



CITY OF
**PALO
ALTO**

City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Public Works

Meeting Date: April 7, 2025

Report #:2411-3786

TITLE

Approval of a Purchase Order with Municipal Maintenance Equipment, Inc. in an Amount Not to Exceed \$290,947 for the Purchase of a 14 Foot Trailer with a RapidView Closed-Circuit Television Crawler Camera System, Utilizing a Cooperative Purchase Agreement, as Part of the Storm Drainage System Replacement and Rehabilitation Capital Improvement Program Project No. SD-06101; and Approval of a Budget Amendment in the Stormwater Management Fund and Vehicle Replacement and Maintenance Fund; CEQA Status - Exempt Under Sections 10560 and 10561

RECOMMENDATION

Staff recommends that the City Council:

1. Approve and authorize the City Manager or their designee to execute a purchase order with Municipal Maintenance Equipment, Inc., an authorized dealer for RapidView LLC, in the Not-to-Exceed amount of \$290,947, which includes a 5% contingency in the amount of \$13,855 for unforeseen price increases, for the purchase of a 14' Trailer with RapidView Closed-Circuit Television Crawler Camera System, utilizing a cooperative purchase agreement between RapidView LLC and Sourcewell, a cooperative purchasing agency serving government and not-for-profit organizations; and
2. Amend the Fiscal Year 2025 Budget Appropriation (2/3 vote needed) for:
 - a. The Stormwater Management Fund by:
 - i. Increasing the transfer to the Vehicle Replacement Fund in the amount of \$290,947; and
 - ii. Decreasing the Storm Drainage System Replacement and Rehabilitation Capital project (SD-06101) appropriation in the amount of \$290,947; and
 - b. The Vehicle Replacement and Maintenance Fund by:
 - i. Increasing the transfer from the Stormwater Management Fund by \$290,947; and

- ii. Increasing the Scheduled Vehicle Equipment and Replacement Fiscal Year 2025 Capital project (VR-25000) with an appropriation in the amount of \$290,947.

BACKGROUND

The Public Works Department acquired a Closed-Circuit Television (CCTV) Crawler Camera, in about 2005, to enhance the inspection of storm drain pipelines. This technology is utilized after the pipes have been hydro-flushed and cleaned by the staff, ensuring an accurate visual assessment of the pipeline system. As the crawler moves through the pipes, it captures high-resolution footage that can identify and document cracks, blockages, root intrusions, and other signs of deterioration. The information gathered from these CCTV inspections is essential for evaluating the structural integrity of the storm drain system, and identifying any damage, blockage, or deterioration. Based on the visual assessment of the storm drain's condition, the department can develop a prioritized list of repairs, enabling a more efficient allocation of resources and timely maintenance to prevent potential failures in the drainage system.

After two decades of continuous use, the existing CCTV Crawler Camera has reached the end of its serviceable life. The CCTV Crawler Camera is no longer in operation and has been determined to be irreparable.

ANALYSIS

The Public Works Department currently has one CCTV Crawler Camera. When the equipment was purchased, options to mount it onto a vehicle or trailer were not available. As a result, this equipment was not a part of the City's fleet. The recommended new replacement camera crawler system is trailer-mounted and will be added to the City's fleet for routine trailer maintenance and repairs.

If the request to continue the use of the CCTV Crawler Camera program is not approved, the City could face several significant impacts and costs:

1. **Increased Flooding Risks and Damage Costs:** Without regular CCTV inspections, the City would have limited ability to proactively identify and address potential blockages, structural damage, or other issues within the storm drain system. This could result to localized flooding during heavy rain events, property damage, road closures, and potential safety hazards for residents and businesses.
2. **Deterioration of Storm Drain Infrastructure:** The lack of detailed and timely inspections could mean that minor defects in the storm drain system go undetected and worsen over time. This could lead to more severe structural failures, such as pipe collapses or sinkholes, which would be more costly to repair.

3. Regulatory and Environmental Compliance Risks: Storm drain systems are critical in managing water flow and preventing pollutants from entering natural waterways. Failure to adequately inspect and maintain these systems could result in non-compliance with local, state, or federal environmental regulations.

Procurement Process

Palo Alto Municipal Code section 2.30.360 (j) allows the use of cooperative purchasing agreements in lieu of conducting a competitive solicitation. Sourcewell, a cooperative purchasing agency serving governmental, higher education, K-12 education, not-for-profit, tribal government, and other public agencies, conducted a Request for Proposal (RFP) for the procurement of Underground Infrastructure Inspection and Rehabilitation Equipment with Related Services was posted on the Sourcewell Procurement Portal in December 2021 with RapidView LLC being awarded the contract on January 13, 2022. The City requested a quote (Attachment A) from Municipal Maintenance Equipment, Inc. (the authorized dealer of RapidView LLC) on February 3, 2025, and received it on February 7, 2025.

Staff recommends Council approve a purchase order (Attachment B) with Municipal Maintenance Equipment, Inc. for the CCTV Crawler Camera System Trailer described, via the cooperative purchase agreement with Sourcewell. The purchase order version provided has been reduced for printing purposes and is not the full contract with all exhibits.

FISCAL/RESOURCE IMPACT

To fund the recommended purchase, the Fiscal Year 2025 budget will be amended by decreasing the Storm Drainage System Replacement and Rehabilitation Capital Improvement Program Project (SD-06101) by \$290,947 and increasing the Scheduled Vehicle and Equipment Replacement Fiscal Year 2025 Project (VR-25000). This purchase was planned in the Fiscal Year 2025 Adopted Capital Budget for the Storm Drainage System Replacement and Rehabilitation project.

STAKEHOLDER ENGAGEMENT

Requests for vehicle replacements are presented to the Fleet Review Committee (FRC) for approval during the development of the proposed budget and any deviation from these plans is also reviewed by the FRC. The FRC is comprised of executive leadership representatives from the Public Works and Administrative Services Departments and the City Manager's Office. Additionally, Fleet staff review proposed vehicle replacements with the departments using the vehicles. FRC approved the replacement of this purchase on November 13, 2024.

ENVIRONMENTAL REVIEW

This purchase is exempt from the provisions of the California Environmental Quality Act (CEQA) under Sections 10560 and 10561.

ATTACHMENTS

Attachment A: Quote

Attachment B: Purchase Order

APPROVED BY:

Brad Eggleston, Director Public Works/City Engineer