

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT
AND RECORD OF ACTION**

January 10, 2023

FROM

BRENDON BIGGS, Chief Flood Control Engineer, Flood Control District

SUBJECT

Contract with WEST Consultants, Inc. for San Bernardino County Hydrology Manual and Detention Basin Design Criteria Update

RECOMMENDATION(S)

Acting as the governing body of the San Bernardino County Flood Control District:

1. Approve **Contract No. 23-25** with WEST Consultants, Inc., to provide professional civil engineering services to update the San Bernardino County Hydrology Manual and Detention Basin Design Criteria, in the amount of \$1,141,242 for the period of January 24, 2023 to January 23, 2025.
2. Authorize the Chief Flood Control Engineer or the San Bernardino County Flood Control District Assistant Director to add and/or delete services and reallocate funding between tasks as required to complete the work outlined in the contract without increasing the total cost or changing the term of the contract.

(Presenter: Brendon Biggs, Chief Flood Control Engineer, 387-7906)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.
Provide for the Safety, Health and Social Service Needs of County Residents.**

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The San Bernardino County Flood Control District (District) is funded by property taxes, fee revenue, and other local, state, and federal funding. The total contract amount of \$1,141,242 is based on the fee presented in the proposal by WEST Consultants, Inc. Sufficient appropriation and revenue have been included in the District's 2022-23 budget (1970002510-FL0115) and will be included in future recommended budgets.

BACKGROUND INFORMATION

The District's first San Bernardino County Hydrology Manual (Hydrology Manual) was released in May 1983 and updated in August 1986. In September 1987, the District issued Detention Basin Design Criteria to be used by agencies and developers in the development of land, and the design and construction of required detention basins. Since then, the District has not comprehensively updated the Hydrology Manual or the Detention Basin Design Criteria, though the District issued an addendum to the Hydrology Manual in April 2010 to address arid regions in the County. The District, County residents, public agencies, and developers all rely upon and use the Hydrology Manual and Detention Basin Design Criteria to prepare hydrology analyses

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for any proposed new projects, drainage studies, Comprehensive Storm Drain Plans, and Master Plans of Drainage.

Under the proposed contract, WEST Consultants, Inc. will provide professional civil engineering services to update the current Hydrology Manual and Detention Basin Design Criteria, which will include updates due to climate change considerations. Services may be further added or deleted, as required, and authorized by the Chief Flood Control Engineer or the Assistant Director pursuant to the terms of the contract, to complete the work outlined in the contract, if such modification does not increase the total cost or change the term of the contract. WEST Consultants, Inc. is well-versed in multiple hydrology modeling software programs and will provide algorithms in an Excel workbook to accommodate both large and small projects. A single spreadsheet concept for calculations would also simplify District reviews.

The proposed update to the Hydrology Manual and Detention Basin Design Criteria will provide more detail and flexibility in the hydrology calculation by using new technology and software that will increase productivity and improve workflow with more quality control. Ultimately, the proposed update to the Hydrology Manual and Detention Basin Design Criteria will assist County residents and developers when preparing hydrology analyses for new development.

PROCUREMENT

On August 22, 2022, the District released Request for Proposal No. PWG123-FLOOD-4707 (RFP) to solicit proposals through the County’s Electronic Procurement System (ePro). The RFP was sent to vendors who were registered in ePro. On October 17, 2022, the following proposals were received:

Consultant	Location
WEST Consultants, Inc	San Diego, CA
CWE	Fullerton, CA
EXP U.S. Services Inc.	San Bernardino, CA

An evaluation committee comprised of five representatives from the District reviewed the proposals. WEST Consultants, Inc. was selected by evaluators based on its approach to the scope of services, experience with similar projects, and experience working with the District and various County Departments. District staff is recommending to award to WEST Consultants, Inc. due to the required experience, understanding the District’s goals, and the ability to perform the update and training. No appeal and/or protests were received.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on December 1, 2022; Purchasing (Jason Cloninger, Lead Buyer, 387-8258) on December 21, 2022; Finance (Carl Lofton, Administrative Analyst, 387-5404) on December 19, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on December 20, 2022.

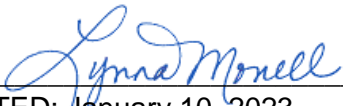
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Hydrology Manual and Detention Basin Design Criteria Update
January 10, 2023**

Record of Action of the Board of Supervisors
San Bernardino County Flood Control District

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: January 10, 2023



cc: SDD/SBCFCD- Fam w/agree
Contractor- C/O SBCFCD w/agree
File- w/agree
LA 01/19/2023