

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: October 13, 2026

Date: October 9, 2026

Agenda Title: Approval of Professional Services Agreement with EKI Environment and Water, Inc. for the Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project

Recommendation/Motion:

Authorize the General Manager to enter into a professional service agreement with EKI Environment and Water, Inc. for the preliminary design engineering services for the Miramontes Potable Water Consolidated Storage Project for a not-to-exceed price of \$273,000.

Background:

EKI Environment and Water, Inc. (EKI) recently completed the District's Potable Water Storage Master Plan (Storage Master Plan) which identified and prioritized two water storage improvement projects for the District's near-term consideration. At its September 8, 2026 meeting, the Board of Directors approved moving forward with the engineering design for the first project, the replacement of Half Moon Bay (HMB) Tank #3, following the successful completion of HMB Tank #1 in June 2026.

The Storage Master Plan also identified and prioritized a second project to improve water storage and pumping facilities in the southern portion of the District's service area. Previous tank evaluations determined that the Alves Tank, a 1.5-million-gallon steel tank constructed in 1974 and located on Miramontes Point Road, requires major rehabilitation or replacement due to its condition and the need to meet current seismic standards. In addition, its location and elevation limit the District's ability to effectively utilize the Alves Tank to serve the lower portions of the District's service area, including downtown Half Moon Bay. The Miramontes Tank, a .4-million-gallon steel tank constructed in 1999 and located at a higher elevation on Miramontes Point Road,

only serves the Moonridge Apartments. Given its age and condition, this tank will also require rehabilitation in the near future.

Rather than rehabilitating both existing tanks, EKI recommends that the District consider demolishing the two tanks and constructing one new, appropriately sized tank at the existing Miramontes Tank site. As identified in the Storage Master Plan, EKI determined that constructing one new tank at a more suitable location could be considerably more cost-effective than rehabilitating two substandard tanks at their existing locations. Because of its higher elevation, a new 2-million-gallon prestressed concrete tank at the Miramontes site could provide greater redundancy and operational flexibility for the southern portion of the District's service area, including downtown Half Moon Bay. The project would also include a larger, upgraded pump station at the Alves site and approximately 2,400 linear feet of new 12-inch water pipeline between the Alves and Miramontes sites.

The key tasks in EKI's preliminary design engineering services for this project include the following:

- Project management and coordination
- Geotechnical investigation
- Document review, site investigation and topographic survey, and base map development
- Basis of Design Report and 30% Submittal, including opinion of probable cost (OPC)

The proposal budget for EKI's preliminary design is \$273,000 which includes the following:

Sub-consultants (including markup):

Geologic and Associates (geotechnical investigation)	\$ 59,000
Underwood & Rosenblum Inc (site investigation/topography)	26,000
Peterson Structural Engineers (structural engineering)	10,000
TJC & Associates (instrumentation, controls, electrical)	<u>33,000</u>
Total Sub-consultants	\$128,000

EKI	<u>\$145,000</u>
Total Project	<u>\$273,000</u>

This preliminary design phase is estimated to be completed by Summer, 2027 .

Given the scope and complexity of the improvements, construction of the project would likely occur in multiple phases. The District's 10-year Capital Improvement Program includes the following phasing for the project over the next 8 years at a total budgeted amount of \$17,441,000:

FY2026/2027 - FY2029/2030: Engineering, CEQA/Environmental, Permitting

FY2030/2031: Alves Pump Station & Miramontes Pt Road Pipeline Construction

FY2032/2033 - FY2033-2034: Miramontes Prestressed Concrete Tank Construction

Because EKI developed this conceptual vision as part of the District's Potable Water Storage Master Plan and in conjunction with hydraulic modeling of the District's water system, Staff is confident that EKI is well-positioned to advance the concept into a basis of design. Staff therefore recommends that the Board approve this proposal.

Fiscal Impact: \$273,000

(\$325,000 is included in the District's approved Capital Improvement Program for FY2026/2027.)

Attachments:

Attachment A - EKI Environment and Water, Inc. Proposal

24 September 2026

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

Subject: Proposal for Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project
Coastside County Water District, Half Moon Bay, California
(EKI B80108.60)

Dear Ms. Rogren:

EKI Environment & Water, Inc. (EKI) is pleased to provide this proposal to Coastside County Water District (District) for preliminary design engineering services for the Miramontes Potable Water Consolidated Storage Project (Project). For this Project, EKI proposes to team with Geologic & Associates (Geologic) for geotechnical engineering support, Underwood and Rosenblum, Inc. (U&R) for topographic surveying, Peterson Structural Engineers, Inc. (PSE) for structural engineering support, and TJC and Associates, Inc. (TJCAA) for instrumentation, controls, and electrical (ICE) engineering support. This proposal has been prepared in response to the District's request.

PROJECT UNDERSTANDING

EKI recently completed the District's Potable Water Storage Master Plan (PWSMP) (EKI, 2026), which identified a need to improve water storage and pumping facilities in the southern portion of the District's service area.

The existing facilities in the southern portion of the District's service area includes the 1.5-million-gallon Alves Tank, built in 1974; the Alves Pump Station; and the 0.4-million-gallon Miramontes Tank, built in 1999. Prior evaluations found that the Alves Tank requires major rehabilitation or replacement given the tanks condition and to meet current seismic code. Additionally, the Alves Tank's operating level limits the tank's ability to support the District's lower-elevation service area, including downtown Half Moon Bay. The Miramontes Tank will soon need replacement of the interior and exterior protective coatings and currently serves only the area between the Miramontes and Alves sites, including the Moon Ridge Apartments.

Rather than rehabilitating both existing tanks, the District has concluded that constructing one larger, consolidated tank at the Miramontes site would provide greater long-term value and better serve the southern portion of the District's service area.

This proposal is limited to preliminary design for the Project, which will include:

- Decommissioning the existing Alves Tank and Alves Pump Station;

- Replacing the Miramontes Tank with a new approximately 2.0-million-gallon prestressed concrete tank;
- Building a new pump station and pressure regulating facility at the Alves site; and
- Installing approximately 2,400 feet of new 12-inch water pipeline between the Alves and Miramontes sites.

The District will likely implement the Project in multiple phases. The preliminary design will address both anticipated phases and provide the foundation for future work, including environmental review under the California Environmental Quality Act (CEQA), permitting, detailed design, bidding, construction management and engineering services, and construction.

PROPOSED SCOPE OF WORK

EKI proposes the following tasks as part of this scope of work.

Task 1: Project Management and Coordination

EKI will provide Project management, general coordination, and quality control reviews of all Project submittals. EKl will provide frequent and clear communication with the District throughout the Project to ensure that deadlines and budgets are met. EKl will perform general Project management tasks including as-needed communications and general consulting services, budget tracking, invoicing, and schedule updates. Each monthly invoice will include a progress summary report describing the work performed during that month and the next steps for the Project. EKl will set up and maintain a file sharing site for use by the District and the EKl Team. EKl will follow its standard quality control and quality assurance (QA/QC) procedures for each deliverable. For budgeting purposes, QA/QC tasks are included in Tasks 2 through 4.

EKI will coordinate and attend the following meetings:

- The Project Kickoff meeting;
- Up to three progress meetings over the duration of the Project; and
- One two-hour meeting to present findings and recommendations to the District's Facility Committee and/or Board of Directors.

At the kickoff meeting, EKl will provide a preliminary Project schedule, which will be updated and shared as needed.

Deliverables:

- Monthly progress summary reports, provided with invoices.
- Agenda and meeting minutes for each meeting, with a list of attendees.
- Project schedule, provided at the kick-off meeting and updated as needed.
- Presentation materials for the District's Facilities Committee or Board of Directors meeting presentations.

EKI Assumptions:

- The District's Facility Committee/Board of Directors meeting will be held in person, and all other meetings will be held virtually.

Task 2: Geotechnical Investigation

The EKI team will perform a geotechnical investigation to explore subsurface conditions at the Miramontes Tank site, the Alves Pump Station site, and along the pipeline alignment on Miramontes Point Road. The EKI team will develop geotechnical recommendations for the Project's design and construction.

The geotechnical investigation is anticipated to include the following tasks:

- Review pertinent geological information for the area.
- Conduct a site visit to observe existing site conditions and mark proposed boring locations.
- Notify USA for underground utility clearance.
- Obtain an encroachment permit from San Mateo County (County) for field subsurface exploration on Miramontes Point Road.
- Obtain a subsurface drilling permit from the County of San Mateo Environmental Health Services Division (SMCEHS).
- Subcontract with a private underground services locator to check the proposed boring locations for the presence of underground utilities.
- Coordinate subsurface exploration with the District and County.
- Perform subsurface exploration by means of exploratory borings using a track or truck-mounted drilling rig. In the borings, soil sampling and penetration testing will be performed at approximately 5-foot intervals. Traffic control will be provided during borings along Miramontes Point Road. The proposed boring locations and depths are shown below.

Location	Proposed Number & Depths of Borings
Miramontes Tank Site	2 borings each to 25 feet
New Alves Pump Station	1 boring to 15 feet
Miramontes Point Road	6 borings each to 7 feet

- Borings will be backfilled with cement grout per SMCEHS requirements.
- Perform laboratory testing on selected soil samples obtained from the borings to evaluate pertinent engineering properties.
- Perform engineering analysis on the data collected from borings.
- Prepare a geotechnical investigation report to present findings and recommendations.

The EKI team will use the results of the geotechnical investigation to assist in the preliminary design including the soil constructability, tank and pump station foundations, and the corrosivity requirements for the pipeline.

Deliverables:

- Draft and final Geotechnical Reports in PDF format.
- Subsurface drilling permit.
- County encroachment permit including traffic control.

Assumptions:

- In existing pavement areas, the top of the borings will be filled with cold patch asphalt or Portland cement dyed black.
- Cost is based on conventional geotechnical subsurface exploration with truck or track-mounted equipment, and no special requirements or procedures.
- Soil samples collected from the six borings along Miramontes Point Road will be tested for soil corrosivity. The lab test program is tailored to the 10-point soil-test evaluation guidelines in ANSI/AWWA C105/A21.5 and recommendations will refer to the Ductile Iron Pipe Research Associates (DIPRA) recommendations for corrosion protection.
- Field work will be performed during business hours Monday-Friday, between 7 am-6 pm
- The scope of work includes permitting fees for the encroachment permit from the County (\$2,000) and drilling permits from SMCEHS (\$2,952).
- The traffic control plan will not need to be prepared, signed, and stamped by a registered professional engineer.
- Soil cuttings will be spread in vacant areas owned by the District near the drilling sites. Additional fees will be required if soil cuttings are to be handled differently.
- No work plan is required for field work. Additional fees will be required if a work plan is required.

Task 3: Document Review, Site Investigation and Topographic Survey, and Base Map Development

Under this task, the EKI team will review the available as-built records and other documentation for the Project site and create a Project library.

EKI's subconsultant will perform topographic surveying and mapping to accurately locate existing elevations, improvements, structures, and utilities within the Project extent. EKI will request that the District mark its water mains prior to the field survey. The surveyor will locate and measure visible surface utility features (water valves, fire hydrants, utility boxes, power poles and boxes, manholes and invert depths, and underground utility markings).

Once the field investigation and as-built drawing research is complete, EKI will map the Project site in AutoCAD and add the San Mateo County parcels map, utility data from as-built records, and aerial images to the base map.

EKI will visit the site with the District to confirm the base map and key site features.

EKI Assumptions:

- The District will mark their water line in the Project extent prior to the field survey visit.
- No boundary survey or the placing of monuments will be completed as part of this scope of work.

Task 4: Basis of Design Report

EKI will prepare a Basis of Design Report (BODR) and 30% Submittal that will serve as the foundation for final design, CEQA documentation, and initial permitting. The BODR will include the following:

- Site Layouts: Summary of the Miramontes Tank and Alves Pump Station site layouts selected for the final design showing existing utilities, demolition plans, proposed facility and piping layouts, grading, and site improvements.
- Tank Design Criteria: Confirmation of Miramontes Tank dimensions and elevations including tank diameter, height, floor elevation, and maximum operating level. Evaluations will be based on site constraints, required tank footprint, civil/site improvements needing utility relocation, and D110 Type I tank constructability requirements.
- Tank Appurtenances: Confirmation of the Miramontes Tank controls, communication, mixing, sampling, access ports, stairs, security, and other appurtenances.
- Pump Station and PRV Hydraulics and Design Criteria: EKl will review water system hydraulic modeling results to confirm the pump station configuration and sizing criteria, as well as the PRV design point, sizing, and configuration.
- Pump Type Evaluation: EKl will evaluate potential pump types for the Project and present our findings and recommendations in the BODR. The evaluation will be based on the energy efficiency criteria, space constraints, and estimated capital and operations requirements. EKl will qualitatively consider both capital and operating costs and benefits.
- Pump Station Building: A description of the proposed Alves Pump Station building materials and layout.
- Access Requirements: EKl will work with District staff to develop site access requirements for both the Miramontes Tank and Alves Pump Station, including space needs for vehicles and maintenance.
- Operations: A narrative of the proposed Alves Pump Station operation.
- Pipeline Design: Confirmation of pipeline alignment, materials, and corrosion protection, if required.
- Preliminary Surge Evaluation: EKl will perform a preliminary surge analysis using the hydraulic model to assess the need for surge-protection devices such as surge tanks or air vessels to reduce extreme pressures to within acceptable limits.

- Emergency Generator Sizing: Based on the preliminary Alves Pump Station design, EKI will evaluate the sizing alternatives for an emergency generator and potential placement locations at the Alves site.
- Instrumentation, Controls, and Electrical (ICE) Requirements: EKI will develop the preliminary design criteria and requirements for significant elements of the ICE design for both the Miramontes Tank and Alves Pump Station sites, including recommendations, utility service requirements, equipment load analysis, distribution equipment, standby power requirements, control system components, and instrumentation.
- Construction Sequencing and Phasing: Description of the proposed construction sequencing and phasing, including a discussion of staging areas and required temporary improvements.
- CEQA and Permitting: Discussion of CEQA documentation and permitting requirements for the Project.
- 30% Design Drawings: EKI will develop the following preliminary drawings:
 - Existing site and demolition plans,
 - Proposed site plans,
 - Tank plan and section,
 - Yard piping plans,
 - Grading and paving plans,
 - Pump station mechanical plans,
 - Electrical site plans,
 - Process piping and instrumentation diagram, and
 - Pipeline plans and profiles.
- Schedule: Preliminary Project Schedule by phase.
- Costs: Preliminary engineer's opinion of probable cost (OPC) by phase.

Deliverables:

- PDF file of the draft and final Basis of Design Report, including 30% Design Drawings and OPC.

EKI Assumptions:

- Design documents will be based on the District standards and details.
- The District will provide preferences and comments for equipment and site layout.
- No utility coordination is included.
- Preliminary design will comply with the requirements of the 2025 California Building Code. No formal City or County building department permit review, Title 24 energy calculations, or completion on compliance forms will be required.
- The Alves Pump Station building will be a concrete masonry unit (CMU).
- The District will review and provide comments on the draft BODR.

PROJECT SCHEDULE

We are prepared to begin work immediately on this Project upon receipt of authorization to proceed. EKI will provide its services throughout the duration of design. EKI assumes that the Project can be completed in FY 2026-2027.

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 Schedules of Charges, dated 1 January 2026. Based on the proposed Scope of Work described above, we propose a budget of \$273,000 for the completion of Tasks 1 through 4 as shown by task in Table 2 below and detailed in Table 3, attached. The total budget will not be exceeded without additional authorization.

Table 2. Proposed Cost by Tasks

Task	Description	Task Total
1	Project Management and Coordination	\$ 23,500
2	Geotechnical Investigation	\$ 61,200
3	Document Review, Site Investigation and Topographic Survey, and Base Map Development	\$ 39,300
4	Basis of Design Report	\$ 149,000
Total Estimated Budget		\$ 273,000

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 at 650-292-9100 with any questions.

Mary Rogren
Coastside County Water District
24 September 2026
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Very truly yours,

EKI ENVIRONMENT & WATER, INC.

A handwritten signature in blue ink, appearing to read "Jonathan Sutter". The signature is fluid and cursive, with a large initial "J" and a stylized "S" at the end.

Jonathan Sutter, P.E. – C 81606
Principal Engineer

Attachments

Table 3 – Proposed Budget

EKI Schedule of Charges, dated 1 January 2026

Table 3. Estimated Fee - Preliminary Design Engineering Services for the Miramontes Potable Water Consolidated Storage Project

Coastside County Water District, Half Moon Bay, California
(EKI B80108.60)

TASKS						LABOR COST (\$)	SUBS				OTHER DIRECT COSTS				MARKUP ON DIRECT COSTS	TOTAL DIRECT COSTS	TOTAL	
	G5 Engineer	Yuying Gao, P.E.	Jordan Gans, P.E.	Tim Beaman, P.E.	Jonathan Sutter, P.E.		Geologic & Associates	Underwood and Rosenblum, Inc.	Peterson Structural Engineers	TJC and Associates ICE	UNIT	QUANTITY	UNIT COST	TOTAL COST			TASK BUDGET TOTALS (\$)	ROUNDED BUDGET TOTALS (\$)
\$175	\$221	\$241	\$343	\$353									10%					
Task 1 - Project Management and Coordination																		
General Project Management			16	16	8	\$12,168											\$12,168	
Project Meetings																		
Kick Off Meeting			3	2	2	\$2,115											\$2,115	
Facilities/BOD Meetings			6	4	4	\$4,230					LS	1	\$200	\$200	\$20	\$220	\$4,450	
Progress Meetings			6	4	3	\$3,877											\$3,877	
Communications Fee (EKI Labor Only)												4%	\$22,390			\$896	\$896	
Task 1 Subtotal			31	26	17	\$22,390									\$20	\$1,116	\$23,506	\$23,500
Task 2 - Geotechnical Investigation																		
Geotechnical Investigation	2		4	2	1	\$2,353	\$53,450								\$5,345	\$58,795	\$61,148	
Communications Fee (EKI Labor Only)												4%	\$2,353			\$94	\$94	
Task 2 Subtotal	2		4	2	1	\$2,353	\$53,450								\$5,345	\$58,889	\$61,242	\$61,200
Task 3 - Document Review, Site Investigation and Topographic Survey, and Basemap Development																		
Document Request and Review	6		2	2	1	\$2,571											\$2,571	
Site Investigation and Topographic Survey	4		4	1	1	\$2,360		\$24,000							\$2,400	\$26,400	\$28,760	
Basemap Development	16		8	5	3	\$7,502											\$7,502	
Communications Fee (EKI Labor Only)												4%	\$12,433		\$1,243	\$497	\$497	
Task 3 Subtotal	26		14	8	5	\$12,433		\$24,000							\$3,643	\$26,897	\$39,330	\$39,300
Task 4 - Basis of Design Report																		
Develop 30% Plans	120		40	16	8	\$38,952			\$3,582	\$12,160					\$1,574	\$17,316	\$56,268	
Transient Analysis		24	2		4	\$7,198											\$7,198	
Develop 30% Opinion of Probable Construction Cost	12		8	6	2	\$6,792			\$448	\$1,520					\$197	\$2,165	\$8,957	
Develop Draft BODR	80	4	32	16	8	\$30,908			\$4,926	\$16,720					\$2,165	\$23,811	\$54,719	
QA/QC BODR/30% Design Submittal					8	\$2,824											\$2,824	
Prepare, Conduct, and Document BODR/30% Design Review			4	3	3	\$3,052											\$3,052	
Prepare Final BODR/30% Design Submittal	32		12	6	4	\$11,962											\$11,962	
Communications Fee (EKI Labor Only)												4%	\$101,688			\$4,068	\$4,068	
Task 4 Subtotal	244	28	98	47	37	\$101,688			\$8,956	\$30,400					\$3,936	\$47,359	\$149,047	\$149,000
TOTALS:	272	28	147	83	60	\$138,864	\$53,450	\$24,000	\$8,956	\$30,400				\$200	\$12,944	\$134,261	\$273,125	\$273,000

Client/Address: Coastside County Water District
766 Main Street, Half Moon Bay, CA 94019



Proposal/Agreement Date: 09/24/2026

EKI Proposal/Project # B80108.60

SCHEDULE OF CHARGES FOR EKI ENVIRONMENT & WATER, INC.

1 January 2026

<u>Personnel Classification</u>	<u>Hourly Rate</u>
Officer and Chief Engineer-Scientist	366
Principal Engineer-Scientist	353
Supervising I, Engineer-Scientist	343
Supervising II, Engineer-Scientist	329
Senior I, Engineer-Scientist	315
Senior II, Engineer-Scientist	304
Associate I, Engineer-Scientist	291
Associate II, Engineer-Scientist	275
Engineer-Scientist, Grade 1	255
Engineer-Scientist, Grade 2	241
Engineer-Scientist, Grade 3	221
Engineer-Scientist, Grade 4	199
Engineer-Scientist, Grade 5	175
Engineer-Scientist, Grade 6	152
Project Assistant	143
Technician	137
Senior GIS / Database Analyst	180
CADD Operator / GIS Analyst	157
Senior Administrative Assistant	172
Administrative Assistant	136
Secretary	114

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.