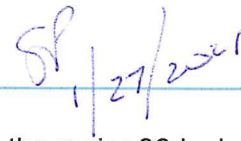




MEMO

TO: Steve Potter; City Manager
 FROM: Phil Brun; Utilities Director 
 DATE: 01/27/2021
 SUBJECT: Emergency Contract Procurement; Shoring and Excavation for the 36-inch Water Transmission Main Leak Repair



Background:

Utilities Water Division Staff have observed a leak has developed on the major 36-inch transmission main. The leak is in an area that is very soft, saturated soils near the Napa River and Napa Sanitation District facilities. The groundwater is shallow and the area does not drain well, especially during winter months. Time is of the essence to complete repairs to this critical pipe that is the main feed to City of Napa from the Barwick Jamieson Treatment Plant. The top of pipe is an estimated 9-11 feet deep and will result in a 15-foot deep excavation to observe the bottom of the pipe. Staff does not have the proper equipment or specialized shoring to safely keep the trench area open in order to assess the pipe and complete repairs.

Emergency Determination:

Utilities Staff is requesting the City Manager declare an emergency and authorize contract procurement for assistance to install shoring, perform excavation, and related services to provide safe access to the 36-inch pipe and complete repairs.

Emergency Contract and Materials Procurement:

Pursuant to *City of Napa Municipal Code, Title 2 Personnel and Administration Chapter 2.91 Contracting Ordinance, 2.91.040 Exceptions for Emergency Contract Procurements* the City Manager may determine immediate action is needed to establish and maintain safe access to the location to inspect and facilitate pipe repair.

Ordinance Procedure:

Emergency contracts made pursuant to *2.91.040* may be made provided the City documents the terms of the contract in a document approved as to form by the City Attorney and obtains the endorsement of the City Auditor that the contract is covered by sufficient unencumbered funds in the adopted budget.

At the earliest feasible time after a determination of emergency, the City Manager shall report to the City Council, at a regularly scheduled City Council meeting, any action taken.

Funding Source:

Sufficient funds in the amount of \$2,471,750 are available in the Water fund Emergency Reserve account 53000-25150 and \$250,000 will be transferred via Resolution to the Water Transmission operating account. 53006-54501 Water Transmission - Construction Services.



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for 36-inch Water Transmission Main Leak Repair**

Declaration:

In response to your Memo dated 01/27/21:

The City Manager hereby determines that, as of the approval of the attached memo dated January 27, 2021 there is substantial evidence documented in the attached memo to support the conclusion that there is a need to take the immediate action of the repair work described in the memo to resolve the emergency, in accordance with Napa Municipal Code Section 2.91.040. Therefore, the City Manager hereby authorizes the Utilities Director to execute the necessary emergency contracts for assistance to install shoring, provide excavation, and related services to provide safe access to the 36-inch pipe and complete repairs.



Steve Potter, City Manager