

COASTSIDE COUNTY WATER DISTRICT
766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, July 27, 2015 - 5:00 p.m.

AGENDA

1) ROLL CALL

2) PLEDGE OF ALLEGIANCE

3) PUBLIC COMMENT

Members of the public may address the Board of Directors on the items on the agenda for this special meeting. The Chair requests that each person addressing the Board complete and submit a speaker slip, and limit their comments to three (3) minutes.

4) GENERAL BUSINESS

A. Staff Presentation – Recycled Water Project Background and Next Steps ([attachment](#))

B. Professional Services Agreement with Kennedy/Jenks Consultants for Recycled Water Technical Support (attachments: [Draft Proposal](#), [Support Services Budget](#))

5) ADJOURNMENT

Accessible Public Meetings - The Coastside County Water District (CCWD) does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet materials can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: David Dickson, General Manager

Agenda: July 27, 2015

Report

Date: July 23, 2015

**Subject: Professional Services Agreement with Kennedy/Jenks
Consultants for Recycled Water Technical Support**

Recommendation:

Authorize the General Manager to execute a Professional Services Agreement with Kennedy/Jenks Consultants for technical support in developing Phase 1 of the Recycled Water Project, with a not-to-exceed budget of \$50,000.

Background:

The continuing drought has focused attention on the important role that recycled water could play in making the coastside's water supply more reliable. Approval of the Guiding Principles for Recycled Water Project by Sewer Authority Mid-Coastside (SAM) and its member agencies and by CCWD earlier this year was a significant step forward in clearly defining the roles that SAM and CCWD will play in a Phase 1 project to provide water to the golf courses operated by Ocean Colony Partners (OCP). SAM will build and operate a facility to produce water meeting CCWD's quality and quantity specifications, and CCWD will be responsible for designing, constructing and operating transmission facilities to deliver the water to OCP.

Directors of both CCWD and SAM have emphasized their interest in moving ahead as quickly as possible with a recycling project in order to take advantage of the current availability of grants and low-interest loans. In order to assist the District in developing the information needed to take the next steps in the Phase 1 project, which include negotiating agreements with SAM and OCP, staff recommends that the District retain Kennedy/Jenks Consultants to provide the services outlined in the attached proposal dated July 24, 2015.

Joel Faller and Craig Lichty of Kennedy/Jenks will discuss K/J's recycled water experience, review their proposed scope, and answer any questions the Board may have.

Fiscal Impact:

Cost of \$50,000.

Kennedy/Jenks Consultants
Engineers & Scientists

303 Second Street, Suite 300 South
San Francisco, California 94107
415-243-2150
FAX: 415-896-0999

24 July 2015

Mr. David Dickson
General Manager
Coastside County Water District
766 Main Street
Half Moon Bay, California 94019

Subject: Proposal for Phase 1 Recycled Water Project Support Services
K/J BB10681025 / 0001

Dear Mr. Dickson:

As requested, Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to submit this proposal to provide planning and advisory support services to the District in connection with the development of the Phase 1 Recycled Water Project.

Background

In January 2015, the District approved the Guiding Principles for a Recycled Water Project between Sewer Authority Mid-Coastside (SAM), Montara Water and Sewer District (MWSD) and the District. The basis for agreement provides for SAM being responsible for treatment and disposal of wastewater, and the development of a recycled water treatment facility on their site that will generate water quality sufficient for the District's and MWSD's customers' use.

The Phase 1 Project is proposed to consist of two primary components.

- (A) A recycled water treatment facility at the SAM plant, the capacity of which shall be designed, at a minimum, to serve recycled water to Ocean Colony Partners (OCP) golf courses
- (B) A recycled water transmission and distribution system for the District's service area including delivery to OCP's golf courses.

SAM is responsible for the design, construction, operation, CEQA and permitting of facilities on their site. The District and MWSD are responsible for the same items as they relate to transmission and distribution of recycled water from the plant to their customers. Flexibility for future expansion of supply and distribution to other customers will be included in the planning, design and construction of facilities. Other details regarding financing and other terms and conditions are outlined in the signed Guiding Principles document.

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At a recent SAM Board meeting, a presentation was made regarding the Phase 1 project that suggested recycled water might be available for delivery to customers, as early as March 2016. This is an extremely aggressive schedule, and in order to better prepare for the project, the District wants to immediately proceed with work that will support its readiness to proceed and implement the project.

Scope of Services

The following planning and advisory services are intended to support the District in the near term. The services are anticipated to be performed over three months between August and October of 2015.

Task 1 – Evaluate Water Quality and Quantity Requirements for Special Users

The District desires to understand and quantify the specific water quality and quantity requirements its customers will require for non-potable uses of recycled water. The Phase 1 customer base includes the OCP golf courses at a minimum, and potentially nearby nurseries and agricultural growers that may have special water quality needs. Other customers may be included in the future expansion, but it is not anticipated that other uses will have water quality requirements that are more stringent than those for golf courses and nurseries. This task will confirm the end user requirements for these two specific uses.

Approach:

- Review prior studies and available information provided by the District and SAM.
- Attend meetings with the District, OCP Golf Course and nursery representatives to collect available information and discuss their current and potential future water quality needs and concerns. In addition, their water demand information from prior studies will be confirmed and summarized on an average annual, peak day and peak hour basis. Seasonal or wet/dry year variations in their demands will be identified.
- Based on the meetings and end user discussions, an assessment of water quality and quantity requirements will be made and documented in a brief Technical Memorandum (TM). The TM will include tabular summaries of customer water quality needs and concerns, regulatory water quality requirements, and identification of potential methods of addressing customer needs and concerns. The evaluation and recommendations are intended to serve as a basis for developing agreements with customers and SAM. A draft and final TM - 1 will be provided.

Meetings:

- Meetings and site visits will be conducted on two separate days in order to coordinate schedules and meet potential customers, review site conditions and collect available

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information. The meetings and site visits will be attended by the Project Manager and Staff Engineer.

- Three, hour long conference calls will be conducted by the PM and Staff Engineer with the District and customers to support the evaluation and development of the TM.
- A review conference call attended by the PM, Staff Engineer and District will be conducted to review the District's written review comments to the draft TM.

District-Furnished Services/Information:

- Parcel mapping and associated metadata in GIS-compatible format.
- Available reports and background documents from prior recycled water planning efforts.
- Scheduling of customer site visits and requests of information.
- Written review comments to draft TM.

Deliverables:

- Draft and Final TM 1.

Task 2 – Evaluate Phase 1 Recycled Water Conveyance Facilities

A conceptual level evaluation of conveyance facilities will be provided for the Phase 1 customers identified by the District. Conveyance facilities include those facilities following treatment and disinfection by SAM, such as storage, pumping, pipelines and site irrigation retrofits.

Approach:

- Review prior studies and available information.
- Identify level of service requirements with District. This will include a discussion of the need for standby potable water service and the amount of storage required to maintain service during normal operations and during maintenance and system outages associated with treatment and disinfection facilities.
- Size new facilities for storage, pump stations and pipelines at a concept level using generally accepted criteria. Hydraulic modeling will not be performed.
- Provide a system layout for the Phase 1 system. The layout will incorporate the use of the existing OCP pipeline from their wells near Pilarcitos Creek to the golf courses. The layout will consider regulatory requirements which may affect the ability of the golf course to use recycled water in conjunction with CCCWD water and well water. A site visit will be provided to explore field conditions, particularly at the creek crossing

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- Develop a conceptual level capital cost estimate for the Phase 1 system.
- Develop a brief Draft and Final TM that incorporates the information developed under this task

Meetings:

- One conference call to establish the level of service requirements and facilities approach
- One conference call to discuss District review comments to draft TM

Deliverables:

- Draft and Final TM 2

Task 3 – Develop Road Map for Phase 1 Implementation

The District is interested in gaining a better understanding of how the Phase 1 Project could be implemented. Specifically, what are the critical path elements and overall timeline, considering the various customer, engineering, regulatory, environmental, institutional, and financial considerations of the project and project participants.

Approach:

- Perform half day workshop with District representatives to brainstorm and identify project opportunities and constraints.
- Prepare a Draft Gantt chart schedule, showing key project related activities and milestones.
- Identify the critical path items required to implement the project.
- Review draft schedule with District representatives
- Finalize and deliver the Road Map for Phase 1 Implementation (11 X 17 Schedule showing critical path)
- Provide overview presentation of Road Map to District Board (optional)

Meetings:

- Half day workshop with District representatives
- Conference call to review draft Road Map for Phase 1 Implementation

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- Board presentation (optional)

Deliverables:

- Draft and Final Road Map schedule

Project Team

Kennedy/Jenks proposes the following key project team members for this assignment. Together, this team has 65 years' experience with planning and implementing recycled water projects throughout Northern California and the western U.S.

Principal-In-Charge/Project Manager – Craig W. Lichty, P.E. – Craig has been at Kennedy/Jenks for 25 years and served as the firm's National Practice Leader for Recycled Water for the past 18 years. He has been involved with the planning, development and implementation of \$1B in recycled water facilities in the U.S. and has served as the Project Manager and Program Manager for many of the firm's largest recycled water projects and programs. Craig has worked extensively with the proposed project team. He has direct experience with projects involving creek crossing that serve golf courses, nurseries and agriculture, including organic certified farms. He is currently working on other recycled water projects in an advisory capacity for Monterey Regional Water Pollution Control Agency, Scotts Valley Water District, City of Santa Cruz, City of Redwood City, the Presidio of San Francisco and the San Francisco PUC.

QA/QC Reviewer – Fred Neal, P.E. – Fred has been at Kennedy/Jenks for 28 years and served as Project Manager for the multi-year Recycled Water Programs at Marin Municipal Water District and the City of Sunnyvale. In addition, Fred has extensive experience with the planning, construction and permitting of complex pipeline projects and has worked on several of the largest and most complex pipeline projects ever constructed in Northern California including the recent SFPUC Bay Division Pipeline and EBMUD's Freeport Water Project. Fred's understanding of trenchless construction and other methods to cross rivers and streams will help the team identify the potential environmental and regulatory permitting issues associated with the Phase 1 Conveyance Facilities.

Project Engineer – Mary Trail, P.E. – Mary has been at Kennedy/Jenks for 14 years and has worked continuously with Craig and Fred on recycled water projects, including those for the City of Redwood City and San Francisco PUC, and most recently has been working closely with the

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Basis of Compensation

Budget

Kennedy/Jenks proposes to complete the scope of work identified herein within a budget of \$50,000. Work will be invoiced on a time-and-expense basis in accordance with on our January 1, 2015 Schedule of Charges (attached). We have not included our standard 4% communications surcharge, based on prior negotiations with the District on other project authorizations. A summary of the recommended Task budgets is provided below:

Task	Fee Proposal
Task 1 – Eval. Water Quality and Quantity Requirements for Special Users	\$18,000
Task 2 – Evaluate Phase 1 Recycled Water Conveyance Facilities	\$15,000
Task 3 – Develop Road Map for Phase 1 Implementation	\$13,000
Task 4 – Project Management and Administration	\$4,000
Total	\$50,000

Schedule

We anticipate work will be performed over a three month period, beginning in August 2015.

Terms and Conditions

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter. This proposal also assumes that we will contract with the District under similar terms that were previously negotiated for other District projects.

Thank you for considering us for this work. We look forward to working with you on this next project phase for design of the Denniston treated water pump station and transmission pipeline to optimize use of the District's local surface water supply.

Authorization

If this proposal is acceptable to the District, please sign and return a copy so that we can proceed with this work.

Mr. David Dickson
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Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Joel A. Faller, PE
Vice President , Client Team Leader

AUTHORIZATION:

COASTSIDE COUNTY WATER
DISTRICT

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

Enclosures

cc: Craig Lichty, K/J

Client/Address:

Contract/Proposal Date:

Schedule of Charges

January 1, 2015

Personnel Compensation

Classification	Hourly Rate
CAD-Technician	\$120
Designer-Senior Technician	\$155
Engineer-Scientist-Specialist 1	\$130
Engineer-Scientist-Specialist 2	\$145
Engineer-Scientist-Specialist 3	\$160
Engineer-Scientist-Specialist 4	\$175
Engineer-Scientist-Specialist 5	\$190
Engineer-Scientist-Specialist 6	\$215
Engineer-Scientist-Specialist 7	\$235
Engineer-Scientist-Specialist 8	\$250
Engineer-Scientist-Specialist 9	\$270
Project Administrator	\$110
Administrative Assistant	\$90
Aide.....	\$70

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

Reimbursement for use of computerized drafting systems (CAD), geographical information systems (GIS), and other specialized software and hardware will be at the rate of \$12 per hour.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2015 through December 31, 2015. After December 31, 2015, invoices will reflect the Schedule of Charges currently in effect.

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: Coastside County Water District
 PROJECT Description: Phase 1 Recycled Water Project Support Services
 Proposal/Job Number: _____ Date: 7/24/2015

January 1, 2015 Rates	Eng-Sci-9 Lichy	Eng-Sci-8 Neal	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5 Trail	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Designer	CAD	Project Admin.	Admin. Assist.	Aide	Total	KJ	Total Expenses	Total Labor + Subs + Expenses
Classification:															Hours	Labor		
Hourly Rate:	\$270	\$250	\$235	\$215	\$190	\$175	\$160	\$145	\$130	\$155	\$120	\$90	\$110	\$70		Fees		Fees
Phase **** (Default)																		
Task **** (Communications Charges)																	\$0	\$0
Phase **** - Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0
Task 1 - Evaluate Water Quality and Quantity Requirements for Special Users																		
Review prior studies and available information		2			2										4	\$920	\$0	\$920
Attend two, day long meetings and site visits with District and customers		12			12										24	\$5,520	\$330	\$5,850
Assessment and development of Draft TM 1		8			24					4		4			40	\$7,700	\$0	\$7,700
District Review Conference Call		1			1										2	\$460	\$0	\$460
Finalize and Deliver TM 1		4			8					2		2			16	\$3,090	\$0	\$3,090
Task 1 Subtotal	27	0	0	0	47	0	0	0	0	6	0	6	0	0	86	\$17,690	\$330	\$18,020
Task 2 - Evaluate Phase 1 Recycled Water Conveyance Facilities																		
Review prior studies and available information		2													2	\$500	\$0	\$500
Identify level of service requirements/storage and standby potable water system connection		2			4										6	\$1,300	\$0	\$1,300
Size new facilities		1			8										9	\$1,790	\$0	\$1,790
Provide system layout and explore regulatory requirements for maintaining well service		4	4		8					4					20	\$4,220	\$330	\$4,550
Develop capital cost estimates		1	2		4										7	\$1,530	\$0	\$1,530
Prepare Draft TM 2		2	2		8							2			14	\$2,740	\$0	\$2,740
District review conference call		1			1										2	\$460	\$0	\$460
Finalize and Deliver TM 2		4			4							2			10	\$2,020	\$0	\$2,020
Phase B - Construction Documents (PS&E) - Subtotal	15	10	0	0	37	0	0	0	0	4	0	4	0	0	70	\$14,560	\$330	\$14,890
Task 3 - Develop Road Map for Phase 1 Implementation																		
Half day workshop with District		8			8										16	\$3,680	\$330	\$4,010
Develop draft schedule and critical path		4	4		12										20	\$4,360	\$0	\$4,360
Review draft schedule with District		2			2										4	\$920	\$0	\$920
Finalize schedule		1			2										3	\$650	\$0	\$650
Board Presentation		4			8										12	\$2,600	\$330	\$2,930
Phase C - Bid Phase Services - Subtotal	19	4	0	0	32	0	0	0	0	0	0	0	0	0	55	\$12,210	\$660	\$12,870
Task 4 - Project Management and Administration																		
Project set up, memorandum					3										3	\$570	\$0	\$570
C&CR Meeting		2	2		2										6	\$1,420	\$0	\$1,420
Monthly invoices and progress reports (3 each)		3			6										9	\$1,950	\$0	\$1,950
Task 4 - Subtotal	5	2	0	0	11	0	0	0	0	0	0	0	0	0	18	\$3,940	\$0	\$3,940
Subtotal Total	336	266	235	215	317	175	42369	145	130	165	120	100	110	70	229	\$48,400	\$1,320	\$49,720
															0	\$0	\$0	\$0
All Phases Total	66	16	0	0	127	0	0	0	0	10	0	10	0	0	229	\$48,400	\$1,320	\$49,720