

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute an Agreement with LKP, Inc., dba Innovative Vacuum Systems, for \$300,000 and the Option for an Additional \$150,000 for 2021 to Provide Professional Services of Closed Circuit Television (CCTV) Inspections of City-owned and Operated Stormwater Drainage Pipes
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Lance Newkirk, Public Works Operations Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

In 2012, the City of Shoreline started performing Closed Circuit Television (CCTV) inspection and condition assessment of the stormwater pipe drainage system in coordination with basin planning efforts. Although the City’s final basin plan was completed in 2016, more than half of the City’s stormwater pipes remain uninspected. The 2018 Surface Water Master Plan designated the Condition Assessment Program as an operational program to continue CCTV inspection and assessment of the City’s stormwater pipes. The program will help the Surface Water Utility meet the recommended 20-year inspection frequency cycle and inspect pipes that have yet to be completed.

To help perform this work, in April of this year, the City solicited vendors to provide proposals for stormwater pipe CCTV inspections. One submittal was received from LKP, Inc., dba Innovative Vacuum Services (Innovac). Staff reviewed Innovac’s submittal and along with an in-person interview, determined they met the requirements of the request for proposal. Tonight, Council is scheduled to authorize the City Manager to execute an agreement with Innovac for \$300,000, with the option for an additional \$150,000 for 2021, to provide the stormwater pipe CCTV inspections.

**RESOURCE/FINANCIAL IMPACT**

Funding for this program will come from the Surface Water Utility’s Operations budget. The total annual budget for the program is currently \$150,000. The Utility plans to use \$150,000 annually over the 2019-2020 budget cycle with an option to continue the contract for an additional year in 2021.

The cost of this contract will be paid based on the following schedule:

<b>EXPENDITURES</b>	<b>2019</b>	<b>2020</b>	<b>2021*</b>	<b>Total</b>
<b>Contract</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$450,000</b>
Total Project Cost	\$150,000	\$150,000	\$150,000	\$450,000
<b>REVENUE</b>	<b>2019</b>	<b>2020</b>	<b>2021*</b>	<b>Total</b>
Surface Water Operations Funds	\$150,000	\$150,000	\$150,000**	\$450,000
Funding Total	\$150,000	\$150,000	\$150,000**	\$450,000

\*Optional  
\*\*Projected

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute an agreement with LKP, Inc., dba Innovative Vacuum Systems, for \$300,000 and the option for an additional \$150,000 for 2021 to provide professional services of CCTV inspections of City-owned and operated stormwater drainage pipes.

Approved By:           City Manager **DT**   City Attorney **MK**

## **BACKGROUND**

The Surface Water Utility owns and maintains 134 miles of stormwater pipe throughout the City. As part of the Stormwater Master Plan Update in 2011, the City Council approved an asset management plan which included assessing the condition of stormwater pipes throughout the City. In 2012, the City of Shoreline started performing Closed Circuit Television (CCTV) inspections and condition assessments in coordination with drainage basin planning efforts. Funding was provided from the Utility's CIP budget. While the final basin plan was completed in 2016, more than half of the City's pipes have not been inspected. Of the remaining pipes to be inspected, approximately half are within the Thornton Creek drainage basin for which inspection and condition assessment were not performed during its basin planning in 2009. The other half remain where access, debris, and/or structural issues prevented the inspections from being completed.

The 2018 Surface Water Master Plan Update designated the Condition Assessment Program as an operational program to continue CCTV inspection and assessment of the City's stormwater pipes. In 2018, this program funded CCTV inspection and condition assessment in specific project areas of the Thornton Creek Drainage Basin.

In 2019 and subsequent years, the program will focus on stormwater pipes not yet inspected and continue to help the Utility meet the recommended 20-year inspection frequency cycle. The data received from the CCTV inspections will inform consultant and City staff condition assessment efforts which, subsequently, will address structural and maintenance issues within the drainage system.

## **DISCUSSION**

In April of this year, the City solicited vendors to provide proposals for stormwater pipe CCTV inspections. One submittal was received from LKP, Inc. dba Innovative Vacuum Services (Innovac). Staff reviewed Innovac's submittal and along with an in-person interview, determined they met the requirements of the request for proposal. They have demonstrated appropriate levels of related project experience and the ability to meet the Utility's proposed schedule. The City has previously worked with Innovac on similar projects, and staff is confident that the City will continue to receive similar quality of service throughout this project.

The vendor's scope of work (Attachment A) consists of performing CCTV inspections and associated tasks to provide program deliverables.

## **COUNCIL GOAL(S) ADDRESSED**

This project supports Council Goal #2 to improve Shoreline's infrastructure to continue the delivery of highly-valued public services. This project will meet this goal by assessing the stormwater pipe conveyance system, subsequently identifying structural and maintenance deficiencies, and informing programs for rehabilitation.

## RESOURCE/FINANCIAL IMPACT

Funding for this program will come from the Surface Water Utility's Operations budget. The total annual budget for the program is currently \$150,000. The Utility plans to use \$150,000 annually over the 2019-2020 budget cycle with an option to continue the contract for an additional year in 2021.

The cost of this contract will be paid based on the following schedule:

<b>EXPENDITURES</b>	<b>2019</b>	<b>2020</b>	<b>2021*</b>	<b>Total</b>
<b><i>Contract</i></b>	<b><i>\$150,000</i></b>	<b><i>\$150,000</i></b>	<b><i>\$150,000</i></b>	<b><i>\$450,000</i></b>
Total Project Cost	\$150,000	\$150,000	\$150,000	<b>\$450,000</b>
<b>REVENUE</b>	<b>2019</b>	<b>2020</b>	<b>2021*</b>	<b>Total</b>
Surface Water Operations Funds	\$150,000	\$150,000	\$150,000**	<b>\$450,000</b>
Funding Total	\$150,000	\$150,000	\$150,000**	<b>\$450,000</b>

\*Optional

\*\*Projected

## RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an agreement with LKP, Inc., dba Innovative Vacuum Systems, for \$300,000 and the option for an additional \$150,000 for 2021 to provide professional services of CCTV inspections of City-owned and operated stormwater drainage pipes.

## ATTACHMENTS

Attachment A: Contract Scope of Work for LKP, Inc. for Stormwater Pipe CCTV Inspections

**Attachment A**  
**Stormwater Pipe CCTV Inspection**  
**Contract #9347**  
**Scope of Work and Fee Schedule**

**CCTV Pipe Inspections**

City operated stormwater drainage pipes will be assessed through a video (CCTV) inspection survey. This includes CCTV inspection of pipes or culverts eight inches in diameter and larger.

Innovac's tasks include:

1. Perform CCTV video inspections, according to National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) version 6.0.1 standards. Reference *Pipeline Assessment Certification Program Reference Manual 6.0.1 -November 2010* for guidelines and coding procedures.
2. Update Cityworks work orders electronically through the Cityworks AMS website.
3. Submit traffic control plans for inspections conducted in the Right-of-Way (ROW), where applicable.
4. Provide traffic control, according to *The Manual for Uniform Traffic Control Devices (MUTCD)* and/or *City of Shoreline Engineering Standard Plans for Traffic Control*, to maintain vehicle and pedestrian safety within the City Right-of Way (ROW).

**Assumptions:**

The City shall:

1. Provide access to the City of Shoreline's Cityworks AMS browser website and application (APP) to view and edit assigned work orders, and upload PACP reports.
2. Provide inspection work orders through the City's Cityworks AMS browser website or APP.
3. Provide access to the City of Shoreline's OneDrive server to allow the vendor to upload contract deliverables.
4. Provide acceptance of deliverables within 10 business days of being received by the vendor.
5. Make available, through Cityworks, maps of the stormwater drainage system, base layers, and other pertinent GIS layers necessary to complete the CCTV inspections.
6. Procure Right-of-Entry permission from private property owners, where necessary, to complete CCTV inspections.
7. Place "No Parking" signs in areas where vehicles continue to restrict access after the vendor has placed "No Parking" signs in advance of work.

The Vendor shall:

1. Perform CCTV inspections according to NASSCO PACP version 6.0.1 standards. Between 1,500 linear feet (LF) and 7,500 LF shall be completed on a weekly basis, with exception for inclement weather. The weekly linear footage may be adjusted by the City Project Manager during the term of the contract. Appendix A illustrates the PACP Header Form fields from the *Pipeline Assessment Certification Program Reference Manual 6.0.1 -November 2010* required by the City
  - a) PACP Header Form Fields 13-19 (Rim to invert/Grade to Invert/Rim to Grade measurements) shall have an accuracy of 1/10 of a foot and shall be in units of feet and provided to the nearest tenth.
2. Perform CCTV inspections using NASSCO PACP ver. 6.0.1 compliant software
3. Provide the completion date of the work, comments, custom field, and status updates on assigned work orders via Cityworks AMS browser website or APP. No paper or electronic maps will be provided to the

vendor, Cityworks AMS provides a map service for users showing assigned work orders and their locations. The vendor shall maintain live access to Cityworks AMS while performing field work associated with CCTV inspections.

4. The vendor is responsible for placing 'No Parking' signs in locations 72 hours in advance of work, where required. If vehicles continue to restrict access to the entry structure, the City shall place 'No Parking' signs in those locations.
5. Provide traffic control plans, where applicable, 10 business days in advance of scheduled work.
6. Provide all supervision, labor, equipment, materials, technical expertise, safety equipment, and service operation to complete the task.
7. Have proper identification with them at all times in the while on the work site. Should the inspection require the vendor to go onto private property, the vendor shall have a signed copy of a Right-of Entry permission letter on-hand and available. The vendor shall make an attempt to notify the residents at the time of entry onto private property.
8. Be responsible for retrieving their equipment should their equipment become immobilized in the City's drainage infrastructure. The City shall incur no costs associated with the retrieval of equipment.
9. Deliver weekly submittals from the City's "Notice to Proceed (NTP)" date until all work orders, assigned annually, are completed. A minimum of 1,500 LF up to maximum of 7,500 LF of inspection data shall be submitted on a weekly basis, with exceptions for inclement weather.
10. Responsible for compliance with all relevant federal, state, and local regulations and practices, including WA State Industrial Regulations, OSHA, WISHA, L&I worker safety, and confined space entry.
11. Complete all work orders, assigned annually, within 150 calendar days from the City's NTP

**Innovac Deliverables:**

1. A video MPEG4 file, compatible with Windows Media Player version 12 or greater, for each work order completed from the previous week's inspections, submitted by the close of business on Thursdays.
2. A PACP version 6.0.1 report in PDF format uploaded to the Cityworks AMS work order for the associated pipe asset number.
3. PACP version 6.0.1 database in a Microsoft Access database from the previous week's inspections, submitted by close of business on Thursday.
4. Provide invoices once a month which includes itemized quantities per attached Fee Schedule.

## FEE SCHEDULE

Item No.	Item Description	Bid Quantity	Bid Unit	Unit Price (Figures)
1	CCTV Inspection	1	LF	\$2.50
2	Flaggers	1	HR	\$95.00
3	Traffic Plan Submittal	1	EA	\$195.00

