

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2025

Date: January 10, 2025

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering and Project Management Services for the San Vicente Pipeline Project – Phase A

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering and project management services for the San Vicente Pipeline Project – Phase A for a not-to-exceed price of \$82,800.

Background:

The District’s amended Water Rights Permit No. 15882 approved by the State Water Resources Control Board Division of Water Rights in January 2020, extends the period for the District to perfect its water rights on Denniston and San Vicente Creeks until December 31, 2026. In order to divert and use water from San Vicente Creek, the District’s plans include construction of a pipeline extending from the Upper San Vicente Reservoir to the Denniston Water Treatment Plant pump station (“Phase A”). In April, 2022, the Board approved a professional services agreement for the pipeline design of Phase A with Stetson Engineers, Inc. (“Stetson”). The pipeline design is nearly complete.

Given EKI Environment and Water, Inc.’s (“EKI”) familiarity with the District and ongoing work on the District’s hydraulic model, staff is recommending using EKI to confirm the hydraulics of the pipeline design and to manage the bid process and construction management and support for the project.

The scope of the project includes providing the following services (see Exhibit A)

Task 1: Hydraulic Confirmation to verify the pipeline can convey design flows under normal conditions.

Task 2: Preparation of Bid Documents.

Task 3: Bid Support Services.

Task 4: Construction Management and Engineering Services During Construction.

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Subject: EKI Engineering Services - San Vicente Pipeline Project

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Depending on completion of permitting and the design review, the project could go out to bid in Spring/Summer 2025.

Fiscal Impact: \$82,800.

7 January 2025

Ms. Mary Rogren
General Manager
Coastside County Water District
766 Main St.
Half Moon Bay, CA 94019

Subject: Proposal for Engineering and Project Management Services for the San Vicente Pipeline Project – Phase A
Coastside County Water District, Half Moon Bay, California
(EKI B80108.45)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District or CCWD) for engineering and project management services for the San Vicente Pipeline Project – Phase A (Project).

PROJECT BACKGROUND AND UNDERSTANDING

The Project will install a new 10-inch pipeline along the existing dirt road to connect Upper San Vicente Reservoir to the Denniston Pump Station. Stetson Engineers Inc. (Stetson) completed a draft plan set dated November 2023, which at the District's request EKI reviewed and provided comments on 19th April 2024. Based on those comments, Stetson completed an updated 90% plan set. The District requested EKI prepare a proposal to assist with project management, preparing the bid documents, and providing engineering and management support during bidding and construction.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work. For each task, EKI will also provide project management services, including budget tracking, invoicing, preparation of progress reports, and staff management.

Task 1: Hydraulic Confirmation

EKI will perform hydraulic calculations to confirm the hydraulic design of the pipeline based on Stetson's 90% plan set design to convey the design flows by gravity. Using hydraulic modeling software, EKI will verify the pipeline can convey design flows under normal operating conditions. Based on the results, EKI will recommend pipe sizing or alignment adjustments, if needed. EKI will summarize the findings of the hydraulic modeling in a brief memorandum.

Deliverables:

- PDF copy of the hydraulic modeling memorandum.

Task 2: Preparation of Bid Documents

Under this task, EKI will compile the engineering plans and any necessary technical specifications prepared by Stetson with the District's standard technical specifications and front end documents prepared by EKI to develop the Project's bid package. EKI will review the updated 90% plan set and coordinate with Stetson to incorporate any necessary changes to the technical design. The bid package will include an index and certification page that delineates the engineer of record for each part of the design. EKI will prepare two design submittals corresponding to Draft Final and Final Bid Set Submittals. Each submittal will be a complete set of contract documents with the Final Bid Set Submittal signed and stamped contract documents ready for public bidding. EKI will facilitate and participate in one (1) design review workshop after the submittal of the Draft Final Bid Set.

Deliverables:

- Draft Final Bid Set Submittal:
 - PDF file of the 100% plans developed by Stetson;
 - PDF file of the 100% specifications developed by both EKI and Stetson and compiled by EKI; and
 - PDF file of the Opinion of Probable Cost (OPC).
- Final Bid Set Submittal:
 - PDF file and three (3) 22" x 34" hard copies of the signed and stamped final plans developed by Stetson;
 - PDF file and three (3) hard copies of the signed and stamped final specifications; and
 - An editable Word file of the Notice to Bidders.
- Draft Final Bid Set Review Meeting minutes and comments logs within five (5) business days of the meeting.

EKI Assumptions:

- Design documents will be based on the District standard front end, technical specifications, and details, with EKI and Stetson preparing additional technical specifications, as necessary.
- Stetson will develop the 100% and Final plan set and will be the engineer of record for the Project.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments on the Draft Final Bid Set Submittal.
- EKI's scope includes communication and coordination with Stetson.
- Any coordination with property owners or agencies, including permitting, will be performed by the District.

Task 3: Bid Support Services

During the bidding period, EKI will provide bid support services, including the following:

- Coordinate with Barker Blue to host the bid documents;
- Facilitate and participate in a pre-bid meeting;
- Review questions from prospective bidders and provide responses or request responses from Stetson for technical design questions;
- Prepare up to two (2) addenda, including managing and compiling any necessary technical changes by Stetson; and
- Review and evaluate bids to determine if bids are responsive and responsible.

EKI will manage the preparation of a conformed set of the contract documents that incorporates any changes included in the addenda. If addenda change the plan set, EKI will coordinate with Stetson to provide a conformed plan set.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Up to two (2) bid addenda.
- Bid review email and bid tabulation.
- Conformed contract documents.

EKI Assumptions:

- EKI will coordinate with Barker Blue to host the Bid Documents. The District will pay any fees directly to Barker Blue.
- Responses to bidder's questions will be transmitted electronically.
- Addenda will be posted on Barker Blue and transmitted electronically.
- No more than two (2) bid addenda will be required.
- As the Engineer of Record, Stetson will promptly answer questions from prospective bidders regarding the technical design, prepare any addenda to the plan set, and prepare the conformed set of the plan set.

Task 4: Construction Management and Engineering Services During Construction

As part of construction management, EKI will serve as the main point of contact for the project and facilitate exchange of information between the Contractor, District, Engineer, and Inspector. In addition to providing project coordination and management, EKI's efforts will consist of the following:

- Facilitate and attend one (1) preconstruction meeting;

- Negotiate, track, and prepare contract change orders;
- Review progress payment;
- Facilitate and participate in progress meetings; and
- Manage the Project closeout.

During construction, EKI will provide limited engineering services. These services will focus on managing the following:

- Review of contractor submittals and resubmittals;
- Preparation of responses to requests for information (RFIs);
- Preparation of design clarifications and work change directives; and
- Preparation of record drawings.

EKI will coordinate with Stetson to review submittals, answer RFIs, prepare design clarifications, and prepare work change directives regarding the technical design that EKI cannot answer. EKI will manage Stetson's preparation of the record drawings and compile the record drawings.

Deliverables:

- Preconstruction meeting and progress meeting agendas and minutes.
- PDF file of contract change orders.
- PDF file of submittal review letters.
- PDF file of RFI response letters.
- PDF file of progress payment review letters.
- PDF file of design clarifications and work change directives.
- PDF file and CAD eTransmit of record drawings.

EKI Assumptions:

- EKI will maintain a construction log to track submittals, RFIs, potential change orders, contract change orders, and issues.
- Submittals and RFI communication shall be through email employing PDFs using EKI's standard forms for submittal and RFI review.
- EKI will review up to twelve (12) submittals and four (4) resubmittals at an assumed level of effort of two (2) hours per review.
- Stetson will review submittals, RFIs, design clarifications, and work change directives pertaining to the plan set that EKI cannot answer.
- EKI will review up to two (2) RFIs at a level of effort of three (3) hours per review and the remaining RFIs will be reviewed by Stetson.
- EKI will attend the preconstruction meeting which will be held in person.

- EKI will attend up to four (4) progress meetings.
- EKI will attend periodic site visits during construction (2 assumed).
- EKI will review progress payment requests (4 assumed).
- EKI will prepare contract change orders (2 assumed).
- EKI will prepare design clarifications and work change directives (2 assumed).
- District will provide inspection services and will issue Notice of Award, Notice to Proceed, and review contractor invoices.
- EKI will manage the preparation of record drawings by Stetson based on the “red line” drawings provided by the Contractor.

PROJECT SCHEDULE

EKI anticipates that the Draft Final Bid Set will be completed within four (4) weeks of notice to proceed and the Final Bid Set will be completed within two (2) weeks of receipt of comments from the District. This schedule is reliant on Stetson’s completion of the 100% Design and Final Design plan set documents in the same time frame mentioned above.

COMPENSATION FOR CONSULTING SERVICES

We propose that compensation for consulting services by EKI be on a time and expense reimbursement basis in accordance with our attached current Schedule of Charges, dated 1 January 2025. Based on the proposed Scope of Work described above, we propose a not-to-exceed budget of \$82,200 for the completion of Tasks 1 through 4 as shown by task in Table 1, below, and detailed in Table 2, attached.

Table 1. Proposed Cost by Tasks

Task	Description	Task Total
1	Hydraulic Confirmation	\$10,400
2	Design Services	\$24,700
3	Bid Support Services	\$8,200
4	Engineering Services During Construction	\$38,900
Total Estimated Budget		\$82,200

TERMS AND CONDITIONS

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

Mary Rogren
Coastside County Water District
7 January 2025
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Thank you for the opportunity to work with the District on this project. Please contact Jonathan Sutter at 650-292-9100 with any questions.

Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink, appearing to read 'Jonathan Sutter', written over a printed name and title.

Jonathan Sutter, P.E.
Principal Engineer

cc: Darin Sturdivan, CCWD

Attachments

Table 2 – Budget Estimate for Proposed Scope of Work
EKI Schedule of Charges, dated 1 January 2025

Table 2. Estimated Fee - San Vicente Pipeline Project - Phase A
 Coastside County Water District, Half Moon Bay, California
 (EKI B80108.45)

TASKS				LABOR COST (\$)	DIRECT COSTS				MARKUP ON DIRECT COSTS 10%	TOTAL DIRECT COSTS	TOTAL	
	G4 Engineer \$193	Jordan Gans, E.I.T. \$234	Jonathan Sutter, P.E. \$343		UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
Task 1 - Hydraulic Confirmation												
Project Management			2	\$686							\$686	
Hydraulic Modeling		20	4	\$6,052							\$6,052	
Hydraulic Results Memorandum		8	4	\$3,244							\$3,244	
Communications Fee (EKI Labor Only)					4%	\$9,982			\$399		\$399	
Task 1 Subtotal		28	10	\$9,982					\$399		\$10,381	\$10,400
Task 2 - Design Services												
Project Management			8	\$2,744							\$2,744	
Review 90% Design Plans and Coordinate Revisions with Stetson		8	4	\$3,244							\$3,244	
Develop Draft Final Specifications and Compile Draft Final Bid Documents	24	8	4	\$7,876							\$7,876	
Prepare, Conduct, and Document Draft Final Design Review		4	2	\$1,622							\$1,622	
QA/QC Draft Final Design Submittal		2	4	\$1,840							\$1,840	
Develop Final Design Submittal	16	6	2	\$5,178	LS	1	\$500	\$500	\$50	\$550	\$5,728	
QA/QC Final Design Submittal			2	\$686							\$686	
Communications Fee (EKI Labor Only)					4%	\$23,190			\$928		\$928	
Task 2 Subtotal	40	28	26	\$23,190					\$50	\$1,478	\$24,668	\$24,700
Task 3 - Bid Support												
Pre-Bid Meeting	4	3	2	\$2,160							\$2,160	
Bid Support (Prepare addendum, respond to questions, and review bids)	12	6	2	\$4,406							\$4,406	
Prepare Conformed Contract Documents		2	1	\$811	LS	1	\$500	\$500	\$50	\$550	\$1,361	
Communications Fee (EKI Labor Only)					4%	\$7,377			\$295		\$295	
Task 3 Subtotal	16	11	5	\$7,377					\$50	\$845	\$8,222	\$8,200
Task 4 - Construction Management and Engineering Services During Construction												
Project Coordination and Management		24	12	\$9,732							\$9,732	
Attend Pre-Construction Meeting	4	3	2	\$2,160							\$2,160	
Review and Execute Contract Change Orders	6	2	2	\$2,312							\$2,312	
Manage and Review Construction Submittals (12 submittals and 4 resubmittals by EKI)	28	8	6	\$9,334							\$9,334	
Manage and Respond to Requests for Information, RFIs (2 RFIs)	4	4	2	\$1,458							\$1,458	
Manage and Prepare Design Clarifications and Work Change Directives		4	6	\$2,994							\$2,994	
Progress Meetings (4 meetings)	8	6	4	\$4,320							\$4,320	
Attend Construction Site Visits (2 site visits)		6	6	\$3,462							\$3,462	
Manage Preparation of Record Drawings		4	2	\$1,622							\$1,622	
Communications Fee (EKI Labor Only)					4%	\$37,394			\$1,496		\$1,496	
Task 5 Subtotal	50	57	42	\$37,394							\$38,890	\$38,900
TOTALS:	106	124	83	\$77,943				\$1,000	\$100	\$4,218	\$82,161	\$82,200

Proposal/Agreement Date: **7 January 2025**

EKI Proposal/Project # **B80108.45**

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2025

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	355
Principal Engineer-Scientist	343
Supervising I, Engineer-Scientist	333
Supervising II, Engineer-Scientist	319
Senior I, Engineer-Scientist	306
Senior II, Engineer-Scientist	295
Associate I, Engineer-Scientist	283
Associate II, Engineer-Scientist	267
Engineer-Scientist, Grade 1	248
Engineer-Scientist, Grade 2	234
Engineer-Scientist, Grade 3	215
Engineer-Scientist, Grade 4	193
Engineer-Scientist, Grade 5	170
Engineer-Scientist, Grade 6	148
Project Assistant	139
Technician	133
Senior GIS / Database Analyst	175
CADD Operator / GIS Analyst	152
Senior Administrative Assistant	167
Administrative Assistant	132
Secretary	111

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work will be at cost plus fifteen percent (15%) for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, drillers, laboratories, and contractors.
- c. Rented vehicles, local public transportation and taxis, travel, and subsistence.
- d. Special fees, insurance, permits, and licenses applicable to the work.
- e. Outside computer processing, computation, and proprietary programs purchased for the work.

A Communication charge for e-mail access, web conferencing, cellphone calls, messaging and data access, file sharing, local and long distance telephone calls and conferences, facsimile transmittals, standard delivery U.S. postage, and incidental in-house copying will be charged at a rate of 4% of labor charges. Large volume copying of project documents, e.g., bound reports for distribution or project-specific reference files, will be charged as a project expense as described above.

Reimbursement for company-owned automobiles, except trucks and four-wheel drive vehicles, used in connection with the work will be at the rate of sixty cents (\$0.60) per mile. The rate for company-owned trucks and four-wheel drive vehicles will be seventy-five cents (\$0.75) per mile. There will be an additional charge of thirty dollars (\$30.00) per day for vehicles used for field work. Reimbursement for use of personal vehicles will be at the federally allowed rate plus fifteen percent (15%).

CADD and other specialized software computer time will be charged at twenty dollars (\$20.00) per hour. In-house material and equipment charges will be in accordance with the current rate schedule or special quotation. Excise taxes, if any, will be added as a direct expense.

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

The foregoing Schedule of Charges is incorporated into the Agreement for the Services of EKI Environment & Water, Inc. and may be updated annually.