



REPORT to the MAYOR and MEMBERS of the CITY COUNCIL
From the CITY MANAGER

DATE: May 26, 2020

SUBJECT: Resolution Awarding a Task Order to Harris and Associates for Wastewater Utility Billing, Annual Administration and Related Services

ISSUING DEPT: Public Works

SUMMARY:

Issues:

Should the City Council approve a resolution awarding a Task Order to Harris and Associates for wastewater utility billing, annual administration and related services in the amount of \$55,000?

Recommendation:

Staff recommends that the City Council approve a resolution awarding a Task Order to Harris and Associates for wastewater utility billing, annual administration and related services in the amount of \$55,000.

Fiscal Impact:

Funds for the project are available in account 4141-6430. No general fund money will be used.

City's Strategic Goals:

- Continue to improve high quality municipal services

BACKGROUND:

The City annually analyzes the water usage data to derive the sewer generation and billing for each property. The billing information is submitted to the County's Assessor's Office to be included in the property tax bills to each sewer user.

In April 2018, the City advertised a request for qualifications (RFQ) and held a formal selection process to select highly qualified firms that could provide various services. The City renewed their agreement with Psomas in May of 2018 to continue providing Wastewater Utility billing, annual administration and related services to the City of La Mesa. At the end of the calendar year Psomas eliminated this service and reached an agreement with Harris and Associates to take over the current staff and clients.

In February 2019, the Council awarded a sole source professional services contract to Harris and Associates to continue working with the consultants that have provided this service for more than 20 years. On March 21, 2019, the Mayor executed a Master Agreement with Harris and Associates to provide wastewater utility billing, annual administration and related services for a duration of two years and an option of three one-year extensions. The terms of the Master Agreement allow for the issuance of Task Orders to authorize specific items of work on an as-needed basis to the selected consultants. Since this Task Order exceeds \$50,000, City Council approval is required.

DISCUSSION:

The City will require data analysis information for the upcoming sewer billing preparation in August 2020. In order to submit the sewer billing information to the Assessor's Office by August 2020 for upcoming Fiscal Year 2021 billing, it is necessary to start reviewing and analyzing the water usage data starting in June 2020. Due to their familiarity and past performance, it is recommended that a Task Order be awarded to Harris and Associates for this work, which is proposed to include the following tasks:

- Analyze the water data for sewer billing purposes
- Verify the sewer billings for correctness and accuracy
- Preparing and send out to the residents the upcoming billing amounts and details in advance of the property tax bills
- Provide customer support with dedicated sewer billing hotline
- Provide direct-billing database of properties that are not on tax roll
- Provide online parcel-based billing information
- Coordinate with City staff on billing process

CONCLUSION:

Staff recommends that the City Council approve the resolution awarding a Task Order to Harris and Associates for wastewater utility billing, annual administration and related services in the amount of \$55,000.

Report to Mayor and Councilmembers

Date: May 26, 2020

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Reviewed by:



Greg Humora
City Manager

Respectfully submitted by:



Leon Firsh
Director of Public Works/City Engineer

Attachments: A. Resolution
 B. Task Order

RESOLUTION NO. 2020-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MESA
AWARDING A TASK ORDER TO HARRIS AND ASSOCIATES FOR
WASTEWATER UTILITY BILLING, ANNUAL ADMINISTRATION AND
RELATED SERVICES

WHEREAS, one of the City of La Mesa's strategic goals is to continue to improve high quality municipal services;

WHEREAS, the City has a need for specialized sewer billing services to analyze the water usage and communicate the billing data to the County of San Diego's Assessor's Office;

WHEREAS, on March 21, 2019, the City executed a Master Agreement with Harris and Associates; and

WHEREAS, The terms of the Master Agreement allow for the issuance of Task Orders to authorize specific items of work on an as-needed basis.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of La Mesa, California, that the Mayor is hereby authorized and instructed to execute a Task Order between the City of La Mesa and Harris and Associates, for a fee of not to exceed \$55,000, for wastewater utility billing, annual administration and related services.

PASSED AND ADOPTED at a Regular meeting of the City Council of the City of La Mesa, California, held the 26th day of May 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

CERTIFICATE OF CITY CLERK

I, MEGAN WIEGELMAN, City Clerk of the City of La Mesa, California, do hereby certify the foregoing to be a true and exact copy of Resolution No. 2020-, duly passed and adopted by the City Council of said City on the date and by the vote therein recited.

MEGAN WIEGELMAN, CMC, City Clerk

(SEAL OF CITY)

**RFQ 18-15 PROJECT TASK ORDER FORM
\$50,000 AND OVER**

Task Order Date: 05/26/2020 Department: PUBLIC WORKS
Contractor: Harris & Associates Task Order No. 2 CS-10004845-02
Project Name: Wastewater Utility Billing, Annual Administration and Related Services
Project Code: N/A

Brief Description of Work: Wastewater Utility Billing, Annual Administration and Related Services

The City Council awarded **HARRIS & ASSOCIATES** a Sole Source Professional Services Contract to Provide Wastewater Utility Billing, Annual Administration and Related Services on **FEBRUARY 26, 2019**. All terms, conditions per Master Agreement executed on **MARCH 21, 2019**. All scope of services, schedule and pricing per the attached proposal for this task dated **APRIL 12, 2019**.

Task Order to be Paid from Following Account(s):

Account No.:	4141-6430	\$	55,000.00
		Task Order Total:	\$ 55,000.00

CITY OF LA MESA

In accordance with the La Mesa Municipal Code Purchasing Ordinance, Section 2.40.180(F), the City Council, by resolution, may approve Specialized Professional Services contracts in excess fifty thousand dollars (\$50,000).

Approved by: _____
Leon Firsh, Director of Public Works/City Engineer Date

Approved by: _____
Greg Humora, City Manager Date

Approved by: _____
Mark Arapostathis, Mayor Date

Attest: _____
City Clerk Date

HARRIS & ASSOCIATES

Approved by: _____
Alison Bouley, Senior Director Date

After approval by Department Head, City Manager, and City Council:

Original to: City Clerk
Copy to: Originating Department and Purchasing along with supporting documents to process purchase order

