

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: February 8, 2011

Submitted By: Brian True

Presented By: Brian True

Reviewed By: Carl Niizawa

Agenda Title: Adopt Resolution No. 2011-12 to Approve Amendment No. 22 to the Schaaf & Wheeler Professional Services Agreement for General Engineering Services for As-Needed General Planning, Design, and Hydraulic Model Maintenance Tasks

Detailed Description: The Board of Directors is requested to authorize an amendment to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers that will extend the contract for an additional year and provide as-needed general planning, design, and hydraulic model maintenance within the MCWD service area.

The Professional Services Agreement (PSA) for General Engineering Services with Schaaf & Wheeler was approved by the Board on January 10, 2007 (Resolution No. 2007-04). The scope to that Agreement included a broad range of activities that are consistent with those contemplated with this proposed Amendment. Excerpts from the baseline PSA's Scope that illustrate the tasks proposed by staff to be assigned to Schaaf & Wheeler with this Amendment include:

1. Review and approve capital construction projects;
2. Review and approve development master plans and construction documents;
3. Manage the design effort and coordinate with District staff for required information;
4. Review technical submittals;
5. Review development water and sewer master plans;
6. Review development construction plans;
7. Coordinate connections to the existing system with District staff;
8. Ensure project record drawings (as-built data) are incorporated into District Asset Management system, system maps and models;
9. For civil design projects having a design and bidding cost of less than \$75,000, District staff may request S&W to perform the design in-house or solicit an outside design firm.

The original PSA was for a two-year term, with annual extensions thereafter. The proposed amendment extends the contract term through February 2012.

The Board authorized the last (current) amendment to the PSA on January 12, 2010 for a not-to-exceed amount of \$50,000. Since that time, Schaaf & Wheeler has provided construction management support for the Well 34 project, provided drafting support in updating the district system map, performed hydraulic modeling in support of on-going PRV calibration, provided engineering review of the Whispering Oaks Water Supply Assessment, and delivered several technical works, including a Technical Memorandum (TM) making recommendations concerning the desalination plant beach intake well, which was exposed due to beach erosion in 2010.

The resources of the last amendment are depleted; this amendment will restore the District's ability to request engineering services from Schaaf & Wheeler as needed. In addition to on-call modeling, analysis, and staff training (for in-house modeling efforts), District staff anticipates using this PSA for on-going Well 34 Project (CIP # OW-0170) support, preparation and production of system maps for O&M, field support of Central Marina water system compliance (CIP # MW-0200) tasks, engineering support for determining operational parameters regarding the General Jim Moore Boulevard shared-use potable water pipeline, and design support for repair of identified sewer constrictions and for sewer re-routing in Central Marina.

The proposed contract amendment will be performed and invoiced on a time and expense basis, for the not-to-exceed amount of \$60,000. Schaaf & Wheeler provides service to the District under their Professional Services Agreement for General Engineering Services at a six percent (6%) discount off their standard labor charge rate schedule. Schaaf & Wheeler's charge rates are comparable to other engineering firms providing services to the District and are competitive based on general industry-wide standards. Additionally, the District Engineer reviews the annual charge rate schedule and must accept the schedule which protects the District from significant charge rate increases. Schaaf & Wheeler staff is exceptionally familiar with the Central Marina and Ord Community's water and sewer systems, current Master Plans for those water and sewer systems, and the on-going changes to the system due to their work in reviewing planned developments.

Environmental Review Compliance: None required.

Prior Committee or Board Action: Board Resolution No. 2007-04 on January 10, 2007 approved a Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers. The Board amended the baseline PSA with Board Resolution No. 2008-59 on November 18, 2008 and 2010-03 on January 12, 2010.

Board Goals/Objectives: *Strategic Plan, Goal No. 2 – To meet 100% of current and future customers' needs and make timely improvements and increase infrastructure and level of services and human resources to meet needs of expanding service areas in an environmentally sensitive way.*

Financial Impact: Yes No

Funding Source/Recap: The Engineering Department's budget for the line-item "Engineering Consultants" will be designated to cover the cost proposed herein. The FY 2010/2011 budget for Engineering Consultants is \$140,000.00 of which \$117,000 (approximately) remains as of January 27, 2011.

Material Included for Information/Consideration: Resolution No. 2011-12.

Staff Recommendation: The Board of Directors approve Amendment No. 22 to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers for as-needed general planning, design, and hydraulic model maintenance tasks.

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

____ Resolution No ____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

February 8, 2011

Resolution No. 2011 - 12
Resolution of the Board of Directors
Marina Coast Water District
Authorizing Amendment No. 22 to the
Professional Services Agreement for General Engineering Services with
Schaaf & Wheeler Consulting Civil Engineers for
As-Needed General Planning, Design, and Hydraulic Model Maintenance

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011, at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the District seeks to provide and improve the water and sewer service within Central Marina and the Ord Community by conducting engineering planning, design, and hydraulic model maintenance tasks and this is consistent with the Goals and objectives stated in the District’s 2007/2008 Strategic Plan; and,

WHEREAS, the District Board adopted the FY 2009/2010 Budget for the Engineering Department that includes a \$140,000 line-item for Engineering Consultants, of which \$117,000 (approximately) remains as of January 27, 2011; and,

WHEREAS, on January 10, 2007, the Board adopted Resolution No. 2007-04 approving a Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers; and,

WHEREAS, District staff has identified tasks that are within the negotiated scope of the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler and wishes to extend the term of the agreement through February 2012; and,

WHEREAS, Schaaf & Wheeler has a strong working knowledge of the District’s water and sewer systems and the on-going changes due to their work in reviewing planned developments and District staff believes that the monetary resources proposed herein are reasonable given the complexities of the work, the savings in time and effort that will be realized, and the six (6%) discount.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby authorize the General Manager and/or the Deputy General Manager/District Engineer to execute an amendment to the Professional Services Agreement for General Engineering Services with Schaaf & Wheeler Consulting Civil Engineers for As-Needed General Planning, Design, and Hydraulic Model Maintenance Tasks and extending the term of the agreement through February 2012, and to take all actions and execute all documents as may be necessary or appropriate to give effect to this resolution, the total dollar amount not-to-exceed \$60,000.

PASSED AND ADOPTED on February 8, 2011 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

William Y. Lee, President

ATTEST:

James Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2010-12 adopted February 8, 2011.

James Heitzman, Secretary