

**CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT**

**Meeting Date:** September 20, 2016

**To:** Honorable Mayor and City Councilmembers

**From:** Public Works Superintendent Richard Emig

**Subject:** Amendment No. 18 to GHD Master Agreement for Engineering Consulting Services for Morris Street Pump Station Wet Well Study

**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: 420-6420-6860, Sewer Operations Contract Services  
Amount: \$12,357.00

**Background:**

The Morris Street Sewer Pump Station is in need of a study to determine a better method in which to pump solids out of the sewer collection wet well. Staff requested in the 2016-2017 fiscal year funds in the amount of \$12,357.00 to contract with a consultant to study this problem.

**Discussion:**

The problem of solids build-up in the wet well has been on-going for many years, but increased after the rebuild of the pump station several years ago due to the change in pump cycling of the new pumps. What used to be a monthly operation to clean the wet well has turned into an on-going operation on almost a daily basis. It is currently very labor intensive for staff to break up the solids so they can be pumped out of the wet well. If not done correctly, large portions of solids can plug the pumps and cause them to airlock, increasing the chance of pump failure at the sewer pump station.

Amendment No. 18 is a proposal from GHD, Inc., to study the sewer pump station and recommend improvements to its operations and/or design in order to remove the solids in the wet well so they can be pumped downstream on a routine basis without the need for staff to break up the solids.

**Recommendation:**

Staff recommends that the City Council authorize the City Manager to sign Amendment No. 18 to the Master Agreement with GHD, for Engineering Consulting Services for Morris Street Pump Station Wet Well Study.

Attachments: Amendment No. 18 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. 18

For

**Morris Street Pump Station Wet Well Study**

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 – Project Set-up and Project Management

Task 2 – Site Investigation

Task 3 – Research

Task 4 – Preliminary Analysis

Task 5 – Draft Study and Report

Task 6 – Final Study and Report

Amount of Contract Amendment No. 18 is not to exceed \$12,357.

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: \_\_\_\_\_



Ref: 8401072

August 18, 2016

Mr. Dante Del Prete  
Assistant Superintendent  
City of Sebastopol  
714 Johnson Street  
Sebastopol, CA, 95472

**Re: Proposal for Engineering Services for Morris Street Pump Station Wet Well Study**

Dear Dante:

We appreciate the opportunity to propose engineering services for the referenced project. Based on our conversations with you, we propose to provide the following engineering services for the scope of services described below subject to the noted general assumptions and exclusions.

**Background**

The City of Sebastopol (City) owns and operates a sanitary sewer pumping station on Morris Street. This pump station is the main pump station that the City utilizes to convey all of the sanitary sewage to the sub-regional wastewater treatment facility (Santa Rosa's Laguna WWTP). The station conveys roughly 660,000 gpd during dry weather. The station is a wet-well/dry-well style pump station and includes three 125 HP Fairbanks-Morse shaft driven pumps. The suction piping for Pump No. 3 is comprised of two suction elbows – one facing down similar to Pumps 1 and 2, and one pointing up – apparently designed to aid wet well cleaning of floating solids.

Our understanding is that Morris Street Pump Station has an immediate and a long term problem with accumulations of floating solids in the wet well. The problem has now reached a critical level where the floating matt of solids is very stiff and large. The floating matt (raft) occupies a large portion of the wet well and requires much labor to reduce into portions small enough to pump. The City will take care of the immediate problem of accumulated solids in-house; however, the City desires to have better alternatives for the operation and/or redesign of the station to prevent the formation of the floating matt.

The pump station includes an influent comminutor (a Franklin Miller "Dimminutor") that is in need of repair or replacement. It had been pointed out that that re-ragging was usually observed downstream of the influent comminutor.

**Purpose of Study**

The study will result in recommendations to improve the operation and/or design of the pump station in relation to removing floating solids in the wet well so they can be effectively pumped downstream on a routine basis.

---



## **Scope of Services**

GHD proposes to conduct six tasks of services in coordination with City staff:

### **Task 1 - Project Setup and Project Management**

GHD will conduct administrative tasks necessary to initiate and manage the project and communicate project status, milestones, and results to the City. Specific activities attributable to this task include:

- a. Coordinate and correspond with City during the project.
- b. Prepare project schedule.
- c. Prepare monthly invoices.
- d. Lead Project Kick-off meeting with City to review scope of services and discuss and confirm schedule.
- e. Attend Study and Report draft review meetings with City.

### **Task 2 - Site Investigation**

GHD will visit the pump station with City staff to familiarize itself with the facility components and standard operational procedures. GHD will witness normal pumping operations as well as standard cleaning methods. GHD will collect documentation relevant to the wet well operations and design.

### **Task 3 - Research**

GHD will research standard wet-well cleaning methods common to the industry and identify equipment and/or systems of wet well cleaning appropriate for the Morris Street Pump Station.

### **Task 4 - Preliminary Alternatives**

GHD will prepare a preliminary list of potential alternatives for further consideration. These alternatives, at a minimum, will include operational modifications and the addition of a new dedicated cleaning pump to be connected to the existing cleaning suction elbow.

A conference will be held between GHD and the City summarizing Tasks 1 through 4. GHD will collect and respond to comments from the City.

### **Task 5 - Draft Study and Report**

GHD will prepare a draft of the study and submit electronic copy to the City for review and comment.

### **Task 6 - Final Study and Report**

After addressing comments from the City, GHD will perform final revisions to the report.



### **Deliverables**

- Task 1 Project Management and Coordination: Meeting notes (1 electronic copy each).
- Task 2 Site Investigation: E-mail report of findings (electronic copy)
- Task 3 Research: E-mail report of findings (electronic copy).
- Task 4: Preliminary Alternatives: E-mail report of findings (electronic copy)
- Task 5: Draft Study and Report: Word file and pdf of draft report (electronic copies).
- Task 6 Final Study and Report: (3 hard copies, 1 electronic PDF copy)

### **Services Estimate**

GHD can provide the above-described scope of services for a time and materials not-to-exceed fee of \$12,357 based on our 2016 fee schedule. Services not included in this proposal will be provided on a time-and-materials basis or by a negotiated fee. We anticipate that this work will be conducted under the existing Master Contract as an amendment.

### **Assumptions and Exclusions:**

- 1) The City will provide access to the pump station facilities and provide as built drawings of the wetwell/drywell facilities, and information regarding underground utilities and existing pumping systems.
- 2) GHD will only provide recommendations for potential facility improvements. Design, construction drawings and equipment specifications will not be included in this study.
- 3) No electrical design or engineering will be furnished by GHD. These services will be conducted during a later project phase if requested.
- 4) No boundary, topographic or planimetric surveying will be provided during this phase of services. Only manual measurements will be undertaken in the vicinity of the work areas.
- 5) No permit applications or acquisition is included in these services. The City will apply for and obtain all necessary permits and approvals.

### **Quality Assurance and Quality Control Reviews**

Quality assurance and quality control activities will include detailed review of project design documents for each submittal. This activity will be internal to GHD.

### **Schedule**

We propose to begin work immediately upon receiving an executed contract and will work to complete the work within 30 work days (weekends and holidays excluded) between Client review responsibilities.



We look forward to working with you on this project. If you have any questions, please do not hesitate to call either of us at (707) 523-1010.

Sincerely,  
GHD, Inc

A handwritten signature in blue ink, appearing to read "Matt Kennedy".

Matt Kennedy, PE, TE  
Project Manager

A handwritten signature in blue ink, appearing to read "Alex Culick".

Alex Culick, PE  
Principal

Enclosures: Exhibit A – Project Fee Estimating Sheet



**EXHIBIT A - PROJECT FEE ESTIMATING SHEET**

Project Name: Morris Street PS Wet Well Study

Prepared by: Matt Kennedy

Client: City of Sebastopol

Reviewed by: Alex Cullick

Job Number: 02061 - 8401072

Task / Item	LABOR CATEGORY > RATE >	Prin. Alex \$265 /Hr	Proj Mang Matt \$195 /Hr	Proj Eng. \$185 /Hr	QA Eng. /Hr	Proj Staff \$125 /Hr	CAD Tech \$130 /Hr	WP \$90 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	Labor OH Rate	Fee For Professional Services
Task 1 - Project Setup and Project Management		2	2	4	4	1	1	2	11	\$50	\$66	\$2,081
Task 2 - Site Investigation			1	4	4	3		1	9		\$54	\$1,204
Task 3 - Research			1	4					5		\$30	\$1,090
Task 4 - Preliminary Alternatives		1	2	6	6	2	1		12		\$72	\$2,092
Task 5 - Draft Study and Report		2	1	8	8	8	4	1	24		\$144	\$3,959
Task 6 - Final Study and Report		1	2	4	4	2	1	1	11		\$66	\$1,931
									0		\$0	\$0
									0		\$0	\$0
									0		\$0	\$0
<b>PROJECT TOTALS</b>		<b>6</b>	<b>9</b>	<b>30</b>	<b>0</b>	<b>16</b>	<b>6</b>	<b>5</b>	<b>72</b>	<b>\$50</b>		<b>\$12,357</b>

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