



SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVE * SEASIDE, CA 93955

Telephone (831) 899-6825

BOARD MEMBER

Ralph Rubio

Chair

City of Seaside

440 Harcourt Ave

Seaside, CA 93955

(831) 899-6825

Jerry Blackwelder

First Vice Chair

City of Sand City

1 Sylvan Park

Sand City, CA 93955

(831) 394-3054

Pat Lintell

Second Vice Chair

City of Del Rey Oaks

650 Canyon Del Rey

Del Rey Oaks, CA

93940

(831) 394-8511

DISTRICT STAFF

Craig Malin

District Manager

440 Harcourt Avenue

Seaside, CA 93955

(831) 899-6701

Rick Riedl

District Engineer

440 Harcourt Avenue

Seaside, CA 93955

(831) 899-6884

Jesse Avila

Legal Counsel

County Counsel

168 West Alisal Street

Third Floor

Salinas, CA 93901

(831) 755-5045

Lesley Milton-Rerig

District Clerk

440 Harcourt Avenue

Seaside, CA 93955

(831) 899-6707

REGULAR MEETING AGENDA

Board of Directors

Tuesday, July 11, 2017 9:30 AM,

City of Seaside Conference Room

440 Harcourt Ave, Seaside, CA 93955

1. CALL TO ORDER

Ralph Rubio

Jerry Blackwelder

Pat Lintell

Chair

First Vice Chair

Second Vice Chair

2. ROLL CALL

3. ORAL COMMUNICATIONS COMMENTS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized by law. To be able to properly identify those making comments in the meeting minutes, it would be helpful if speakers state their names. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

4. CONSENT AGENDA

A. APPROVAL OF MINUTES FROM THE JUNE 13, 2017 REGULAR MEETING.

PURPOSE: To review and approve the minutes from the June 13, 2017 Regular Meeting.

RECOMMENDATION: That the minutes be reviewed and approved.

B. PRELIMINARY JUNE 2017 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT

PURPOSE: Approval of preliminary expenditures for June 2017 for the Seaside County Sanitation District in the amount of \$121,674.87.

RECOMMENDATION: Approve preliminary expenditures for June 2017. Total expenditures to-date were \$121,674.87.

C. SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MAY 2017 AND JUNE 2017

PURPOSE: Receive monthly report for sewer maintenance and stoppages for May 2017 and June 2017.

RECOMMENDATION: Accept reports. This item is presented for information only.

D. CONTRACT AMENDMENT #2 TO A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FIVE THOUSAND SIX HUNDRED DOLLARS (\$5,600) FOR PREPERATION OF A REQUEST FOR QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES

PURPOSE: The purpose of this item is to develop a Request For Qualifications (RFQ) for On-Call Engineering Design Services to support the design of Capital Improvement Projects (CIPs).

RECOMMENDATION: It is recommended that the Board adopt the attached resolution for a contract amendment with Harris & Associates (Harris) for an amount not to exceed Five Thousand Six Hundred Dollars (\$5,600) to provide additional project management services for the preparation of an RFQ for On-Call Engineering Design Services and authorizing the District Manager to execute the contract.

E. AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH E2 CONSULTING ENGINEERS, INC. FOR AN AMOUNT NOT TO EXCEED NINETY THOUSAND ONE HUNDRED THIRTY FOUR DOLLARS (\$90,134) FOR THE SEWER LIFT STATIONS UPGRADES PROJECT

PURPOSE: The purpose of this item is for the District Board to consider amending the agreement with E2 Consulting Engineers, Inc. that provides additional professional engineering services for the Lift Stations Upgrades and Replacement Project.

RECOMMENDATION: It is recommended that the Board adopt the attached resolution amending the professional services agreement with E2 Consulting Engineers, Inc. for an amount not to exceed Ninety Thousand One Hundred Thirty Four Dollars (\$90,134) to provide additional professional engineering services for the Lift Stations Upgrades and Replacement Project and authorizing the District Manager to execute the contract amendment.

5. NEW BUSINESS

6. STAFF REPORTS

Staff reports include items for which verbal reports/presentations will be provided. If a specific Seaside County Sanitation District presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the Agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda item.

7. BOARD MEMBERS COMMENTS

8. ADJOURNMENT

Next Regularly Scheduled Meeting:

August 8, 2017
Seaside City Hall
9:30 a.m.

In compliance with the Americans with Disabilities Act (ADA), the Seaside County Sanitation District (SCSD) does not discriminate against persons with disabilities. SCSD's meetings are held at an accessible facility. Any person with a disability who requires a modification or accommodation to be able to participate in this meeting is asked to contact the office of the District Clerk at cityclerk@ci.seaside.ca.us 831-899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements. Agenda related writings or documents provided to the SCSD Board of Directors are available for public inspection during the meeting or may be requested from the office of the District Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.

*Agenda related writings or documents provided to the Board are available for public inspection during the meeting
or may be requested from the office of the District Clerk.*



DRAFT MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, June 13, 2017 9:30 AM
REGULAR MEETING
Seaside Conference Room

1. CALL TO ORDER

The meeting was called to order at 9:30 a.m.

2. ROLL CALL

Present: Lintell, Blackwelder, Rubio

3. ORAL COMMUNICATIONS COMMENTS

There was no public comments.

4. CONSENT AGENDA

Item 4B was pulled for further consideration by Second Vice Chair Lintell. She has a few questions regarding the item. Questions were answered by District Engineer, Rick Riedl.

Motion was made by First Vice Chair Blackwelder and seconded by Second Vice Chair Lintell the Seaside County Sanitation District approved Items 4A, 4B, and 4C from consent agenda.

RESULT:	Approved
MOVER:	First Vice Chair Jerry Blackwelder
SECONDER:	Second Vice Chair Pat Lintell
AYES:	Ralph Rubio, Jerry Blackwelder, Pat Lintell
NOES:	None
ABSENT:	None

A. APPROVAL OF MINUTES FROM THE MAY 9, 2017 REGULAR MEETING.

Action: Approved

B. CONSIDERATION OF A RESOLUTION AWARDING A CONTRACT AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR PROFESSIONAL SERVICES SUPPORTING THE IMPLEMENTATION OF THE SEASIDE COUNTY SANITATION DISTRICT SEWER MAIN UPGRADE AT 942 ANGELUS WAY FOR AN AMOUNT NOT TO EXCEED \$30,050.

Action: Authorized

C. APRIL AND MAY 2017 EXPENDITURE REPORT FOR SEASIDE COUNTY SANITATION DISTRICT

Action: Approved

5. NEW BUSINESS

A. CONTINUING BUDGET RESOLUTION FOR THE 2017-2018 FISCAL YEAR

Item was presented by Finance Director, Daphne Hodgson, she mentioned that until the City approved the budget because they do all the work for the Sanitation District, the District continues with the current budget and then it adopts theirs. Activities continue based on what was going on the 2016-2017 budget it doesn't stop any projects or ongoing services. Chair Rubio asked if anyone had any questions in regards to this item. Opened it to the public seeing none he brought it back to the District.

On motion by Second Vice Chair Lintell and seconded by First Vice Chair Blackwelder the Seaside County Sanitation District accepted the Resolution.

RESULT:	Approved
MOVER:	Second Vice Chair Pat Lintell
SECONDER:	First Vice Chair Jerry Blackwelder
AYES:	Ralph Rubio, Jerry Blackwelder, Pat Lintell
NOES:	None
ABSENT:	None

6. **STAFF REPORTS**

None.

7. **BOARD MEMBERS COMMENTS**

None.

8. **ADJOURNMENT**

On motion, the meeting was adjourned at 9:35 a.m.

Respectfully Submitted,

Lesley E. Milton-Rerig, District Clerk

Ralph Rubio, Chair



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.B.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Daphne Hodgson, Deputy City Manager Administrative Services

DATE: July 11, 2017

**SUBJECT: PRELIMINARY JUNE 2017 EXPENDITURE REPORT FOR SEASIDE
COUNTY SANITATION DISTRICT**

PURPOSE

Approval of preliminary expenditures for June 2017 for the Seaside County Sanitation District in the amount of \$121,674.87.

RECOMMENDATION

Approve preliminary expenditures for June 2017. Total expenditures to-date were \$121,674.87.

BACKGROUND

The preliminary expenditure report for the month of June 2017 is attached. A final report will be presented after the books have been closed for the fiscal year ended June 30, 2017. The preliminary cash balance as of June 30, 2017 was \$5,788,132.61.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. EFT Report
 2. Expenditure Detail - June 2017
-

Reviewed for Submission By:

Meeting Date: July 11, 2017

Craig Malin, District Manager

COUNTY OF MONTEREY - AUTHORIZATION of ELECTRONIC FUNDS TRANSFER

DEBIT : COUNTY OF MONTEREY
 Account Number : Wells Fargo Bank
 Account Name : Monterey County Treasurer

CREDIT : CITY OF SEASIDE PUBLIC INTEREST CHECKING

Pay to Bank : **RABOBANK**
 1658 FREMONT BLVD., SEASIDE, CA 93955

Account No. 9782713643
 Routing No. 122238420 Amount : \$ **121,674.87**
 Customer Name: CITY OF SEASIDE

AUTHORIZED SIGNATURES: 1
2
3

AUDITOR : ENTER AMOUNT AUTHORIZED FOR TRANSFER AND SIGN FORM

TREASURER : PROCESS TRANSFER, ENTER DATE OF TRANSFER, SIGN FORM AND RETURN TO AUDITOR

AUDITOR		TREASURER	
Hilda Castro			
Deputy Auditor	Date	Deputy Treasurer	Date of Transfer

For Auditor-Controller Office use only

Period <u> </u>	JV Number <u> </u>
Budget Yr. <u> </u>	Date <u> </u>
Total \$ 121,674.87	

DESCRIPTION	AT	FD	BU	ORG	ACCT	REP	CI	DEBIT	CREDIT
Special District Exp.		603			2530				
Cash		603			1001				

Daphne Hodgson, Deputy City Manager / Administrative Services (831) 899-6718; SCSD

Expenses for JUNE, 2017.

Prepared By: Hilda Castro Date: _____
 Approved By: _____ Date: _____ Keyed By: _____ Date: _____

EFT

YTD (16-17) Expenses for JUNE 2017

Authorized for Payment by the Board of Directors

ACCOUNT NUMBER	DESCRIPTION	TOTAL CHARGES YTD	TOTAL BILLED YTD	TOTAL DUE
951-0-8810-0001	Admin. Salary	47,512.15	41,831.85	5,680.30
951-0-8810-0002	Overtime	538.35	538.35	-
951-0-8810-0006	Workers Compensation	1,120.00	1,028.00	92.00
951-0-8810-0010	Management Leave Payoff	212.22	212.22	-
951-0-8810-0012	Vacation	5,641.61	5,641.61	-
951-0-8810-0016	Deferred Compensation	433.76	401.36	32.40
951-0-8810-0017	PARS-ARS 457	49.92	49.92	-
951-0-8810-0030	PERS Pension Ob Bond	1,122.00	1,029.00	93.00
951-0-8810-0031	PERS Pension	6,782.67	6,067.92	714.75
951-0-8810-0032	PARS Pension	6,100.61	5,347.22	753.39
951-0-8810-0033	LIUNA Pension	84.58	77.58	7.00
951-0-8810-0041	Medical Insurance	5,791.20	5,308.57	482.63
951-0-8810-0044	Retiree Medical Insurance	1,722.15	1,722.15	-
951-0-8810-0051	Dental Ins	488.83	112.79	376.04
951-0-8810-0061	Vision Ins-CPIC	41.72	37.79	3.93
951-0-8810-0071	LTD	145.89	130.30	15.59
951-0-8810-0081	Life Insurance	145.49	130.90	14.59
951-0-8810-0092	Medicare Tax	735.77	683.42	52.35
951-0-8810-1022	Legal Services	6,341.86	5,803.40	538.46
951-0-8810-1029	Training and Education	(150.00)	(150.00)	-
951-0-8810-1033	Fitness Program	150.20	127.70	22.50
951-0-8810-1041	State Waste Discharge Fee	2,088.00	2,088.00	-
951-0-8810-2063	Publishing & Legal Advertising	1,753.35	1,753.35	-
951-0-8810-3095	Department Consumables	274.88	274.88	-
951-0-8810-4121	Meetings/Travel	432.00	432.00	-
951-0-8810-4122	Dues and Memberships	674.00	75.00	599.00
951-0-8810-5132	Telephone	1,841.49	1,688.76	152.73
951-0-8810-9196	Impact Fees	198,187.25	198,187.25	-
951-0-8810-9395	Vehicle Maintenance	55,700.00	51,059.00	4,641.00
951-0-8810-9398	Central Service Charge	191,673.00	175,701.00	15,972.00
951-0-8820-0001	Salaries	119,914.99	103,419.14	16,495.85
951-0-8820-0002	Overtime	8,718.41	8,420.99	297.42
951-0-8820-0006	Workers Compensation	13,858.00	12,704.00	1,154.00
951-0-8820-0012	Vacation	3,149.93	-	3,149.93
951-0-8820-0016	Deferred Compensation	820.73	706.65	114.08
951-0-8820-0030	PERS Pension Ob Bond	1,087.00	997.00	90.00
951-0-8820-0031	PERS Pension	16,992.71	14,992.35	2,000.36
951-0-8820-0033	LIUNA Pension	2,087.79	1,529.13	558.66
951-0-8820-0041	Medical Insurance	16,068.17	13,436.65	2,631.52
951-0-8820-0051	Dental In	1,340.35	209.69	1,130.66
951-0-8820-0061	Vision Ins	132.55	123.78	8.77

951-0-8820-0071	LTD	236.82	199.56	37.26
951-0-8820-0081	Life Insurance	179.51	149.30	30.21
951-0-8820-0092	Medicare Tax	1,734.64	1,530.54	204.10
951-0-8820-0099	Tuition Reimbursement	254.63	254.63	-
951-0-8820-2049	Uniform Service/ Laundry	1,867.05	1,710.54	156.51
951-0-8820-2054	Equipment Repair	4,794.78	4,794.78	-
951-0-8820-2068	Refuse Disposal	6,136.94	6,078.12	58.82
951-0-8820-2073	Subcontracted Work	68,516.87	22,473.09	46,043.78
951-0-8820-3095	Department Consumables	3,985.95	2,369.08	1,616.87
951-0-8820-3097	Safety Equipment	438.38	438.38	-
951-0-8820-4121	Meetings/Travel	2,600.00	2,300.00	300.00
951-0-8820-4122	Dues and Memberships	255.00	83.00	172.00
951-0-8820-5131	Gas & Electric	7,762.18	6,978.60	783.58
951-0-8820-5133	Water	13,088.80	10,630.37	2,458.43
951-0-8820-8198	Fog Program	1,550.20	1,550.20	-
952-0-8820-8196	LAFCO Application	241.50	241.50	-
952-0-8820-9605	Interest Expense	10,062.56	9,886.92	175.64
952-0-8820-9608	Lease Payments	55,558.12	46,865.36	8,692.76
953-0-8820-9201	Del Monte Lift Station Upgrade	3,710.00	640.00	3,070.00
953-0-8820-9216	Sewer Master Plan	36,839.36	36,839.36	-
954-0-8810-2090	Insurance	123,023.00	123,023.00	-
			951-1009	109,736.47
			952-1009	8,868.40
			953-1009	3,070.00
			954-1009	-
JUNE 2017 DRAWDOWN				121,674.87



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.C.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Rick Riedl, City Engineer
Leslie Llantero, Assistant Engineer

DATE: July 11, 2017

**SUBJECT: SEASIDE COUNTY SANITATION DISTRICT OPERATIONS
REPORT FOR MAY 2017 AND JUNE 2017**

PURPOSE

Receive monthly report for sewer maintenance and stoppages for May 2017 and June 2017.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and Flush Map for May 2017 and June 2017.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1. Monthly Sanitation Report - May 2017
 2. Monthly Sanitation Report - June 2017
 3. Flush Map
-

Reviewed for Submission By:

Meeting Date: July 11, 2017

Craig Malin, District Manager

Seaside County Sanitation District Operations Report

Fiscal Year 2016/2017 Month of May

	Del Rey Oaks (42,240)		Sand City (26,400)		Seaside (316,800)		District Totals (385,440 ft.)	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Maintenance								
Mainline Rodded		0		0		0	0	0
Main Line Flushed	5,677	21,582		9,522	35,121	213,551	40,798	244,655
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Control (Jet Power II)	262	2,435	190	1,710	3,051	35,497	3,503	39,642
Stoppages								
Main Line		5		0		14	0	19
Laterals		1		0	1	18	1	19

Sewer Repairs

None

Sewers Video

None

Stoppage Locations

Del Rey Oaks

Sand City

Seaside

1394 Darwin St (L)

Seaside County Sanitation District Operations Report

Fiscal Year 2016/2017 Month of June

	Del Rey Oaks (42,240)		Sand City (26,400)		Seaside (316,800)		District Totals (385,440 ft.)	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Maintenance								
Mainline Rodded		0		0		0	0	0
Main Line Flushed		21,582		9,522	23,360	236,911	23,360	268,015
Main Line Video		0		0		0	0	0
Main Lines Treated for Grease Control (Jet Power II)	262	2,697	190	1,900	4,100	39,597	4,552	44,194
Stoppages								
Main Line	1	6		0		14	1	20
Laterals	1	2		0	3	21	4	23

Sewer Repairs

None

Sewers Video

None

Stoppage Locations

Del Rey Oaks

1072 Paloma (L)

1072 Paloma (ML) - grease

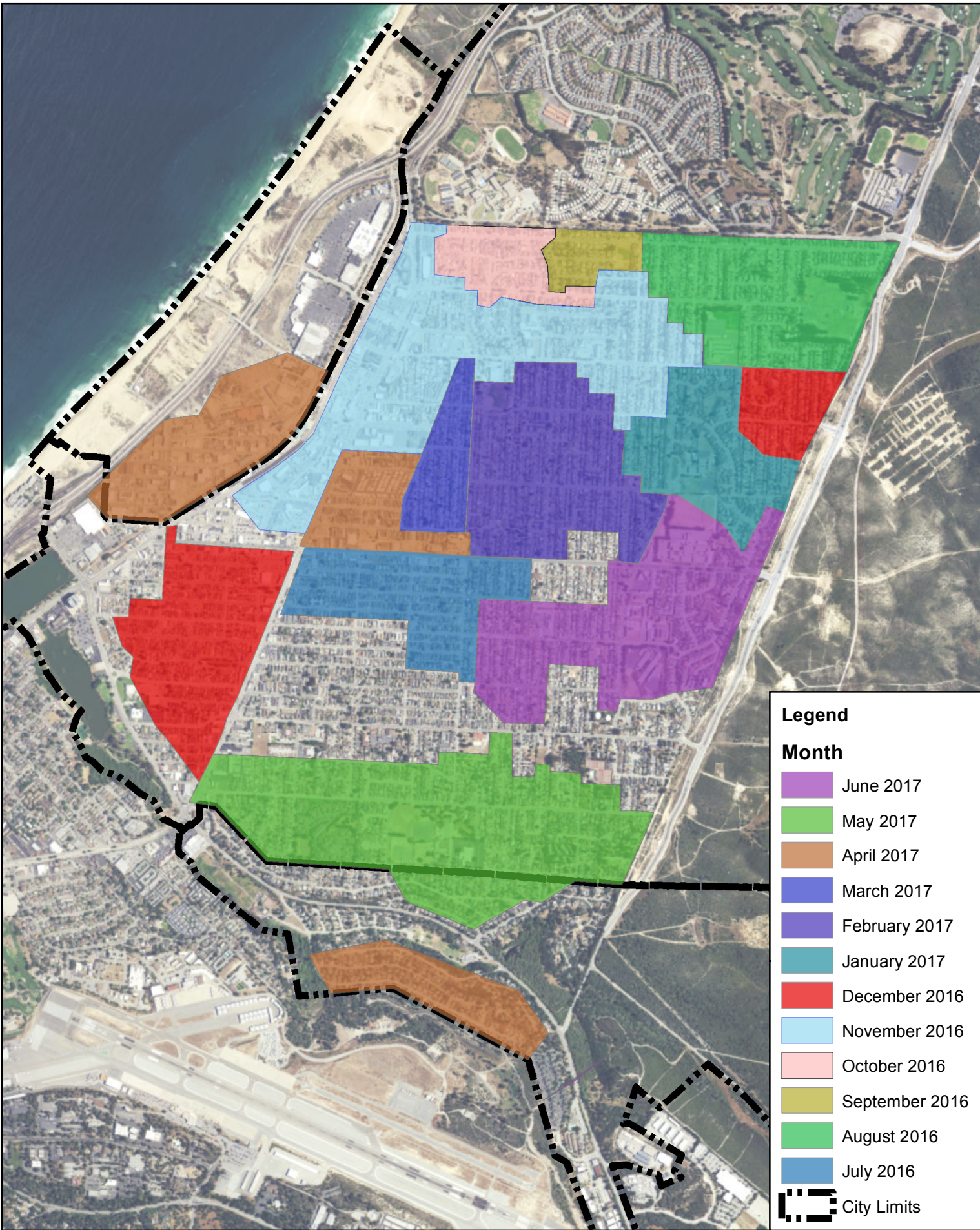
Sand City

Seaside

1668 Vallejo St (L)

926 Sonoma Ave (L)

1868 Harding St (L)



Legend

Month

- June 2017
- May 2017
- April 2017
- March 2017
- February 2017
- January 2017
- December 2016
- November 2016
- October 2016
- September 2016
- August 2016
- July 2016
- City Limits



0 1,250 2,500
Feet

Source: SCSD, AMBAG

SEASIDE COUNTY SANITATION DISTRICT

Flush Map

Packet Page 17 Exhibit



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.D.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Richard Riedl, District Engineer

DATE: July 11, 2017

SUBJECT: **CONTRACT AMENDMENT #2 TO A PROFESSIONAL SERVICES AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED FIVE THOUSAND SIX HUNDRED DOLLARS (\$5,600) FOR PREPERATION OF A REQUEST FOR QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN SERVICES**

PURPOSE

The purpose of this item is to develop a Request For Qualifications (RFQ) for On-Call Engineering Design Services to support the design of Capital Improvement Projects (CIPs).

RECOMMENDATION

It is recommended that the Board adopt the attached resolution for a contract amendment with Harris & Associates (Harris) for an amount not to exceed Five Thousand Six Hundred Dollars (\$5,600) to provide additional project management services for the preparation of an RFQ for On-Call Engineering Design Services and authorizing the District Manager to execute the contract.

BACKGROUND

The District requires engineering design services in order to address infrastructure needs identified in the CIP. To address this need, the District issued an RFQ for On-Call Engineering Design Services in June 2012. In November 2012, the Board selected E2 Consulting Engineers and Wallace Group to provide these services. However, the agreements with these firms will expire before the end of this year and therefore a new selection process is required to determine the most qualified firms to provide engineering services.

At the request of SCSD staff, Harris submitted a Proposal to prepare the RFQ and assist with evaluating the submittals. Staff recommends that the Board adopt the attached resolution approving a contract amendment to the professional services agreement with Harris and authorize the District Manager to execute the agreement.

FISCAL IMPACT

The approval of the contract amendment with Harris will impact District funds as follows. For the proposed contract amendment to the Professional Service Agreement with Harris, the not-to-exceed amount is Five Thousand Six Hundred Dollars (\$5,600). The approved line item budget for Consultant Services (951-0-8810-1030) for FY 2017/18 is Ten Thousand Dollars (\$10,000).

Therefore, sufficient funds are available in the approved budget to support the proposed contract.

ATTACHMENTS

1. Resolution
 2. Change Order #2
-

Reviewed for Submission By:

Craig Malin, District Manager

RESOLUTION NO. 2017- XX (SCSD)

**A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT
APPROVING CONTRACT AMENDMENT #2 TO A PROFESSIONAL SERVICES
AGREEMENT WITH HARRIS & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED
FIVE THOUSAND SIX HUNDRED DOLLARS (\$5,600) FOR PREPERATION OF A
REQUEST FOR QUALIFICATIONS FOR ON-CALL ENGINEERING DESIGN
SERVICES**

WHEREAS, the Seaside County Sanitation District (District) desires to retain on-call engineering design services; and

WHEREAS, the District has retained Harris & Associates of Salinas, California (Harris) to provide program and project management services for the District; and

WHEREAS, District staff requested Harris to submit a proposal for professional services to prepare a Request for Qualifications (RFQ) for the District; and

WHEREAS, Harris submitted a proposal to prepare an RFQ for on-call engineering design services; and

WHEREAS, the SCSD has determined that the proposed scope of work and budget are reasonable.

NOW THEREFORE, BE IT RESOLVED, that the Seaside County Sanitation District authorizes the District Manager to execute a contract amendment to the professional services agreement with Harris & Associates for an amount not-to-exceed Five Thousand Six Hundred Dollars (\$5,600) to provide additional project management services for the preparation of an RFQ for on-call engineering design services as described in Exhibit 'A' attached hereto, and authorize the District Manager to execute the amendment.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 11th day of July 2017, by the following vote:

AYES: Board Members:
NOES: Board Members:
ABSENT: Board Members:
ABSTAIN: Board Members:

Ralph Rubio, Chair
Seaside County Sanitation District

ATTEST:

Lesley Milton-Rerig, District Clerk
Seaside County Sanitation District

CONTRACT AMENDMENT #2
CAPITAL IMPROVEMENTS PROJECTS MANAGEMENT
Seaside County Sanitation District

Date: July 11, 2017

Change Requested by: X City Consultant

Contract Date

May 30, 2017

Project Name

Capital Improvements Projects Management

To (Consultant): Harris & Associates, 2 Salinas Street, Suite B, Salinas, CA 93901

You are directed to make the following changes to the Contract Documents or amend the following described work not included in the contract documents for this project.

The purpose of this addendum is to provide additional professional services related to the project named above. The contract terms and conditions shall not be modified except for as stated herein.

MODIFY the following text in **Section 2, "Services."**

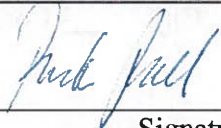
| Consultant shall perform the tasks described and set forth in Exhibit A, Exhibit A1, and Exhibit A2,
| attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks
| according to the schedule of performance which is also set forth in Exhibit A, Exhibit A1, and Exhibit A2.

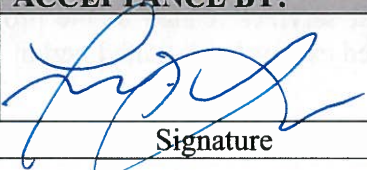
MODIFY the following text in **Section 21, "Contents of Request for Proposal and Proposal."**

| Consultant is bound by the contents of City's Request for Proposal, Exhibit "C" hereto and incorporated
| herein by this reference, and the contents of the proposal submitted by the Consultant, Exhibit A,
| Exhibit A1, and Exhibit A2 hereto.

Original Contract Amount	Previous CCO Total (Not including this CCO)	This CCO Total	Revised Contract Amount
\$41,880.00	\$30,050.00	\$5,600.00	\$77,530.00
Original Contract Time	Original Completion Date	CCO Days To Date (Including This CCO)	Revised Completion Date
36 Months	June 30, 2020	0	June 30, 2020

CONTRACT AMENDMENT #2
CAPITAL IMPROVEMENTS PROJECTS MANAGEMENT
Seaside County Sanitation District

SUBMITTED BY:		
	Rick Riedl District Engineer	June 30, 2017
Signature	Name and Title	Date
CITY APPROVAL BY:		
	Craig Malin District Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
	Frank S. Lopez Director, Engineering Services	June 30, 2017
Signature	Name and Title	Date



May 31, 2017

Rick Riedl, District Engineer
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, CA 93955

Subject: Scope and Fee to Prepare a Request for Qualifications to Procure On-Call Engineering Design Services for Capital Improvement Projects
Engineering Services Contract - Task #3

Seaside County Sanitation District (SCSD) distributed a Request for Qualifications (RFQ) for assistance with delivering Capital Improvement Projects (CIP), complying with applicable environmental permitting and providing construction management/inspection services. Harris was selected to provide these services and this proposal serves as Task Order #3 under this contract.

I. PROJECT DESCRIPTION.

The District requires design services for the various Capital Improvement Projects (CIPs) over the next several years. In the past, the District released an RFQ to procure design services on an on-call basis. This task order is to prepare an RFQ based on the current District needs.

II. SCOPE OF WORK

This Task Order is to provide assistance with developing an RFQ for Design Services. Harris will provide the following services:

Task Description	Our Approach	Deliverables
1.0 RFQ Preparation		
1.1 Coordination with the District	Harris will meet with the District Engineer on a regular basis to provide a status update and to receive direction. A brief progress report will accompany each monthly Harris invoice, which will summarize the budget and schedule status, issues resolved and unresolved, and "next steps."	Monthly progress report.
1.2 Preparation of RFQ	Harris will prepare a Request for Qualifications that meets the design needs of the District.	RFQ

Task Description	Our Approach	Deliverables
1.3 Assistance with RFQ Process	Harris will assist the District with advertising the RFQ. This includes attending pre-proposal meeting, coordination with potential consultants and issuing clarifications.	Development of Staff Report for Con Award
1.4 RFQ Evaluation	Harris will assist District staff with evaluating the RFQs for the purposes of developing a short list. Please note that this task does not include the interview process. That effort can be provided under an addendum or if ample budget is available.	Evaluation summary

Our level of effort will be provided on an “hourly not-to-exceed” basis as shown in the attached Exhibit A. Additional efforts (i.e. additional task items unforeseen at the authoring of this task order) will be provided under a subsequent authorization.

Please contact me directly at (831) 233-9242 with any questions regarding this scope and fee.

Regards,
HARRIS & ASSOCIATES, Inc.



Frank S. Lopez, PE, QSD, CFM
 Director, Engineering Services

Accepted:

By: Seaside County Sanitation District

Date



**SEASIDE COUNTY SANITATION DISTRICT
PREPARATION OF REQUEST FOR QUALIFICATIONS TO PROCURE
ON-CALL ENGINEERING DESIGN SERVICES FOR CAPITAL IMPROVEMENT PROJECTS**

TASK, PHASE, DESCRIPTION	STAFF	
	Project Director <i>F Lopez</i> HOURS	TOTALS
1.0 RFQ PREPARATION		
1.1 Coordination with the District	4	
1.2 Preparation of RFQ	8	
1.3 Assistance with RFQ Process	8	
1.4 RFQ Evaluation	8	
SUBTOTAL HOURS	28	28
SUBTOTAL DOLLARS	\$5,600	\$5,600
HOURS AND COST		
HOURS PER POSITION	28	
HOURLY RATE (TYPICAL)	\$200	
TOTAL COST (NOT TO EXCEED) =		\$5,600



**SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT**

Item No.: 4.E.

TO: Seaside County Sanitation District

FROM: Craig Malin, District Manager

BY: Richard Riedl, District Engineer

DATE: July 11, 2017

SUBJECT: **AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH E2 CONSULTING ENGINEERS, INC. FOR AN AMOUNT NOT TO EXCEED NINETY THOUSAND ONE HUNDRED THIRTY FOUR DOLLARS (\$90,134) FOR THE SEWER LIFT STATIONS UPGRADES PROJECT**

PURPOSE

The purpose of this item is for the District Board to consider amending the agreement with E2 Consulting Engineers, Inc. that provides additional professional engineering services for the Lift Stations Upgrades and Replacement Project.

RECOMMENDATION

It is recommended that the Board adopt the attached resolution amending the professional services agreement with E2 Consulting Engineers, Inc. for an amount not to exceed Ninety Thousand One Hundred Thirty Four Dollars (\$90,134) to provide additional professional engineering services for the Lift Stations Upgrades and Replacement Project and authorizing the District Manager to execute the contract amendment.

BACKGROUND

E2 Consulting Engineers, Inc. (E2) has been retained by the SCSD to provide professional engineering services to implement portions of SCSD's Capital Improvement Program (CIP).

District staff requested E2 to incorporate additional tasks as part of the construction documents for the "Lift Station Upgrades for the Military, Rosita, and Del Monte Lift Stations". E2 submitted a proposal (June 23rd, 2017) to provide additional professional engineering and support-type services for the design of a replacement wet well and valve vault at Rosita Lift Station to address capacity needs for the potential increased flows from the proposed development in the City of Del Rey Oaks; upgrades to the Military Lift Station including design of a retaining wall and new panel with upgraded communications system; and revising the front-end specifications from Caltrans format to Construction Specifications Institute (CSI) format.

Staff recommends that the Board adopt the attached resolution approving an amendment to a

professional services agreement with E2 and authorize the District Manager to execute the amendment to the agreement.

FISCAL IMPACT

The approval of the amendment to an Agreement with E2 will impact District funds as follows. For the proposed amendment to the Professional Services Agreement with E2, the not-to-exceed amount is Ninety Thousand One Hundred Thirty-Four Dollars (\$90,134) for a total contract value of \$259,934. The total approved budget for FY 2017/18 for the lift stations improvements projects is \$1,901,164. Therefore, sufficient funds are available in the approved budget to support the proposed contract.

ATTACHMENTS

1. Resolution
 2. Contract Amendment #1
-

Reviewed for Submission By:

Craig Malin, District Manager

RESOLUTION NO. 2017- XX (SCSD)

**A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT
AMENDING THE PROFESSIONAL SERVICES AGREEMENT WITH E2 CONSULTING
ENGINEERS, INC. FOR AN AMOUNT NOT TO EXCEED NINETY THOUSAND ONE
HUNDRED THIRTY-FOUR DOLLARS (\$90,134) TO PROVIDE ADDITIONAL
PROFESSIONAL ENGINEERING SERVICES FOR THE LIFT STATIONS UPGRADES
AND REPLACEMENT PROJECT**

WHEREAS, the Seaside County Sanitation District (District) desires to upgrade its sewer lift stations; and

WHEREAS, the District retained E2 Consulting Engineers, Inc. of Emeryville, California (E2) to perform professional engineering services for the District; and

WHEREAS, E2 prepared engineered construction documents for the upgrades to Rosita, Military and Del Monte Lift Stations; and

WHEREAS, District staff requested E2 to incorporate additional tasks as part of the construction documents for the “Lift Station Upgrades for the Military, Rosita, and Del Monte Lift Stations; and

WHEREAS, E2 submitted a proposal for performing the proposed additional engineering work in support of the proposed upgrades at the Rosita, Military and Del Monte Lift Stations; and

WHEREAS, the District has determined that the proposed scope of work and budget are reasonable and within the approved CIP scope of work and budget for said projects.

NOW THEREFORE, BE IT RESOLVED, that the Seaside County Sanitation District authorizes the District Manager to execute an amendment to the professional services agreement with E2 Consulting Engineers, Inc. for an amount not-to-exceed Ninety Thousand One Hundred Thirty-Four Dollars (\$90,134) to provide additional professional design services for the Lift Stations Upgrades and Replacement Project as described in Contract Amendment #1, attached hereto.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 11th day of July 2017, by the following vote:

AYES: Board Members:
NOES: Board Members:
ABSENT: Board Members:
ABSTAIN: Board Members:

Ralph Rubio, Chair
Seaside County Sanitation District

ATTEST:

Lesley Milton-Rerig, District Clerk
Seaside County Sanitation District

**CONTRACT AMENDMENT #1
LIFT STATIONS UPGRADES AND REPLACEMENT
Seaside County Sanitation District**

Date: July 11, 2017

Change Requested by: X City Consultant

Contract Date

Project Name

February 12, 2013

Lift Stations Up-Grades and Replacement

To (Consultant): E2 Consulting Engineers, Inc., 1900 Powell Street, Suite 250, Emeryville, CA 94608

You are directed to make the following changes to the Contract Documents or amend the following described work not included in the contract documents for this project.

The purpose of this addendum is to provide additional professional services related to the project named above. The contract terms and conditions shall not be modified except for as stated herein.

MODIFY the following text in **Section 2, "Proposal Submittal."**

The parties hereto mutually agree that the following documents and any addenda thereto are herewith by reference included in this contract as attachments and are called "the Proposal":

***Exhibit A** - Proposal by E2 called Seaside County Sanitation District – Capital Improvement Project, Near Term Project No. 1: Del Monte Lift Station Upgrade, Near Term Project No. 2: Rosita Lift Station Upgrade, Near Term Project No. 6: Military Lift Station Replacement received January 9, 2013*

Attachment A - Scope of Services

Attachment B – Preliminary Project Schedule

Attachment C-1 – Estimate of Engineering Service Fees

Attachment C-2 – Preliminary List of Drawings

***Exhibit B** – E2 Consulting Engineers, Inc., Fee Schedule received September 19, 2012*

***Exhibit A1** - Proposal by E2 called Professional Service Agreement, Lift Station Up-Grade Projects, Scope of Items at Del Monte, Rosita and Military Lift Stations dated July 5, 2017*

Attachment A - Scope of Services

Attachment B – Compensation

Attachment B-1 - Schedule of Professional Rates

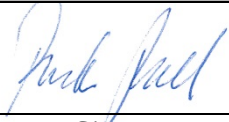
MODIFY the following text in **Section 12, "Compensation."**

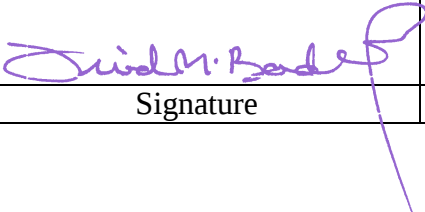
Subject to the limitation herein, CONSULTANT agrees to perform the work and services specified and outlined in the Proposal for the Contract Amount Not to Exceed unless specifically authorized by a written contract amendment prior to the commencement of any additional work. Invoices shall be prepared by CONSULTANT in accordance with SCSD format and submitted to SCSD once a month covering the amount and value of the Project satisfactorily performed by CONSULTANT up to the date of such invoice. SCSD shall reimburse CONSULTANT for work satisfactorily performed on a time and materials basis. Billing rates shall be in accordance with **Exhibits A and A1-** Schedule of Professional Rates,

**CONTRACT AMENDMENT #1
LIFT STATIONS UPGRADES AND REPLACEMENT
Seaside County Sanitation District**

attached. The total Contract Amount Maximum Not to Exceed for this contract is ~~ONE HUNDRED SIXTY NINE THOUSAND EIGHT HUNDREDDOLLARS (\$169,800.00)~~ Two Hundred Fifty-Nine Thousand Nine Hundred Thirty-Four Dollars (\$259,934.00).

Original Contract Amount	Previous CCO Total (Not including this CCO)	This CCO Total	Revised Contract Amount
\$169,800.00	\$0.00	\$90,134.00	\$259,934.00
Original Contract Time	Original Completion Date	CCO Months To Add (Including This CCO)	Revised Completion Date
15 Months	May 8 ,2014	44.5	Dec. 31, 2017

SUBMITTED BY:		
	Rick Riedl District Engineer	July 5, 2017
Signature	Name and Title	Date
CITY APPROVAL BY:		
	Craig Malin District Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
	Vinod M. Badani, PE Vice President	7-5-17
Signature	Name and Title	Date



E2 Consulting Engineers, Inc.
1900 Powell Street, Suite 250
Emeryville, CA 94608
Tel: (510) 652-1164
Fax: (510) 652-5604
www.e2.com

July 5,, 2017

Mr. Rick Riedl, P.E.
Seaside County Sanitation District
440 Harcourt Avenue
Seaside, California 93955

Reference: Seaside County Sanitation District – Capital Improvement Program

Subject: Professional Service Agreement
Lift Station Up-Grade Projects
Scope items at Del Monte, Rosita and Military Lift Stations

Dear Mr. Riedl:

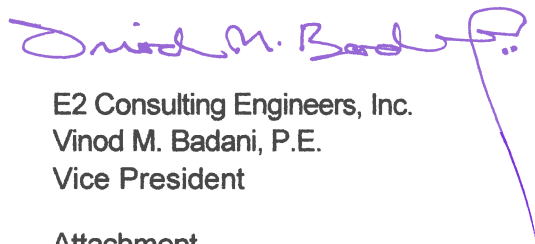
As per our discussion, E2, Inc. (E2) has developed the Scope of Work and Associated Engineering Costs to provide design Phase services for the Scope Items identified during our meeting and subsequently our conversations.

Scope of work for additional items for Del Monte. Rosita and Military Lift Stations are summarized in Attachment A. Engineering cost for Del Monte, Rosita and Military Lift Stations are summarized in Attachment B. Schedule of Professional Rates is provided in Attachment B-1.

Please review this information. Should you have any questions, please feel free to contact me at (510) 754-6560.

Thanks,

Very truly yours,

A handwritten signature in blue ink, reading 'Vinod M. Badani', with a long, sweeping underline that extends down towards the text below.

E2 Consulting Engineers, Inc.
Vinod M. Badani, P.E.
Vice President

Attachment

Cc: File (with attachment)

ATTACHMENT A
Seaside County Sanitation District – Capital Improvement Project
Near Term Project No. 2: Rosita Lift Station Upgrade
Near Term Project No. 6: Military Lift Station
SCOPE OF SERVICES

SCOPE OF PROJECT

A. Rosita Lift Station Upgrade

SCSD intends to add following items to the Project:

1. Replace Existing Control Panel and Communication Panel as requested by the MRWPCA
2. Replace existing wet well and valve vault
3. Perform Hydraulic Calculations to incorporate Future Flows and update pumps, if required.

B. Military Lift Station Up-grade

SCSD intends to add following items to the Project:

1. New Control Panel including PLC control and ability to communicate with SCADA.
2. Communication System as requested by MRWPCA.
3. Retaining Wall on the West side
4. Site Improvements-AC Paving for Access Road

C. Front-End Contract Documents

SCSD requested to prepare Front-End construction contract documents. This includes preparation of following documents:

PROCUREMENT REQUIREMENTS

Documents

00 11 16	INVITATION TO BID
00 21 13	INSTRUCTIONS TO BIDDERS
00 41 00	BID FORM
00 43 13	BID SECURITY FORM
00 43 14	BID GUARANTY BOND FORM
00 45 19	NON-COLLUSION AFFIDAVIT
00 45 26	WORKER'S COMPENSATION INSURANCE CERTIFICATE

CONTRACTING REQUIREMENTS

Documents

00 51 00	Notice of Award
00 52 00	Agreement Form
00 55 00	Notice to Proceed
00 61 13.13`	Performance Bond
00 61 13.16	Payment Bond

Project Assignment No. 1- Additional Scope of services
Lift Stations Up-Grade and Replacement

CONDITIONS OF CONTRACT

Documents

00 72 00	General Conditions
00 73 00	Supplementary Conditions

Following services are not included in this proposal:

1. Permitting Assistance
2. Bidding Phase Services
3. Engineering Support Services during Construction
4. Construction Management Services

Sub-consultants engaged for this project are:

1. Electrical/Instrumentation Design - Frisch Engineering
2. Rana Creek, Land Scape Architect

Project Assignment No. 1- Additional Scope of services
Lift Stations Up-Grade and Replacement

SCOPE OF WORK

DESIGN PHASE

The Scope of Work for the items listed above is summarized below and associated engineering cost for providing these services is presented in **ATTACHMENT B**. It is assumed that all work items listed above will be incorporated within the contract documents (Plans and specifications) prepared for this project and single construction contract for all three Lift Stations.

TASK 1 – DETAIL DESIGN

- 1.1 **Plans** – Prepare construction drawings for each of the items summarized under “Scope of Project” including land scaping drawings at Del Monte Lift Station site. These drawings will be incorporated with other project drawings.
- 1.2 **Project Manual** – Prepare technical specifications (for Scope Items) for Divisions 1 through 16 for each of the items summarized under “Scope of Project”. These specifications will be incorporated with other project specifications. Revise Project Manual per SCSD recent modifications.
- 1.3 **Estimate** – Prepare Engineer’s cost estimates for each of the Scope items and incorporates them with Project Cost estimate the 100 percent design submittal point.
- 1.4 **Project Management** - The Project Manager (PM) will provide overall project management for Scope items with Project.
- 1.5 **Quality Control** - Quality Control for additional Scope Items will be included with Quality Control for the Project.
- 1.6 **Review with SCSD Staff** – Conduct one1) review session with SCSD staff and incorporate comments into the contract documents.

Project Assignment No. 1- Additional Scope of services
Lift Stations Up-Grade and Replacement

ATTACHMENT B - COMPENSATION
Estimate of Engineering Costs for Scope Items

Estimated Engineering costs for scope items at Del Monte, Rosita and Military Lift Stations are summarized in **ATTACHMENT B**
Schedule of Hourly Professional Rates is provided in **ATTACHMENT B-1**

ATTACHMENT B
Seaside County Sanitation District - Capital Improvement Projects
List Station Upgrade and Replacement - (Del Monte, Rosita and Military)

ESTIMATE OF ENGINEERING SERVICES FEES- SCOPE ITEMS														
		Project Manager- Vinod Badani	Sr. Engineer Loren Weinbrenner	Associate Engineer - Kirti Doshi	Principal Electrical Engineer - Tom Frisch (E/I)	Sr. Engineer (E/I)	Associate Engineer (E/I)	Specialist III CADD Operator-Bill Harris	CADD Operator (E/I)	Specialist II - Administrative Staff	Total Labor Hours	Total Labor Cost	Task ODCs - Rana Creek	Total Cost
	Hourly Rate	\$ 215.00	\$ 165.00	\$ 150.00	\$ 192.50	\$ 176.00	\$ 154.00	\$ 120.00	\$ 115.50	\$ 80.00				
Task No.	Description													
1	Detail Design													
1.1	Plans													
	Civil - Site Grading, Retaining Wall and Miscellaneous Details Drawings	4	16	16				40			76	\$ 10,700		\$ 10,700
	Replace Wetwell and Valve Box at Rosita PS	4	16		8			40			68	\$ 9,840		\$ 9,840
	Hydraulic Calculations and Pump Selection	4	20								24	\$ 4,160		\$ 4,160
	Prepare Contract and Bid Documents (Front-End Documents)	8	24								32	\$ 5,680		\$ 5,680
	Electrical Modifications at Rosita LS		8		8	24	60		80		180	\$ 25,564		\$ 25,564
	Electrical Modifications at Military LS		8		8	20	40		60		136	\$ 19,470		\$ 19,470
1.2	Project Manual	4	40								44	\$ 7,460		\$ 7,460
1.3	Estimate	4	8								12	\$ 2,180		\$ 2,180
1.4	Project Management	4								4	8	\$ 1,180		\$ 1,180
1.5	Quality Control	4									4	\$ 860		\$ 860
1.6	Review with SCSD	8	8								16	\$ 3,040		\$ 3,040
	Task 1 Subtotal	44	148	16	24	44	100	80	140	4	600	\$ 90,134	\$ -	\$ 90,134
	Frisch Engineering - E/I (including 10% Mark-up)													
	Tasks added Subsequent t to our meeing discussions - 5-16-17 and 6-22-17													

Attachment B-1
E2 Consulting Engineers, Inc.
Schedule of Professional Rates
for
SEASIDE COUNTY SANITATION DISTRICT
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM
April 1, 2017 through December 31, 2017

Classification	Hourly Billing Rate
Engineers	
Engineer, Staff	\$ 132.00
Engineer, Associate Engineer (Frisch E/I)	\$ 148.50
Engineer, Senior (Loren Weinbrenner and Frisch E/I)	\$ 165.00
Engineer, Supervising	\$ 175.00
Principal – In- Charge/Technical Directors	
Technical Directors	\$ 150.00
Principal-In-Charge (Vinod Badani)	\$ 225.00
Principal Electrical Engineer (Frisch Engineering)	\$ 181.50
Technical and Support	
Specialist II (Accounting Staff)	\$ 75.00
Specialist III (CADD Operator)	\$ 115.00
GIS Data Base Manager	\$ 130.00
Technical Assistance/CAD (Frisch E/I)	\$ 110.00

This schedule of professional rates is subject to revision annually. These billing rates cover salary costs, employee benefits, ordinary overhead, and profit. They also cover in-house charges for personal computers (other than CAD and GIS), word processing equipment, and routine communications (including long-distance telephone and fax). Out-of-pocket costs (such as travel and subsistence) are reimbursable at actual cost plus 10 percent.