

**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting Date: January 19, 2016

To: Honorable Mayor and City Councilmembers

From: Public Works Superintendent Richard Emig

Subject: Amendment No. 16 to GHD Master Agreement for Engineering Consulting Services for Well 7 Pilot Test Reporting

Recommendation: Authorize City Manager to sign Contract Amendment

Funding: Currently Budgeted: X Yes ___No ___N/A

Net General Fund Cost: \$0

If Cost to Other Fund(s):
Fund:
Amount:

Background:

Amendment No. 9 to GHD Master Agreement in the amount of \$176,750 was previously approved by the City Council for Construction Management and Inspection Services, and for Engineering Services on the Well 7 Arsenic Treatment Construction Project, which began in October, 2014, and will be complete in January, 2016. Staff has been informed by GHD that their cost will for these services will be under budget by about \$40,000, leaving previously approved funds unspent.

Discussion:

A State of California Department of Drinking Water permit condition for the Well 7 Arsenic Treatment System stipulates that the permit be provisional through the first spent cycle of filter media in the treatment vessel, or one year, whichever is less.

A comprehensive report is due to the State by the water purveyor (the City) at the end of the provisional permit period, and Staff recommends that GHD, Inc. prepare the report to the State. The attached proposal includes four Tasks for the report due to the State: Task 1. Start-up Report; Task 2. Technical Support to the City for Monthly Data Reporting; Task 3. Pilot Test Progress Report, and; Task 4. Pilot Test Completion Report.

Agenda Item Number: _____

As mentioned above, GHD has informed Staff that they will be under budget by about \$40,000, which will be sufficient to accommodate the cost of Amendment 16, \$29,745, with about \$10,000 remaining in the approved budget.

While there are sufficient funds remaining in the previously approved Amendment No. 9 for GHD, Inc. to provide engineering consulting services for the Well 7 Arsenic Treatment System project, Staff needs to request City Council approval of Amendment No. 16 for Pilot Test Reporting, as it is a new Task not included in Amendment No. 9.

Recommendation:

Staff recommends that the City Council authorize the City Manager to sign Amendment No. 16 to the Master Agreement with GHD, for Engineering Consulting Services for Well 7 Pilot Test Reporting.

Attachments: Amendment No. 16 to Master Agreement 2010-01-36 (GHD)

**AMENDMENT TO MASTER AGREEMENT 2010-01-36
FOR ENGINEERING CONSULTING SERVICES
BETWEEN
THE CITY OF SEBASTOPOL
AND GHD, Inc.**

**Amendment No. 16
For
Well 7 Pilot Test Reporting**

The parties hereto agree to amend the above-captioned agreement as described below and on the attached Scope of Work

Professional Engineering Services

GHD proposes to provide the following professional services:

Task 1 – Start-up Report

Task 2 – Technical Support to City for Monthly Data Reporting

Task 3 – Pilot Test Progress Report

Task 4 – Pilot Test Completion Report

Amount of Contract Amendment No. 16 is not to exceed \$29,745.

Prior to incurring any costs in excess of this "Not to Exceed" amount, consultant shall provide a written request for compensation for extra work, with an estimate of the additional anticipated cost. City assumes no responsibility for compensation of extra work performed by consultant without prior notification and written approval of the City.

All of the terms and conditions of Master Agreement 2010-01-36 are hereby incorporated by reference and made a part of this contract.

APPROVED

CITY OF SEBASTOPOL

GHD Inc.

Larry McLaughlin
City Manager/City Attorney

Alex Culick, P.E.
Principal

Date: _____

Date: _____

**SCOPE OF WORK
FOR
CITY OF SEBASTOPOL
AMENDMENT NO. 16
FOR
WELL 7 PILOT TEST
REPORTING**

PROJECT UNDERSTANDING

This scope and fee estimate is for preparing the startup and pilot test documentation associated with Well 7 operation. As part of the operation permit for the treatment system, the first year of operation is to be completed as a "Pilot Test". During this period, increased system monitoring and reporting is required. The City performs this additional monitoring. The City has asked assistance from GHD in the preparation of technical compliance reports associated with the startup, monthly reporting and the final Pilot Test Report. Preparation of these reports was not included in the previous amendments associated with this project (Amendments 7, 8 and 9). However, the Construction Management (Amendment 9) is expected to be completed significantly under budget. Therefore, the required Pilot Test Reporting can be completed by GHD by reallocating funds appropriated in Amendment 9 for construction management to Amendment 16.

The tasks below describe the reports required by the State Water Resource Control Board Division of Drinking Water (DoDW) in their permit to operate the Well 7 arsenic treatment system. The reports are required to inform the DoDW of the effectiveness of the arsenic removal and any other issues associated with the treatment system pilot test.

TASK DESCRIPTIONS

Task 1 – Start-up Report

A start-up report will be prepared to summarize the initial few weeks of operation, and will detail arsenic concentrations for Raw, 50% Treated and Treated water. Other constituents included in the analytical suite will be discussed in terms of their presence before and after treatment. The analysis of results will discuss the arsenic removal during the first few thousand bed volumes (BV), and will allow for trouble-shooting of any system parameters if required. The DoDW does not require a start-up report. However, this report provides an opportunity to document the installation and start-up of the system to the DoDW.

Task 2 – Technical Support to the City for Monthly Data Reporting

The City will submit the analytical results and flow volumes for each month to the DoDW within 21 calendar days of the end of each month during the one-year pilot test period. GHD will maintain a comprehensive table of results for use in Tasks 3 and 4. The City will provide copies of the DoDW submittals to GHD for use in maintaining the Pilot Test technical file. GHD will assist the City in this process by providing technical assistance as needed.

Task 3 – Pilot Test Progress Report

A Progress Report will be prepared after the first confirmed detection of arsenic at the sample port corresponding to 50% Treated water. The Progress Report will summarize the data and evaluate the expected adsorption capacity of the system as it is operated. The arsenic removal efficiency will be compared to the timeline provided to the DoDW in *Addendum 1 to Pilot Test and Startup Workplan* dated September 1, 2015. In addition, the presence of other constituents, including Title 22 metals, solvents and hydrocarbons, will be evaluated. The report will be submitted 30 calendar days from the receipt of the confirmed arsenic detection at sample port corresponding to 50% Treated water.

Task 4 – Pilot Test Completion Report

This report will summarize the data from a full year of operation and evaluate the operational efficiency of the treatment system, identify operational changes that should be considered, estimate the change out frequency of the arsenic removal media, and propose a revised sampling schedule to be implemented when the system is certified by the DoDW. In addition, the constituents that are included in the analytical suite will be evaluated as in the Progress Report. If the system is operating effectively to remove arsenic, the City will consider the Pilot Test complete and will request that the DoDW certify the system for operation.

Estimated Fee \$29,745



GHD - PROJECT FEE ESTIMATING SHEET

Project Name: Well 7 Arsenic Treatment Pilot Test Reporting Client: City of Sebastapol
 Prepared by: Kent O'Brien/Jonathan Eller Date: December 21, 2015
 Job Number: 8411149

Task / Item	LABOR CATEGORY > RATE >	LABOR COSTS						FEE COMPUTATION			
		Proj. Manager \$195 /HR	Sen. Hydro \$195 /Hr	Staff Scientist \$100 /Hr	Proj. Coord. \$100 /Hr	Admin. \$95 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	Sub-con-sultant(s)	TOTAL FEE	
TASK- 1.0											
Start-up Report		2	10	24	6	2		\$264		\$5,794	
	SUBTOTAL TASK 1.0	2	10	24	6	2	44	\$264	\$0	\$5,794	
TASK- 2.0											
Technical Support for 12 Month Data Reporting		6	24	30	6	2		\$408		\$10,048	
	SUBTOTAL TASK 2.0	6	24	30	6	2	68	\$408	\$0	\$10,048	
TASK- 3.0											
Pilot Test Progress Report		4	12	40	10	3		\$414		\$8,819	
	SUBTOTAL TASK 3.0	4	12	40	10	3	69	\$414	\$0	\$8,819	
TASK- 4.0											
Pilot Test Completion Report		2	8	20	9	0		\$234		\$5,084	
	SUBTOTAL TASK 4.0	2	8	20	9	0	39	\$234	\$0	\$5,084	
PROJECT TOTALS		14	54	114	31	7	220	\$1,320	\$0	\$29,745	

*OTHER DIRECT COSTS include telephone, mileage, printing, photocopies and other miscellaneous direct expenses.