

RESOLUTION NO. 2017-03

**AUTHORIZING THE SECOND AMENDMENT TO THE
PROFESSIONAL SERVICES CONTRACT WITH THE DISTRICT ENGINEER,
REFERENCED AS CONTRACT NO. 02-1621-CIP, IN THE AMOUNT OF \$89,250,
FOR ENGINEERING SERVICES RELATED TO
THE HILLCREST PRESSURE REGULATING STATION PROJECT**

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MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) entered into a contract with Pakpour Consulting Group on June 25, 2015 to provide District Engineer services for the planning, design, construction, management and operation of the District water system (Contract); and

WHEREAS, a First Amendment to the Contract (referenced as Contract No. 01-1621-CIP) with the District Engineer for the 2017 Water Main Improvements Project totaling \$292,155 was approved by the Board of Directors on September 22, 2016; and

WHEREAS, Section 2.C. of the Contract includes optional services for Major Improvement Projects, defined as improvement projects or construction management services costing over \$100,000; and

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021 at its May 26, 2016, regular meeting; and

WHEREAS, the Hillcrest Pressure Regulating Station Project is derived from the MPWD's 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021; and

WHEREAS, the District proposes a Second Amendment to the Contract for the purpose of engaging the District Engineer to prepare plans, specifications, cost estimates and construction support for the Hillcrest Pressure Regulating Station Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a Second Amendment to the Contract with the District Engineer, referenced as Contract No. 02-1621-CIP, for District Engineer services related to the Hillcrest Pressure Regulating Station Project totaling \$89,250.

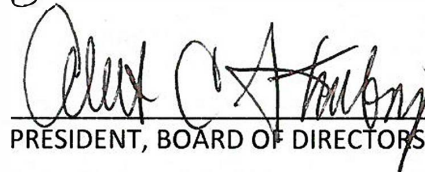
REGULARLY passed and adopted this 23rd day of February 2017.

AYES: Directors Warden, Vella, Stuebing

NOES: 0

ABSTAINS: 0

ABSENCES: Directors Linvill, Zucca

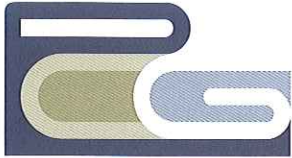


PRESIDENT, BOARD OF DIRECTORS

ATTEST:



SECRETARY OF THE BOARD



Pakpour Consulting Group, Inc.

February 9, 2017

10012.19

Tammy Rudock
General Manager
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Proposal to Prepare Plans, Specifications and Estimate (PS&E) and Design Support
Hillcrest Pressure Regulating Station (HPRS) Project**

Dear Tammy,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to complete the design and construction support for the Hillcrest Pressure Regulating Station Project.

The Hillcrest Meters Station is one of two connections the Mid Peninsula Water District (District) has with San Francisco Public Utilities Commission (SFPUC) and is located in the City of Redwood City (CRWC). The other connection is near Crystal Springs Reservoir. The Hillcrest Meters Station provides water directly to the District's Zone 1. The existing infrastructure at Hillcrest consists of several meters with no pressure regulating capabilities. The water received at the Hillcrest meters from SFPUC has a history of pressure fluctuations which have caused several large leaks in Zone 1.

The purpose of this project is to install a pressure regulating station (PRV) at or near the Hillcrest meters to regulate the District's Zone 1 pressures. At the same time we will investigate the possibility of an intertie with the CRWC. Preliminary investigation has indicated the most suitable site for the PRV is within a CRWC tank site with the possibility of an intertie.

1.0 Topographic Survey and Utility Coordination

PCG along with a sub-consultant surveyor, Triad Holmes & Associates (THA), will research District, CRWC, County and State records for "As-Built" improvement plans, easements, reports, studies and other data that may be pertinent to the project.

Project Utility Notices will be sent out to all utilities operating in the area informing them of the project, requesting plans of their facilities, and their requirements for construction near them. Plans will be submitted for their review at each task completion. PCG will coordinate with the various utility agencies to resolve potential conflicts.

Topography will be established and tied to horizontal and vertical control by THA to the CRWC's datum. The scope of the survey work will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility location and invert elevations of existing structures. Existing right-of-way and adjoining property information will be



obtained and shown on the project base map.

Deliverables: Topography base map showing information obtained from utilities and CRWC

2.0 Meetings and Field Investigation with District and City of Redwood City - 40% Submittal

PCG will conduct meetings with District and CRWC to develop the design requirements of the PRV and potential interconnection. PCG will coordinate with the District and CRWC the exact location of the PRV vault using City using the base map information obtained in Task Order No 1.

Deliverables Meeting minutes

3.0 60% Plans

PCG will submit a 60% progress plans. The design drawings will be prepared in AutoCAD 3D 2013. PCG will coordinate a meeting with the District and CRWC to go over their comments. .

Deliverables: 60% plans and meeting minutes

4.0 90% Plans, Specifications, and Estimates (PS&E)

The submitted 60% plans will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments. PCG will prepare the project specifications will be in Microsoft Word 2007 format and which will be incorporated into the District's "boilerplate" front end documents to produce a final bid documents. Bid quantities will be estimated for each item of work and an overall project cost estimate will be. Unit prices will be determined based on recent bid tabulations from similar projects, job cost media such as Means, and discussions with local contractors. PCG will coordinate a meeting with District and CRWC to go over their comments. Prepare a schedule for bidding, advertisement, award, and construction with the information provided.

Deliverables: 90% PS&E and meeting minutes

5.0 Final Plans, Specifications, and Cost Estimate (Bid Documents)

The submitted 90% PS&E will be carried to 100% final plans by incorporating comments from the District and CRWC. Each comment will be reviewed, discussed, and addressed in writing. Appropriate modifications will be made to the plans, technical specifications, and cost estimates. PCG will prepare schedule for bidding, advertisement, award, and construction .

Deliverables: Final PS&E

6.0 Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District which includes written responses to bidders inquires preparation of contract addenda, and attendance at a pre-bid conference and site visits. After bids are submitted, PCG will collect and compile the information for the District., including check references and requirements of each of the bidders. PCG will determined and recommend the lowest eligible responsible bidder for the project. PCG will administer the approval of contract and issue the Notice to Proceed (NTP) after all the documents have been approved and



executed.

7.0 Construction Support and Record Drawings

PCG will provide construction support to the District consisting of reviewing submittal and shop drawings for compliance with the contract documents. PCG will also respond to Request for Information (RFI) during the construction phase, attend progress meetings, and provide on-site inspections at the District's request.

PCG will prepare and submit Record Drawings ("As Builts") based upon the Contractor's marked up plans at the end of the project. The Contractor's marked up plans will be reviewed by PCG concurrently with the project inspector to ensure an accurate representation of the "As Built" water mains.

Assumptions

- Design of the project is based on the assumptions the City of Redwood City will allow the District to install the pressure regulating valve and a emergency interconnection at the tank site.
- All work will limited to the tank site.
- A State Water Resources Control Board (SWRCP) Construction General Permit is not required for this project since the disturbance area is less than one acre .
- The Storm Water Pollution Prevention Plan (SWPPP) document or Qualified SWPPP Practitioners (QSP) project site inspections, monitoring and reporting is not required for the project.
- No arborist coordination is required.
- No landscape architect is required.
- No acquisition of easement is needed for the project
- No temporary construction easement coordination is required.
- No soil or groundwater contamination issues.
- No geotechnical investigation is required.
- Utility agency agreements/ permits/ inspection services not included in the proposal.
- No structural design and plans are included.
- No water main design is part of the proposal.
- No construction management or inspection is required and not part of the scope of work.
- No electrical design is part of the proposal.

Proposed Schedule

<u>Tasks</u>	<u>Tentative Due Dates*</u>
Design Notice to Proceed (NTP) -----	February 17, 2017
Task 1 - Topographic Survey and Utility Coordination -----	March 24, 2017
Task 2 - Meeting with CRWC, District, and SFPUC -----	March 31, 2017
Task 3 - 60% Submittal Plans -----	April 21, 2017
Task 4 - 90 Plans, Specifications, and Estimates (PS&E) -----	May 19, 2017
Task 5 - Final PSE (Bid Documents) -----	June 16 , 2017
MPWD Board Meeting - Board Approval for Advertisement -----	June 22, 2017



Proposed Schedule (Continue)

<u>Tasks</u>	<u>Tentative Due Dates*</u>
Task 6 - Advertisement Period (2 Weeks) / Award -----	June 26, 2017
Pre Bid Meeting -----	July 10, 2017
Bids Due -----	July 25, 2017
Check References/ Bid Analysis -----	July 31, 2017
Recommendation/ Award Board Package -----	August 18, 2017
MPWCD Board Meeting - Award -----	August 24, 2017
Begin Construction -----	September 2017
Task 7 - Construction Support/Record Drawings -----	Sept 2017/Jan 2018

*Tasks' deadlines are based on the NTP start date of February 17, 2017

Proposed Budget

TASK	DESCRIPTION	District Engineer		Project Engineer II		Project Engineer I		TOTALS	
		HR	COST	HR	COST	HR	COST	HRS	COST
	Hourly Rate:		\$155		\$125		\$115		
1.0	Topographic Survey and Utility Coordination	0	\$0	24	\$3,000	0	\$0	24	\$3,000
2.0	Meeting/ Field Investigation (District and City)	24	\$3,720	40	\$5,000	0	\$0	64	\$8,720
3.0	60% Plans	8	\$1,240	64	\$8,000	8	\$920	80	\$10,160
4.0	90% Plans, Specifications, and Estimates (PS&E)	8	\$1,240	120	\$15,000	16	\$1,840	144	\$18,080
5.0	Final Plans (Bid Documents)	16	\$2,480	64	\$8,000	16	\$1,840	96	\$12,320
6.0	Advertisement / Award Period	8	\$1,240	24	\$3,000	0	\$0	32	\$4,240
7.0	Construction Support and Record Drawings	16	\$2,480	64	\$8,000	0	\$0	80	\$10,480
Total Labor		80	\$12,400	400	\$50,000	40	\$4,600	520	\$67,000

Topographic Survey	\$18,000
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)	\$4,250

Total Design Project Cost	\$89,250
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The total budget for design and prepare the plans, specifications, and estimate including support for CIP #15-87 is **\$89,250.00**.

We look forward to assisting the District with this project. Please do not hesitate to contact me at (925) 224-7717 should you have any questions.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
Principal Engineer

