



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/10/2021

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. 7 CONTRACT K-1415-34: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RJN GROUP, INC., EXTENDING ENGINEERING, MAINTENANCE, REPAIR, INSTALLATION AND REPORTING SERVICES ASSOCIATED WITH PERMANENT WASTEWATER FLOW METERING EQUIPMENT AT EIGHTEEN (18) LOCATIONS THROUGHOUT NORMAN THROUGH AUGUST 31, 2022.

BACKGROUND:

In October 23, 2001, the Norman Utilities Authority (NUA) approved Contract K-0102-50 with RJN Group, Inc. (RJN) which began a program to measure wastewater flows from satellite collection systems. The scope of services included metering equipment selection, installation, calibration, software for data collection and reporting, and a one-year maintenance contract which ended March 31, 2003. The program began with the installation of 10 flow meters at discharge points serving the University of Oklahoma. The contract was amended several times in subsequent years to authorize continued maintenance, data collection, and reporting.

After five years, a Request for Proposal (RFP) was forwarded to consultants. On August 28, 2007, the NUA approved Contract K-0708-42 to RJN in an annual amount not to exceed \$150,000. Under this contract, unit prices were provided to perform meter maintenance and install a total of 19 meters. Additional meters were installed at discharges from satellite systems such as mobile home parks and apartment complexes to determine if permanent meters were justified at these locations. Additional meters were also installed to determine wastewater flows prior to and following improvements under the Sewer Maintenance Program (SMP). The NUA approved five amendments extending RJN's services through August 27, 2014. Over that time, unit prices for data collection and reporting increased from \$390 to \$437 per meter per month; an average annual increase of 1.6%.

Historically, RJN has been the only qualified firm interested in performing the work and they continue to provide a competitive price due to familiarity with the equipment, software and metering locations. For these reasons, staff requested that RJN provide a new contract to be renewed annually for NUA consideration. The NUA approved Contract K-1415-34 with a "not to exceed" amount of \$228,414 based on a continued maintenance, data collection and reporting for a total of 18 meters for 12 months plus purchase and installation of 9 new meters. The eighteen (18) metering installations include nine meters for OU billing purposes, seven meters

to measure dry and wet weather flow data from interceptors entering the Water Reclamation Facility (WRF) and two additional meters for sewer rehabilitation evaluation under the Sewer Maintenance Plan (SMP). This contract has been amended six times extending the monitoring period through August 31, 2021.

The existing metering equipment at each of nine OU monitoring locations were originally installed in 2002 and were replaced in 2016 to ensure collection of accurate flow data for billing purposes. The WRF interceptor meters were originally installed in 2010; six of these meters were replaced as part of Amendment No. 5. New rain gauges were installed as part of Amendment No. 6.

DISCUSSION:

Amendment No. 7 to Contract K-1415-34 with RJN Group, Inc. will extend flow-monitoring services through August 31, 2022 for the 18 existing meters. The unit rate will increase from \$580.00/meter/month to \$609.00/meter/month. The breakdown of unit costs for purchase and installation, engineering and maintenance to perform flow-monitoring services are detailed in Attachment C to the amendment. As noted in Attachment C, the estimated amount for the next 12-month period is \$155,000 is the same amount as the previous amendment.

The Fiscal Year Ending (FYE22) budget included new funding of \$155,000 in account 32955252-44099, Water Reclamation Fund, Professional Services. This is sufficient to cover the proposed amount of \$155,000.

Prior to the end of next fiscal year, staff intends to advertise a RFP for future services.

RECOMMENDATION:

Staff recommends approval of Amendment No. 7 to Contract K-1415-34 with RJN Group, Inc. in an amount not to exceed \$155,000.