services with Pro-Craft Construction, Inc. will aide Utilities staff and standby staff with corrective maintenance related to mechanical equipment and plumbing, minimizing impacts to facilities operating twenty-four hours a day, seven days a week.

RECOMMENDED ACTION:

That the City Council:

- a. Award Request for Proposals No. 23-043RH for As-Needed Maintenance General Plumbing Services and Sewer Services to Pro-Craft Construction, Inc.
- b. Authorize the City Manager, or his designee, to execute the Maintenance/General Services Agreement with Pro-Craft Construction, Inc., in the amount of \$400,000 per fiscal year and authorize the extension of the agreement with two (2) additional two (2) year optional renewal periods.
- c. Authorize the City Manager, or his designee, to issue a purchase order to Pro-Craft Construction, Inc., in the amount of \$400,000, and to negotiate and execute non-substantive extensions, change orders and amendments up to 10% of total contract cost or \$40,000 as authorized by Corona Municipal Code [Section 3.08.060\(J\)](#).

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

BACKGROUND & HISTORY:

The City of Corona Utilities Department (UD) maintains and operates various facilities. These include four (4) water treatment plants, 24 wells/well sites, 18 booster stations, 19 water storage tanks, 46 pressure reducing stations, 3 water reclamation facilities, 16 sewer lift stations, 3 reclaimed water booster stations, approximately 9,000 potable water hydrants and 24,319 system/control valves. Prompt attention to plumbing issues is crucial to mitigate risks, including structural deterioration, mold growth, and health hazards from contaminated water or sewage exposure. Delayed repairs can lead to increased costs, facility disruptions and higher water consumption and expenses. By securing prompt and reliable as-needed general plumbing and sewer services, UD can achieve effective, efficient and safe operations of water treatment, distribution, and wastewater management infrastructure.

The Facilities Maintenance and Infrastructure Division has preventative and corrective maintenance programs in place that encompass the installation, maintenance and repair of plumbing systems that are essential for the facilities operations. UD requests funds for these programs during each fiscal year's (FY) budget approval process. During the FY 2023 budget process, the City Council approved funds to allocate towards plumbing services in the Utilities Department operating budget within the Sewer Utility Fund 572, Water Utility Fund 570, and Reclaimed Water Utility Fund 567 for preventative and corrective maintenance.

ANALYSIS:

In order to select a vendor that best serves the City's service needs, the Purchasing Division conducted the competitive process by means of a Request for Proposals (RFP), as allowed by Corona Municipal Code [Section 3.08.060\(H\)](#). Staff believes that the RFP conducted for these services is in the best interest of the City because of the importance of high-quality workmanship. Specifically, an RFP allows staff to evaluate potential contractors on additional criteria other than their bid amount, such as their staffing levels, performance with similar municipal agencies, and their safety history.

The evaluation of the proposals was based on four essential criteria: 1. Work Plan/Work Organization; 2. Qualifications of Company and Personnel; 3. Approach to Safety Measures; and 4. Reasonableness of Cost and Price.

RFP 23-043RH was posted on PlanetBids, the City's electronic bidding platform, on March 14, 2023, pursuant to CMC 3.08.110 non-public projects formal bidding procedure requirements.

UD's staff prepared a comprehensive price form along with the scope of work and approved materials. The successful contractor is required to provide all labor, materials, tools, equipment, supplies, services, tasks, transportation, and all incidental and customary work required to complete the required services.

The City received one (1) responsive proposal by the submission deadline of April 17, 2023. Pro-Craft

Construction, Inc.'s proposal was evaluated and received satisfactory scoring in all evaluation criteria. A summary of the proposal scoring and evaluation rankings are presented below:

Rank	Company	\$400,000 Annual	City
1	Pro-Craft Construction Inc.	Time & Materials	Redlands, CA

The contractor is required to provide UD with highly skilled resources to handle different types of plumbing and sewer services at various locations throughout UD's facilities with a high-level of responsiveness and quality service per the RFP documents and specifications. Services include, but are not limited to, drain and sewer cleaning services, video inspections, jetting services, leak detection and addressing all phases and types of commercial, industrial and residential plumbing. Additionally, services encompass copper sweating, trenchless line repair, natural gas piping, polypropylene fusing and regulator installations. UD Facilities Maintenance and Infrastructure Divisions staff will ensure the high standards for safety, accuracy and thoroughness are met.

Staff recommends that City Council award RFP 23-043RH and the Maintenance/ General Services Agreement in the amount of \$400,000 to Pro-Craft Construction Inc. All licenses for the contractor have been reviewed and verified by City Staff.

The full contract amount for these services is non-guaranteed and depends on UD's needs each fiscal year.

FINANCIAL IMPACT:

Funding for the recommended actions is included in the approved Fiscal Year 2023 Utilities Department operating budget and has been included in the Proposed Fiscal Year 2024 operating budget within the Sewer Utility Fund 572, Water Utility Fund 570, and Reclaimed Water Utility Fund 567. Funding for future fiscal years' service will be recommended through the annual budget process.

ENVIRONMENTAL ANALYSIS:

This action is categorically exempt pursuant to Section 15301 of the Guidelines for the California Environmental Quality Act (CEQA), which states that operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the CEQA determination. This action involves as-needed general plumbing services. Therefore, no environmental analysis is required.

PREPARED BY: AFTAB HUSSAIN, MAINTENANCE MANAGER

REVIEWED BY: TOM MOODY, DIRECTOR OF UTILITIES

Attachments:

1. Exhibit 1 - Pro-Craft Construction, Inc. Maintenance/General Services Agreement