



CITY OF ATASCADERO

CITY COUNCIL STAFF REPORT

Item D4

Department: Public Works
Date: 10/14/25
Placement: Consent

TO: JAMES R. LEWIS, CITY MANAGER

FROM: NICK DE BAR, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

PREPARED BY: RYAN HAYES, DEPUTY PUBLIC WORKS DIRECTOR

SUBJECT: Wastewater Inflow and Infiltration Study Award

RECOMMENDATIONS:

Council:

1. Approve a sole-source procurement of professional services for the Wastewater Inflow and Infiltration Study due to extenuating circumstances.
2. Approve a contract amendment with Carollo for \$239,700 for the Wastewater Inflow and Infiltration Study.

DISCUSSION:

BACKGROUND

The City contracted with Carollo in 2023 for the Collection System Master Plan Update. Working closely with City Public Works and Community Development staff, Carollo utilized anticipated land use data from the ongoing General Plan Update to inform City buildout projections and completed the draft Collection System Master Plan in March of 2025. The Collection System Master Plan utilizes current wastewater flows and loads to model anticipated future wastewater flows in order to analyze the capacity of all system components. Combining the capacity evaluation with a system condition assessment, the Collection System Master Plan identified a 10-Year Capital Improvement Program (CIP).

During the preparation of the Collection System Master Plan, it became apparent that a significant percentage of the wastewater flows during winter months are the result of Inflow and Infiltration (I&I). Infiltration is defined as storm water or groundwater flows entering the sewer system through defects in the pipelines, manholes and joints. Inflow is storm water that enters the sewer system via storm drain cross connections (roof drains connected to the sewer, etc.) and unsealed manhole covers. State regulations require the City to appropriately size the wastewater system to avoid system overflows, which are most common during large storm events and are typically the result of high I&I. Decreasing I&I in the system can have outsized impacts on minimizing CIP costs by reducing the need to upsize sewer mains otherwise in good physical condition, and significantly lowering the volume of wastewater treated at the Water Reclamation Facility.

ANALYSIS

Following completion of the Collection System Master Plan, City staff and Water Systems Consulting, the City's Water Reclamation Facility (WRF) Project program manager, determined that there are significant

potential capital cost savings through I&I mitigation. An I&I study was previously completed in conjunction with the 2016 Collection System Master Plan update, but the scope of the study was limited and was intended to identify larger areas of concern as opposed to specific problem spots for repair or replacement. The I&I study currently proposed includes an initial stage of installing and monitoring flow meters at the downstream terminus of thirteen separate sewersheds, followed by a relocation of the meters to specific locations within the sewersheds with highest measured I&I volumes to identify specific I&I “hotspots.” This data will then be input back into the sewer model to identify high priority CIP projects, with a cost-benefit evaluation and updated recommended CIP list.

Pursuant to the City’s purchasing policy, contracts for professional services exceeding \$100,000 must be awarded by City Council following a Formal Request for Proposal (RFP). However, given the Collection System Master Plan work recently done by Carollo, City staff is recommending that the I&I work scope be awarded as a sole-source procurement of professional services through an amendment to Carollo’s original Collection System Master Plan contract. I&I data will be most efficiently incorporated into the model already created by Carollo and demands on staff time will be minimal. Issuing a formal RFP and switching to another consultant would require transferring over all infrastructure data, rerunning models, and would be a significant draw on City staff time. As a result of the additional data requirements, research on models, etc. Another vendor would likely also be more expensive. As such, staff believes that award of this work to Carollo would qualify for an exception to the formal RFP process under purchasing policy section V.3.1.f..2 and 3:

The formal RFP/RFQ process may be bypassed in the following... instances:

- 2. When one known service provider is available, the Department Head shall prepare a report for Council approval requesting an exemption from the formal RFP/RFQ procedures and if applicable awarding the bid to the “sole source”.*
- 3. When there are extenuating circumstances that would make the formal RFP/RFQ process not the most cost-effective approach. This often relates to qualitative, artistic, or proprietary software/technological issues. The appropriate Department Head shall prepare a report to Council requesting an exemption from the formal bidding procedures.*

Additionally, it is preferable to initiate the I&I study as soon as possible in order to collect data during the upcoming rainy season, as well as using this information in determining capacity requirements for the WRF Project design currently underway. By identifying and reducing I&I in the collection system, the treatment plant design capacity can be reduced for wet weather flows, potentially saving \$10+ million dollars in construction costs. It is important to note that the majority of the costs associated with the I&I study are due to placing, monitoring and resetting the wastewater flow meters. This work is fairly standard in nature and it is not expected that costs would vary significantly by vendor.

City staff has reviewed the submitted fee for this work and finds it to be reasonable and fair given the scope of work.

FISCAL IMPACT:

Awarding the contract amendment for the I&I Study will result in the expenditure of \$239,700 in budgeted wastewater enterprise funds. This project is included in the adopted FY 2025-2027 budget and includes \$250,000 in wastewater funds. There are several tasks that may not be necessary

depending upon the outcome of the original data collected, with any unused funds remaining in the wastewater enterprise fund.

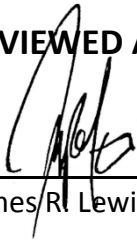
ALTERNATIVES:

The City Council may choose to direct staff to not proceed with the I&I Study or issue a formal RFP for the work. Staff does not recommend either alternative, as the I&I Study has potential to significantly reduce overall wastewater capital costs by identifying cost-effective mitigation projects, and the process of preparing and issuing a formal RFP will delay the work and may result in missing the winter 2025 monitoring window.

REVIEWED BY OTHERS:

This item has been reviewed by the Administrative Services Director.

REVIEWED AND APPROVED FOR COUNCIL AGENDA



James R. Lewis, City Manager