

**Operations Committee Meeting - October 21, 2020**

1. Agenda Packet

Documents:

[201021 AGENDA PACKET - POSTED 201016.PDF](#)



# SWEETWATER AUTHORITY

505 GARRETT AVENUE  
POST OFFICE BOX 2328  
CHULA VISTA, CALIFORNIA 91912-2328  
(619) 420-1413  
FAX (619) 425-7469  
www.sweetwater.org

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JENNIFER H. SABINE  
ASSISTANT GENERAL MANAGER

## OPERATIONS COMMITTEE

### AGENDA

**DATE: Wednesday, October 21, 2020**

**TIME: 6:30 p.m.**

Notice: Pursuant to Governor Newsom's Executive Orders N-29-20 and 33-20, which in part, provide waivers to certain Brown Act provisions, meetings of the Board of Directors will be held by teleconference. There will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on agenda items by following these instructions:

**To join via Zoom Webinar from a computer, tablet, or smartphone,  
click on the link below:**

<https://zoom.us/j/91458023440>

**To join this meeting via telephone, please dial:**

**1-669-900-6833 or 1-253-215-8782**

**Meeting ID: 914 5802 3440**

If you are unable to access the meeting using this call-in information, please contact the Board Secretary at (619) 409-6703 for assistance.

To provide public comment on non-agenda items or to provide public comment on any item of the agenda:

#### **Before the meeting:**

- Go to [www.sweetwater.org](http://www.sweetwater.org); click on the "HOW DO I..." at the top of the page; and then click on the "Public Comment" link in the Contact section.

OR

- Physically deposit your public comment in the Authority's payment drop box located in the public parking lot at the Authority's Administrative Office at 505 Garrett Avenue, Chula Vista.

OR

- Mail your comments to 505 Garrett Avenue, Chula Vista, CA 91910 [Attention: Public Comment].

All written public comment submissions must be received 1 hour in advance of the meeting and will be read aloud to the Board during the appropriate portion of the meeting with a reading limit of 3 minutes for each comment.



**During the meeting:**

The Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to Participants List, hover over your name and click on “Raise Hand.” This will notify the moderator that you wish to speak during Oral Communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing \*9 to notify the moderator that you wish to speak during the current item.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible. The above public comment procedures supersede any Authority standard public comment policies and procedures to the contrary.

**1. CALL MEETING TO ORDER AND ROLL CALL**

**2. ITEMS TO BE ADDED, WITHDRAWN, OR REORDERED IN THE AGENDA.**

**3. PUBLIC COMMENT.**

Opportunity for members of the public to address the Committee. (Government Code Section 54954.3).

**4. ACTION AGENDA.**

The following items on the Action Agenda call for discussion and action by the Committee. All items are placed on the Agenda so that the Committee may discuss and take action on the item if the Committee is so inclined, including items listed for information.

➤ **Consideration to Award a Contract for Traffic Control Services**

**5. DIRECTORS’ COMMENTS.**

Directors’ comments are comments by Directors concerning Authority business that may be of interest to the Board. Directors’ comments are placed on the Agenda to enable individual Board members to convey information to the Board and the Public. There is no discussion or action taken on comments made by Board members.

**6. NEXT MEETING DATE:** Wednesday, November 4, 2020 at 6:30 p.m.

**7. ADJOURNMENT.**

*This agenda was posted at least seventy-two (72) hours before the meeting in a location freely accessible to the Public on the exterior bulletin board at the main entrance to the Authority’s office and it is also posted on the Authority’s website at [www.sweetwater.org](http://www.sweetwater.org). No action may be taken on any item not appearing on the posted agenda, except as provided by California Government Code Section 54954.2. Any writings or documents provided to a majority of the members of the Sweetwater Authority Governing Board regarding any item on this agenda will be made available for public inspection at the Authority Administration Office, located at 505 Garrett Avenue, Chula Vista, CA 91910, during normal business hours. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (619) 409-6703 at least forty-eight (48) hours before the meeting, if possible.*

*To e-subscribe to receive meeting agendas and other pertinent information, please visit [www.sweetwater.org](http://www.sweetwater.org).*



## BOARD ACTION

**TO:** Governing Board (Operations Committee)  
**FROM:** Management  
**DATE:** October 16, 2020  
**SUBJECT:** Consideration to Award a Contract for Traffic Control Services

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### **SUMMARY**

The Authority recently issued a Request for Quotes (RFQ) to 11 contractors for Traffic Control Services; of the 11 contractors, one was a Local Business, as defined by the Authority's Preferential Purchasing Policy for Local Businesses. The RFQ indicated that the contract would be awarded to one service provider. In addition to direct outreach to the 11 contractors, and in an effort to reach other Local Businesses, an advertisement was posted on the Authority's website.

The Authority frequently requires traffic control plans, permits, flaggers, and rental equipment for scheduled, unscheduled, and emergency projects. Each land use agency requires traffic control plans to be submitted with permit applications on projects that require working in the right of way. Staff utilizes San Diego Regional Standard Drawings when applicable; however, often the land use agency requires customized traffic plans to be created.

For bidding purposes, the RFQ provided an estimate number of hours and permits required. The estimated hours/permits may increase or decrease during the contract period and a minimum quantity was not guaranteed. The quotes received were based on the estimated hours/permits. The RFQ identified that a contract would be for one year with four renewal options. The bid opening took place on September 17, 2020 at 2:30 p.m. and three quotes were received. No responses were received from Local Businesses. Staff reached out to the local contractor, a Local Business, who was sent an RFQ and is a vendor who had work with the Authority as recently as 2017, and inquired why they did not submit a quote. The local contractor indicated that they did not submit due to an internal coordination issue on their part. Staff encouraged the local contractor to consider submitting quotes for Authority jobs in the future.

The quotes on the preliminary bid tabulation (attached) reflect annual project costs and total project cost (five-year costs). Staff reviewed the bid tabulations in order to determine the lowest responsive bidder for the project.

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Preliminary Bid Tabulation Summary (Total Project Cost):

|                               |               |           |
|-------------------------------|---------------|-----------|
| Hudson Safe-T-Lite Rentals    | El Cajon, CA  | \$91,440  |
| Cecilia's Safety Service, Inc | Vista, CA     | \$101,189 |
| Bechtel Services              | San Diego, CA | \$117,646 |

**PAST BOARD ACTION(S)**

- June 24, 2020      The Governing Board adopted Resolution 20-13, Adopting a Budget for the Fiscal Year 2020-21.
- June 24, 2020      The Governing Board approved the FY2020-21 Strategic Plan Detailed Work Plan.

**FISCAL IMPACT**

Funding in the amount of \$135,000 was included in the FY 2020-21 Budget for Traffic Control Services.

**POLICY**

All purchases greater than \$75,000 require approval by the Governing Board.

Strategic Plan Goal 2: System and Water Supply Reliability (SR) - Achieve an uninterrupted, long-term water supply through investment, maintenance, innovation and developing local water resources.

- Objective SR1: Implement the current Water Distribution Master Plan to include: pipeline replacements; new pipelines for capacity, reliability and redundancy; additional water storage capacity in deficient zones; and additional pumping capacity for Hydropneumatic Zones (Source: 2015 Water Distribution Master Plan)
  - 004.00 Replace the following pipelines in FY 2020-21: J Street (Myra Ave. to Nacion Ave.); Myra Ave. (East J St. to Claire Vista Tank); Easement (Gretchen Rd. to Claire Vista Tank)

Strategic Plan Goal 3: Financial Viability (FV) - Ensure long-term financial viability of the agency through best practices, operational efficiency, and maximizing assets.

Board Policy 517, Financial Policies, Preferential Purchasing for Local Businesses, allows that if a Local, Small, and or/ Disadvantaged Business is not the lowest bidder, then Authority staff may provide a preference of up to 10 percent over the lowest

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procured price when awarding a purchase involving Local, Small, and/or Disadvantaged Business.

**ALTERNATIVES**

1. Award a contract in the amount of \$91,440 to the lowest responsive bidder, Hudson Safe-T-Lite Rentals of El Cajon, CA, for Traffic Control Services.
2. Reject all bids and direct staff to rebid.
3. Other direction as determined by the Governing Board.

**STAFF RECOMMENDATION**

Staff recommends that the Governing Board award a contract in the amount of \$91,440 to the lowest responsive bidder, Hudson Safe-T-Lite Rentals of El Cajon, CA, for Traffic Control Services.

**ATTACHMENT**

Preliminary bid tabulation

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