

## **STAFF REPORT**

**To:** Coastside County Water District Board of Directors

**From:** David Dickson, General Manager

**Agenda:** January 8, 2019

Report

Date: January 4, 2019

**Subject:** Contract with EKI Environment and Water for Capital Project Management Support

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### **Recommendation:**

Authorize the General Manager to retain the professional services of EKI Environment and Water (EKI) for capital project management support, with an initial time and materials budget of \$40,000.

### **Background:**

The District's Capital Improvement Program (CIP) includes projects totaling \$13.25 million in cost through June 2021. Many of these projects require extensive preparations – planning, design, environmental documentation, permitting, bidding, contract management – requiring significant time to complete. In reviewing our progress in implementing FY18/19 projects and looking ahead to the following years, it became clear to us that we need assistance in managing and implementing our major capital projects to meet the objectives the District has set.

Based on EKI's responsiveness and excellent performance on past District projects including, most recently, their expeditious production of design documents for the critical Highway 1 South Pipeline Replacement Project, we began working with EKI in October 2018 to define the scope of a capital project management support program. Since then, EKI has reviewed background information on our CIP projects and conducted several meetings with our staff to discuss CIP goals, priorities, and challenges. The attached EKI proposal dated January 3, 2019 presents a scope of work developed through these joint efforts.

Staff recommends that the Board approve an initial time and materials budget of \$40,000 for EKI's CIP support work.

### **Fiscal Impact:**

Initial cost of \$40,000, to be funded from the FY18/19 expense budget for Studies/Surveys/Consulting (Account 5318).

January 3, 2019

Mr. David Dickson  
Ms. Mary Rogren  
Coastside County Water District  
766 Main St.  
Half Moon Bay, CA 94019

**Subject: Proposal for Capital Project Management Support**  
Coastside County Water District, Half Moon Bay, California  
(B8-195)

Dear Mr. Dickson:

EKI Environment & Water, Inc. ("EKI") is pleased to provide this proposal for consulting services to assist Coastside County Water District ("District") with the management of the District's Capital Improvement Program ("CIP" or "Project"). This proposal is being prepared in response to EKI's conference call meeting with the District on 17 December 2018 and our meeting at the District's office on January 2, 2019. This work would be performed under the terms of our 19 October 2018 consulting agreement with the District, and the proposed time and materials budget would extend the \$25,000 provided in that initial agreement.

## PROJECT UNDERSTANDING

Based on the work completed to date in reviewing the District's 10-year CIP budget, reviewing the *Feasibility Study of Highway 92 Potable Water Pipeline* prepared by West Yost Associates in June 2016, and participation in planning meetings and communications with District Staff, EKI developed a near-term CIP implementation plan for fiscal year ("FY") 18-19 through FY 21-22.

The plan included implementation of three groups of projects: pipeline projects; water storage tank rehabilitation projects, and replacement of the 14,000-foot long 12-inch diameter welded steel potable water pipeline that serves customers along Highway 92. The plan included a schedule and estimated costs for FY 18-19 through FY 21-22. The draft schedule is included for your information.

The District wants to begin these projects as soon as practical. Therefore, the District has requested that EKI prepare a proposal for the management of the implementation of these projects. EKI is pleased to present this scope of work below.

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Formerly known as Eler & Kalinowski, Inc.

## **PROPOSED SCOPE OF WORK**

EKI will provide the District consulting services on an as-needed basis to develop a plan for implementing the District's CIP. Specific tasks to be performed by EKI may include the following, however the task list for each project may evolve as they progress.

### **Implementation of Pipeline Projects**

For these projects, EKI will perform the management working with District staff. The tasks will include:

- Coordinate the completion for the design of the *Pilarcitos Canyon Pipeline Replacement Project (CIP Project 07-03)* including incorporating SFPUC requirements (including required engineering investigations and calculations) and CEQA requirements in the project documents being prepared by District staff and assist the District staff in negotiations with the contractor.
- Retain a CEQA consultant to prepare the appropriate CEQA documents and California Fish and Wildlife permit application for the *Pilarcitos Creek Crossing Project (CIP Project 13-02)*. Assist the District with the submission of the permit application to California Fish and Wildlife and to City of Half Moon Bay (Coastal Development Permit).
- Coordinate the inclusion of the CEQA, Fish and Wildlife permit, City of Half Moon Bay (Coastal Development) permits. and any other agency requirements into the final design plans and specifications for the *Pilarcitos Creek Crossing Project (CIP Project 13-02)*.
- Manage the preparation of design documents for the other pipeline projects: Ferdinand (CIP 14-31), Casa Del Mar and Grand Boulevard PRVs (CIP – 14-32 and 19-XX), Pine Willow Oak Pipeline Replacement (CIP 18-01), Grandview 2 inch Replacement (CIP 14-27), Jack and Bore at Grandview, Terrace, and Silver Streets (CIP XX-XX) which are to be implemented using the Design, Bid, Build delivery method.
- Assist District staff in coordinating with the City of Half Moon Bay (Costal Development Permit) and San Mateo County for their permit/California Environmental Quality Act ("CEQA") needs for the other pipeline projects (we would assume these are categorically exempt).
  - Also coordinate paving requirements for these two entities.
- Validate project costs with District staff and other recently bid projects.

### **Implementaion of Tank Seismic Evaluation/Coating Projects**

The District's approach to tank rehabilitation projects now includes seismic evaluation of each tank, followed by design of a coating/rehabilitation project which takes the seismic evaluation into consideration. EKI will help manage this group of tank projects: EG -1 (19-XX), HMB 1, 2, & 3

(CIP Projects; 11-05; 11-06), Cahill (CIP 08-16), Miramar (CIP 19 XX), Hazen Tank removal (CIP 06-04, and Alves Tank (CIP 08-14) including assisting with the selection of the structural engineer, managing their work product, and coordinating with the District regarding next steps once the structural evaluation has been completed. Specific tasks include:

- For Alves and EG – 1 tanks, confirm reasonableness of operating at a lower elevation or removal of EG-1 (EKI to use the District’s hydraulic model to determine impact of both these recommendations)
- Retain a structural engineer to perform a seismic evaluation of HMB Tanks 2, and 3, Cahill Tank, and Miramar Tank.
- Using information from the tank seismic evaluations, develop new interim operating levels for all of the tanks considering results of structural evaluation and water storage volume needs.
- Develop tank rehabilitation designs, as recommended by structural evaluation, considering one of the alternatives being operation of the tanks at lower water levels.
- Plan approach to the selected structural upgrades of the tanks and the coating of the tanks.
- Manage the resulting tank design and construction projects.

#### **Implementation of Replacement of Highway 92 12-Inch Water Main**

EKI will manage this project including, taking the lead with the permitting agencies; coordinating with other stakeholders (e.g., customers along the pipeline); assisting with the advertisement and selection of the CEQA consultant and design engineer, and managing their work products; and coordinating with the District. Specific tasks include:

- Confirm feasibility of pipe bursting the 12-inch pipe and replacement with a 10-inch HDPE pipe. Confirm design requirements for fire flow/pressure loss and water age using a hydraulic model.
- Finalize the pipeline alignment and required easements including the possible need for additional easements
- Prepare Technical memorandum summarizing the above information.
- Using Technical memo and information included in the West Yost Associates feasibility study, assist District staff in approaching San Mateo County, City of Half Moon Bay (Coastal Development Permit) and Cal Trans regarding permitting/CEQA requirements.
- Assist the District in retaining an engineering design firm to prepare plans and specifications for the construction of the pipeline. Scope will include:
  - Surveying to establish pipeline location and easements.
  - Geotechnical investigations to support pipe bursting.
- Manage and review plans and specification prepared by design firm.

## **PROJECT SCHEDULE**

Based our meeting with the District on Tuesday 17 December 2018, EKI anticipates starting this scope of work on Monday, 14 January 2018.

## **COMPENSATION FOR CONSULTING SERVICES**

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with the terms of our 19 October 2018 Professional Services agreement and our attached current Schedule of Charges, dated 1 January 2018. Based on the proposed Scope of Work described above, we propose an initial budget of \$40,000 to perform the initial steps of these three groups of projects. EKI will not exceed the budget without authorization from the District.

## **TERMS AND CONDITIONS**

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Agreement.

Thank you for the opportunity to work with the District on this Project. Please contact Jonathan Sutter or Stephen Tarantino at 650-292-9100 with any questions.

Very truly yours,

**EKI Environment & Water, Inc.**



Stephen A. Tarantino, P.E.  
Vice President



Jonathan Sutter, P.E.  
Project Manager