

## **STAFF REPORT**

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

**From:** Mary Rogren, General Manager

**Agenda:** August 12, 2025

**Date:** August 8, 2025

**Agenda Title:** Approval of Professional Services Agreement with EKI Environment and Water, Inc. for Engineering Services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project

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### **Recommendation/Motion:**

**Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for engineering services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project for a not-to-exceed amount of \$236,600.**

### **Background:**

The Nunes Water Treatment Plant Upgrades Project was completed in June 2024. A key element of the project was the construction of a new plate settler sedimentation basin. This new basin added important redundancy and resiliency to the treatment plant. Its completion allows the District to be able to take the original sedimentation basin offline for inspection, repair and refurbishment. The original sedimentation basin was built in the early 1990's as part of the Crystal Springs Project and has rarely been offline over the last 30 years.

In July 2024, the District drained the original sedimentation basin and engaged Brentwood Industries ("Brentwood") to conduct a review of the mechanical systems and Bay Area Coating Consultants, Inc. ("BACC") to conduct a coating condition assessment. Brentwood recommended that the chain and flight components of the basin's three collector systems be replaced as well as other components to meet modern safety and efficiency standards. BACC's coating assessment recommended complete replacement of the basin's coating system as well as repairs to the concrete.

The rehabilitation is assumed to consist of the following:

- Replacement of all plastic with NSF-certified plastics;
- Replacement of the chains, head shaft, and bearings with modern components;
- Replacement of the single motor with a new three-motor system;
- Rehabilitation of the concrete basin to address concrete cracking; and
- Replacement of the basin coating

EKI Environment and Water, Inc. (“EKI”) proposes the following scope of work (see Exhibit A):

Task 1 - Document Review, Site Investigations, and Structural Evaluation:

Under this task, EKI will assess the structural integrity of the walls, and will provide a technical memorandum that summarizes the existing conditions of the assessed structures, findings from the structural evaluations including seismic deficiencies, and recommendations for remediation strategies.

Task 2 – Design Services

Task 3 – Bid Support Services

Task 4 – Engineering During Construction

EKI will utilize the services of TJC and Associates to provide instrumentation, controls, and electrical and structural engineering services and BACC to provide basin rehabilitation and coating design support.

Given EKI’s familiarity with the District’s infrastructure and past exemplary work, Staff recommends using EKI to provide engineering services for this important project.

**Fiscal Impact:** \$236,600.

5 August 2025

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

Subject: Proposal for Engineering Services for the Nunes Water Treatment Plant Sedimentation Basin Rehabilitation Project  
(EKI C80108.44)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for engineering and bid support services for the Nunes Water Treatment Plant (WTP) Sedimentation Basin Rehabilitation Project (Project). For this Project, EKI will team with TJC and Associates (TJCAA) to provide instrumentation, controls, and electrical (ICE) and structural engineering services and Bay Area Coating Consultants, Inc. (BACC) to provide basin rehabilitation and coating design support.

## PROJECT UNDERSTANDING

As part of ongoing maintenance efforts, Brentwood Industries (Brentwood) and BACC evaluated the condition of the Nunes WTP's sedimentation basin and equipment in July 2024.

In their summary report, Brentwood noted that the chain and flight components of the basin's three collector systems are reaching the end of its service life and should be replaced. Brentwood's report recommended other components to be replaced to meet modern safety and efficiency standards.

BACC's coating condition assessment noted failures of the film epoxy coating and recommended complete replacement of the basin's coating system. Additionally, the evaluation highlighted cracking in the concrete that should be repaired as part of the rehabilitation project.

Based on the evaluations and a site visit conducted by EKI in early December 2024, the Project will rehabilitate the sedimentation basin and associated equipment at the Nunes WTP. The rehabilitation is assumed to consist of the following:

- Replacement of all plastic components with NSF-certified plastics;
- Replacement of the chains, head shaft, and bearings with modern components;
- Replacement of the single motor with a new three-motor system;
- Rehabilitation of the concrete basin to address concrete cracking; and
- Replacement of the basin coating.

EKI proposes to prepare design documents, provide bid support services, and provide engineering services during construction. Our proposed scope, schedule, and fee are presented below.

## **PROPOSED SCOPE OF WORK**

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

### **Task 1: Document Review, Site Investigations, and Structural Evaluation**

Under this task, the EKI team will request and review the available as-built records and other documentation for the sedimentation basin including geotechnical data and available record drawings. After review, the EKI team will conduct a site visit to map and evaluate the existing ICE components, supplement as-built records through GPS locating of basin features and components, and perform an on-site structural inspection of the basin, focusing specifically on the cracking identified in BACC's condition report and the locations of existing equipment anchorage.

The EKI team will assess the structural integrity of the walls when subjected to a current code-level seismic event. The EKI team will produce a technical memorandum that summarizes the existing conditions of the assessed structures, findings from the structural evaluations including seismic deficiencies, and recommendations for remediation strategies.

#### Deliverables:

- PDF file of the technical memorandum documenting the structural evaluation.

#### Assumptions:

- Access to the tank will be facilitated by the District.
- The site visit for structural assessment can be completed in one day and the tank will be taken out of service to perform the assessment.
- The District will provide as-built drawings, geotechnical reports, and other relevant documentation, if available.
- Foundation evaluations will be based on available documentation. Additional geotechnical investigations are not required.
- The original design of the tank was in general compliance with industry standards at the time of construction.
- Geotechnical parameters for the project site will be provided by the District. In the absence of this data, soil parameters will adhere to the minimum standards set by the California Building Code, and seismic design will utilize site-specific data from the USGS.
- EKI will use a Trimble R10 global positioning system (GPS) unit for locating utility features to supplement as-built records.

## Task 2: Design Services

Based on as-built records and the site visit included in Task 1, EKI will develop basemap in AutoCAD for the sediment basin for development of design documents. EKI will provide three design submittals corresponding to 50%, 90%, and Final design. The 50% submittal will include 50% plans of the Civil and ICE drawings, technical specifications, and an opinion of probable construction cost (OPC). The 90% Design Submittal will include a complete set of Contract Documents including plan sheets, specifications, and an updated OPC. The Final Design Submittal will be signed and stamped contract documents suitable for public bidding. Design review meetings will be held after the District has had time to review the 50% and 90% Design Submittal with comments documented and tracked to confirm incorporation into the subsequent Design Submittal.

The anticipated list of contract drawings for the Project is presented in Table 1 below.

**Table 1. Anticipated List of Contract Drawings**

Sheet No.	Description
G-1	Title Sheet, Project Location, and Vicinity Map
G-2	General Notes, Legend, Abbreviations, and Symbols
D-1	Demolition Plan
C-1	Civil Plan
C-2	Civil Details - 1
C-3	Civil Details - 2
C-4	Construction Best Practices
GS-1	Structural General Notes - 1
GS-2	Structural General Notes - 2
S-1	Structural Plan and Details
M-1	Mechanical Plan - 1
M-2	Mechanical Plan - 2
M-2	Mechanical – Details 1
M-2	Mechanical – Details 2
GE-1	Electrical – Legend and Abbreviations
GE-2	Electrical – Installation Details
E-1	Electrical – Partial Line Diagram, Elevation, and Photos
E-2	Electrical – Schedules
E-3	Electrical –Control Schematic
E-4	Electrical – Notes

### Deliverables:

- 50% Design Submittal:
  - PDF file of the 50% plans;
  - PDF file of the 50% technical specifications; and

- PDF file of the 50% OPC.
- 90% Design Submittal:
  - PDF file of the 90% plans;
  - PDF file of the 90% front end and technical specifications; and
  - PDF file of the 90% OPC.
- Final Design Submittal:
  - PDF file and five (5) 22" x 34" hard copies of the signed and stamped final plans;
  - PDF file and five (5) hard copies of the signed and stamped final specifications; and
  - An editable Word file of the Notice to Bidders.
- 50% and 90% Design Review Meeting minutes and comments logs within 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 preparing additional technical specifications, as necessary.
- The existing electrical service is adequate to handle loads of new equipment.
- The existing MCC has spare capacity and the existing conduit and wires from the MCC to the existing motor can be reused.
- No SCADA integration is required.
- Brentwood's products or equals would be specified in the technical specifications.
- Full-sized plan sheets will be 22" x 34".
- The District will review and provide comments at the 50% and 90% level of design.

**Task 3: Bid Support Services**

During the bidding period, EKI will participate in a pre-bid meeting, provide the District responses to questions from prospective bidders, prepare up to one addendum, and provide a review of bids to determine if bids are responsive and responsible. EKI will prepare a conformed set of contract documents that incorporates any changes included in the addendum.

Deliverables:

- Pre-bid meeting agenda and minutes.
- Response to bidders' questions.
- Up to one bid addendum.
- Bid review email.
- 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.
- No more than one bid addendum will be required.

**Task 4: Engineering Services During Construction**

EKI will provide limited engineering services during construction. These services will focus on the following: one pre-construction meeting, submittal reviews, and request for information (RFI) support. EKI will prepare record drawings from the Contractor's redline drawing submittal.

Deliverables:

- Submittal review letters.
- RFI response letters.
- Preconstruction meeting agenda and minutes.
- PDF copy of Record Drawings.

EKI Assumptions:

- 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 16 submittals and 6 resubmittals at an assumed level of effort of 2 hours per review.
- EKI will review up to 8 RFIs at a level of effort of approximately 4 hours per review.
- EKI will attend the preconstruction meeting.
- EKI will attend periodic site visits during construction (2 assumed).
- District will provide construction management and inspection services and will issue Notice of Award, Notice to Proceed, and review contractor invoices.
- EKI will prepare record drawings based on the redline drawings provided by the Contractor.

**PROJECT SCHEDULE**

The EKI team is prepared to begin work immediately upon notice to proceed. EKI anticipates that the structural evaluation technical memorandum will be completed within four weeks of notice to proceed. The 50% Design will be completed within six weeks from receipt of comments from the District on the technical memorandum. The 90% Design will be completed within four weeks of receipt of comments from the District on the 50% Design and the Final Design will be completed within two weeks of receipt of comments from the District 90% Design. Bid and construction-phase services will be completed in a timely manner, consistent with the District's schedule for bidding and construction.

## 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 budget of \$236,600 for the completion of Tasks 1 through 4 as shown by task in Table 2 below and detailed in Table 3, attached.

**Table 2. Proposed Cost by Tasks**

Task	Description	Task Total
1	Document Review, Site Investigations, and Structural Evaluation	\$31,600
2	Design Services	\$146,700
3	Bid Support Services	\$14,000
4	Engineering Services During Construction	\$44,300
Total Estimated Budget		\$236,600


## TERMS AND CONDITIONS

Other than the scope of work, budget, and schedule herein, the work will be performed in accordance with our current Professional Services Agreement dated 29 November 2023.

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.



Jonathan Sutter, P.E.  
Project Manager

## Attachments

Table 3 – Budget Estimate for Proposed Scope of Work  
EKI Schedule of Charges, dated 2 January 2025



**Table 3. Estimated Fee - Nune Treatment Plant Sedimentation Basin Rehabilitation Project**  
Coastside County Water District, Half Moon Bay, California  
(EKI B80108.44)

TASKS					LABOR COST (\$)	SUBS			OTHER DIRECT COSTS					TOTAL DIRECT COSTS	TOTAL	
						T.JC and Associates ICE	T.JC and Associates Structural	Bay Area Coating Consultants, Inc.	UNIT	QUANTITY	UNIT COST	TOTAL COST	MARKUP ON DIRECT COSTS		TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
	G4 Engineer	Jordan Gans, P.E.	Tyler Colyer, P.E.	Jonathan Sutter, P.E.												
	\$193	\$234	\$333	\$343									10%			
<b>Task 1 - Document Review, Site Investigations, and Structural Evaluation</b>																
Project Management		4		2	\$1,622										\$1,622	
Document Request and Review	2	2		1	\$1,197										\$1,197	
Site Visits	6	6		2	\$3,248	\$4,000	\$6,000					\$1,000	\$11,000	\$14,248		
Structural Evaluation		4		2	\$1,622		\$11,486					\$1,149	\$12,635	\$14,257		
Communications Fee (EKI Labor Only)									4%	\$7,689			\$308	\$308		
<b>Task 1 Subtotal</b>	8	16		7	\$7,689	\$4,000	\$17,486					\$2,149	\$23,942	\$31,631	\$31,600	
<b>Task 2 - Design Services</b>																
Project Management		8		4	\$3,244										\$3,244	
Develop Project Basemap	16	8		2	\$5,646										\$5,646	
Develop 50% Plans	56	24		8	\$19,168	\$8,700	\$8,047					\$1,675	\$18,422	\$37,590		
Develop 50% Specifications	36	16		8	\$13,436	\$4,350	\$4,024	\$1,250				\$962	\$10,586	\$24,022		
Develop 50% Opinion of Probable Construction Cost	6	4		2	\$2,780	\$1,450	\$1,341					\$279	\$3,070	\$5,850		
QA/QC 50% Design Submittal			8		\$2,664										\$2,664	
Prepare, Conduct, and Document 50% Design Review	3	2		1	\$1,390										\$1,390	
Develop 90% Plans	24	12		4	\$8,812	\$5,220	\$4,828					\$1,005	\$11,053	\$19,865		
Develop 90% Specifications	16	10		4	\$6,800	\$2,610	\$2,414	\$750				\$577	\$6,352	\$13,152		
Develop 90% Opinion of Probable Construction Cost	2	2		1	\$1,197	\$870	\$805					\$167	\$1,842	\$3,039		
QA/QC 90% Design Submittal			4		\$1,332										\$1,332	
Prepare, Conduct, and Document 90% Design Review	4	2		2	\$1,926										\$1,926	
Develop Final Plans	12	8		4	\$5,560	\$3,480	\$3,219					\$670	\$7,369	\$12,929		
Develop Final Specifications	6	4		2	\$2,780	\$1,740	\$1,609	\$500				\$385	\$4,234	\$7,014		
Develop Final Opinion of Probable Construction Cost	2	1		1	\$963	\$580	\$536					\$112	\$1,228	\$2,191		
QA/QC Final Design Submittal			4		\$1,332				LS	1	\$300	\$300	\$30	\$330	\$1,662	
Communications Fee (EKI Labor Only)										4%	\$79,030			\$3,161	\$3,161	
<b>Task 2 Subtotal</b>	183	101	16	43	\$79,030	\$29,000	\$26,824	\$2,500				\$5,862	\$67,648	\$146,678	\$146,700	
<b>Task 3 - Bid Support Services</b>																
Pre-Bid Meeting	3	3		2	\$1,967										\$1,967	
Provide Bid Support (respond to questions and review bids)	8	8	2	4	\$5,454	\$3,800			LS	1	\$300	\$300	\$410	\$4,510	\$9,964	
Bid Open (Attend and Provide Review Email)	3	2		2	\$1,733										\$1,733	
Communications Fee (EKI Labor Only)										4%	\$9,154			\$366	\$366	
<b>Task 3 Subtotal</b>	14	13	2	8	\$9,154	\$3,800						\$410	\$4,876	\$14,030	\$14,000	
<b>Task 4 - Engineering Services During Construction</b>																
Project Management		8		4	\$3,244										\$3,244	
Attend Pre-Construction Meeting	6	3		2	\$2,546										\$2,546	
Review Construction Submittals (16 submittals and 6 resubmittals)	28	10		6	\$9,802	\$4,520	\$2,500					\$702	\$7,722	\$17,524		
Respond to Requests for Information, RFIs (4 RFIs)	8	4		4	\$3,852	\$1,130						\$113	\$1,243	\$5,095		
Attend Construction Site Visits (2 site visits)	4	8		4	\$4,016	\$2,260						\$226	\$2,486	\$6,502		
Prepare Record Drawings	12	4	2	1	\$4,261	\$3,390			LS	1	\$300	\$300	\$369	\$4,059	\$8,320	
Communications Fee (EKI Labor Only)										4%	\$27,721			\$1,109	\$1,109	
<b>Task 4 Subtotal</b>	58	37	2	21	\$27,721	\$11,300	\$2,500					\$1,410	\$16,619	\$44,340	\$44,300	
<b>TOTALS:</b>	<b>263</b>	<b>167</b>	<b>20</b>	<b>79</b>	<b>\$123,594</b>	<b>\$48,100</b>	<b>\$46,810</b>	<b>\$2,500</b>				<b>\$900</b>	<b>\$9,831</b>	<b>\$113,085</b>	<b>\$236,679</b>	<b>\$236,600</b>

**Proposal/Agreement Date: 5 August 2025**

**EKI Proposal/Project # B80108.44**

**SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.**

**2 January 2025**

<b><u>Personnel Classification</u></b>	<b><u>Hourly Rate</u></b>
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 ten percent (10%) 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 ten percent (10%).

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.