



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors

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Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

BUDGET ADJUSTMENT FOR TSD CONTRACT NO. T14-002 – GANNETT FLEMING/KEH & ASSOCIATES, INC.

Summary

On January 25, 2016, the Triunfo Sanitation District (District) Board approved a contract amendment with Gannett Fleming/KEH & Associates (KEH) for Engineering Services for projects associated with the District's 5-year Capital Improvement Program (CIP). Scope of these services was limited to preliminary design efforts and included Capri Tract, Lakeside, Oak Park North, Regency Hills, Westlake, and the Variable Grade Gravity Sewer System. On May 22, 2017, your Board approved a contract amendment for \$158,550 to authorize the design work for the Variable Grade Gravity Sewer System (VGGSS) Project, which includes the Lakeside Lift Station improvements.

At the January 22, 2018, Board Meeting, the Board approved the Design-Build (DB) concept for the Lake Sherwood sewer project with the acknowledgment that the previous budget allocation of \$158,500 may not fund all the work needed. As the work nears submission of the RFP, KEH has submitted a proposal requesting an additional \$85,404 (which includes a \$3,000 contingency) to complete the DB procurement process and contract support effort. This change increases the total cost of the VGGSS design work to \$243,954.

KEH has completed all other contract work except for the VGGSS Project. As a result of the PW and RW CIP projects being completed under budget, funding in the amount of \$67,697 remains. In addition, there is \$17,707 in unspent Wastewater CIP funds from the previous wastewater studies that was included in the contract. As such, there are enough funds remaining within the contract to offset the \$85,404 increase, therefore not requiring a contract increase. Although no change in the contract funding amount is required for the recommended adjustment, to ensure that funding is allocated from the appropriate enterprise funds, an additional \$67,697 will need to be allocated from the WW

CIP fund. Conversely, the PW and RW funds will be credited said amount. The not-to-exceed contract total for KEH will remain unchanged at \$633,026.

In addition, KEH, Inc. was acquired by Gannett Fleming, Inc. on September 1, 2018. This change in ownership requires contract documents to be updated to reflect the name change to Gannett Fleming, Inc.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

Fiscal Impact

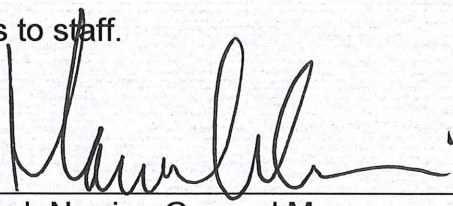
Funding for the additional \$67,697 in Design-Build services for the Lake Sherwood Project is included in the FY 2018-2019 Wastewater Capital Project Budget.

Recommendation

It is recommended the Board authorize the Director of Finance to modify the encumbrances for the KEH Contract, TSD Contract No. T14-002:

- A. Approve a \$10,716 decrease in the Potable Water CIP budgeted portion of contract; and
- B. Approve a \$56,981 decrease in the Recycled Water CIP budgeted portion of contract; and
- C. Approve a \$67,697 increase in the Wastewater CIP budgeted portion of contract; and
- D. Direct staff to change the name on the contract to Gannett Fleming, Inc. and send the appropriate correspondence to Gannett Fleming/KEH, Inc. to reflect the modification; or
- E. Provide alternative directions to staff.

REVIEWED AND APPROVED:


Mark Norris - General Manager

Attachment: GF/KEH VGGSS Proposal

**SCOPE OF WORK
FOR
LAKESIDE LIFT STATION AND NORTH SHORE VARIABLE GRADE GRAVITY SEWER
DESIGN BUILD PROCUREMENT SUPPORT
FEBRUARY 1, 2019**

OVERVIEW / BACKGROUND

Gannett Fleming Inc (GF) is preparing this scope of work to combine two existing Capital Improvement projects, the Lakeside Lift Station Improvements and the North Shore Variable Grade Gravity Sewer (NSVGGS) Improvements, into a single Design-Build package. This scope of work outlines the methods and support for the design-build procurement. The two existing projects were issued as amendments to the original Contract T-14-002 dated July 7, 2014 and are briefly described below.

- 1) **Lakeside Lift Station Improvements** – Amendment 1 dated January 25, 2016
 - a) Design and construction support to replace / upsize existing pumps, reline the existing wet well, modify the electrical and control systems, and replace valves to optimize the reliability of the station and standardize the control system.
 - b) Work completed to date: Completion of the 75% design, which was submitted to the District for review in July 2017.
- 2) **NSVGGS Improvements** – Amendment 3 dated May 22, 2017
 - a) Design and construction support to upgrade/replace approximately 2000 linear feet of 4-inch sewer main to install 1-foot lifts to accommodate the vacuum system, including demolition of existing sewer collection tanks and laterals, new vacuum laterals and vacuum valves at 16 parcels, and a skid mounted central vacuum tank system within the Lakeside Lift Station enclosure. Possible use of grinder pumps at four parcels, including electrical and reconnection to the existing 8-inch gravity sewer in Trentham Road.
 - b) Work completed to date: GF prepared alternative site layouts of the vacuum system and presented to the District in August 2017. Additional site layouts were prepared based on an alternate manufacturer and presented to the District in October 2017. Site visits were performed to identify the existing pipe alignment and evaluate laterals routing around the existing properties landscaping and hardscaping. Alternatives and cost evaluation for replacing the existing 4-inch sewer main was also performed and reviewed with the District. Based on the above preliminary design efforts and discussions with the District regarding the potential construction issues that could be encountered, GF recommended Design-Build approach for both the Lakeside Lift Station and the NSVGGS Improvements projects.
 - c) Design-Build Approach: GF presented the Design-Build concept to the Board on January 22, 2018. Upon District and Board approval, GF researched design-build entities to solicit interest in the project and prepared the Request for Expressions of Interest (REOI). Based on the responses to the REOI, a detailed Request for Qualifications (RFQ) package was prepared and submitted to the District on May 25, 2018.

Due to the change in scope, GF has prepared the below revised Scope of Work for the Design-Build procurement of the Lakeside Lift Station and the NSVGGS Improvements. The budget reallocation based on the revised tasks in the below scope of work is presented in the attached Table 1.

SCOPE OF WORK for DESIGN-BUILD PROCUREMENT PACKAGE

The following scope of work is for procurement and development of the Request for Qualifications (RFQ), Request for Proposals (RFP), and Design-Build contract support up to beginning of construction for the project outlined above.

Task 0 – Pre-Design (*Task Complete in January 2018*)

Prepare alternative site layouts, research alternate vacuum system vendors, site visits, meetings with the District, evaluation of sewer pipe materials, easement documents research, and presentation to the District Board.

Task completed in January 2018. Based on these preliminary design efforts and discussions with the District regarding the potential construction issues that could be encountered, GF recommended Design-Build approach for both the Lakeside Lift Station and the NSVGGS Improvements projects.

Task 1 – Project Management / Meetings / QA / QC

Manage the project consisting of record keeping, correspondence, meetings, and presentations. Conduct coordination and review meetings or conference calls with District staff. Perform Quality Assurance (QA) and Quality Control (QC) on each deliverable to the District.

Task 2 – RFQ Preparation, Issuance, and Evaluation of SOQs (*Task Complete in December 2018*)

Support will consist of draft RFQ and final RFQ, evaluation of the SOQs, responding to the District's comments and recommendation of shortlisted entities. Undertake outreach to potential DBEs through issuance of a Request for Expression of Interest (REOI). Document responses from potential DBEs and prepare outreach database for RFQ solicitation.

2.1 Draft RFQ and Review

Preparation of RFQ and project summary including selection criteria, communications framework, and project definition in support of receiving Statements of Qualifications (SOQs) from interested DBEs. A Communications Protocol shall also be developed under this task to be utilized by the District to control interaction between the District and DBEs during the solicitation period.

2.2 Respond to District Comments and Issue Final RFQ

Respond to any District questions and comments regarding RFQ outline and incorporate comments into final draft of RFQ. Issuance of RFQ will be to pre-selected and interested DBEs. It is noted that DBEs have been identified prior to the development of this scope as part of the outreach undertaken under this task.

2.3 Evaluation of SOQs

Assist in evaluation of SOQs received from DBEs. The evaluation will be based upon the selection criteria identified in the District approved RFQ.

2.4 Finalize Selection of Shortlisted DB Entities

Coordinate with the District to finalize selection and notify shortlisted DBE's.

Task 3 – Preparation and Issuance of RFP

Prepare and issue the RFP to shortlisted DBEs. This task will include baseline and background documentation, supplemental design documents, operational parameters and criteria, starting site layouts, and related site documentation pertaining to the project description. The documentation will be completed to a level that allows the DBE to progress their design within the design parameters and standards set in the baseline design documents attached as an appendix to the RFP.

3.1 Prepare Baseline Design Documents

Prepare baseline design documentation, including sufficient information to properly identify the design build scope and relay the intent of the design and the minimum requirements for the project. The deliverables for the RFP Submittal are as follows:

- Supplemental Design criteria documents to be included as an appendix to the RFP (1 copy to each shortlisted DBE and 2 copies to District).
- RFP (1 copy to each shortlisted DBE and 2 copies to District)

3.2 Prepare Draft RFP

Prepare a draft RFP for review by the District. In general, the RFP will include the following:

- Project Background and description
- Detailed Scope of Work
- Bid/Construction Phase Outlines
- Tentative Project Schedule and Selection Process Outline
- Evaluation/Selection Attachments
- District Requirements
- Legal Requirements/Special Provisions/Budget
- Technical Documents/Information Appendix

3.3 Respond to District Comments and Issue Final RFP

Incorporate any questions or comments received by the District into a final version of the RFP and submit to the shortlisted DBEs.

3.4 Support District Counsel for Design-Build Agreement Development

Support the District's Legal Counsel in developing the agreement between the District and the DBE ultimately selected. Prepare and provide a draft agreement for District counsel review. Up to two meetings with the District Counsel and District staff is included in this task. GF will not be responsible for providing any legal services related to the Project.

Task 4 – Proposal Evaluation, Selection Criteria, and Contract Support

Provide support in reviewing proposals submitted by the DBEs. An evaluation memorandum will be prepared by GF summarizing the results of the submittal reviews and the District's Selection Criteria. The evaluations will be based on the selection criteria identified in the RFP. Contract support will involve assisting the District's Legal Counsel in addressing questions and comments to the Draft Design Build Agreement, which would be attached as an appendix to the RFP.

4.1 Assistance with Proposer Inquiries

Assist with responses to questions issued by the DBEs during the solicitation period.

4.2 Reviewing and Commenting on Proposals/Evaluation Support

Assist the District in communicating the results of the RFP evaluation and the selection of a respondent based on the criteria outlined in the RFP. The selected DBE will be recommended to the District Board for final approval.

4.3 Board Presentation

Prepare up to 5 slides and attend one Board Presentation for the selection of proposal and DBE for this project prior to Contract Award/Negotiations.

4.4 Contract Negotiations

Support the District and their Legal counsel during the negotiation of the final contract to be awarded to the selected DBE. It is understood that all negotiations will be led by District Legal Counsel and GF will not be responsible for providing any legal services to the District.

The attached **Table 1** provides the budget and projects completion status as of January 2019, except for the North Shore Gravity Sewer Design project which provides the status as of January 2018 when the Design Build Procurement approach was authorized by the District Board.

The attached **Table 2** provides the anticipated effort for the remaining tasks described herein for the Design-Build effort up to the Contract Negotiations phase. The budget provided in Table 2 does not include the scope for any support services for design review and construction phase oversight. A scope and budget for post procurement support services for design review and construction phase services can be provided upon District request.

Attachments:

Table 1 – Budget Status of Existing Tasks and Amendments

Table 2 – Fee Estimate for Design-Build Procurement of Lakeside Lift Station and NSVGGS Improvements

Triunfo Sanitation District

Lakeside Lift Station/North Shore Variable Grade Gravity Sewer (NSVGGS)
Design-Build Procurement Support
TABLE 1

Tasks Budget Summary

Triunfo Sanitation District - Projects Budget Status as of January 2019			
	Authorized budget	Budget Remaining (Jan 2019)	Project Status
Hydraulic Model	\$149,631	\$10,716	Task Complete.
Task 1 - Lakeside Lift Station	\$59,755	\$14,069	75% Design Complete & submitted. Combine with NSVGGS D/B Project.
Task 2 - Capris Track RW Pipe	\$65,582	\$18,484	75% Design Complete & submitted.
Task 3 - Oak Park RW Pipe	\$59,998	\$14,924	75% Design Complete & submitted.
Task 4 - Westlake Lift Station Study	\$24,750	\$3,638	Task Complete, Draft Study submitted.
Task 5 - Regency RW Pump Station Study	\$24,760	\$131	Study completed and submitted.
Task 6 - North Shore Variable Grade Gravity Sewer (NSVGGS) Design *	\$158,550	\$85,773	Amend 3 - PreDesign complete Jan-2018. Budget Remaining as of Jan 2018
Task 7 - Regency RW Pump Station Improvements Design	\$90,000	\$23,442	Amend 4 - 75% Design Complete & submitted.
Total Budget Remaining of Above Tasks:	\$633,026	\$171,177	
AMENDMENT # 3 ISSUED MAY 2017:		\$158,550	
TOTAL REMAINING BUDGET AVAILABLE FOR DESIGN BUILD:		\$243,954	Not Including Budget Remaining in "Task 6 - North Shore" since it is part of Amend #3

Triunfo Sanitation District
Fee Estimate
Lakeside Lift Station/North Shore Variable Grade Gravity Sewer (NSVGGS)
Design-Build Procurement Support
TABLE 2

February 4, 2019

LABOR HOUR BREAKDOWN										
Task Description	Principal	Project Manager	Project Engineer	Associate Engineer	Designer	Admin Project Coordinator	Labor Hours	Labor Cost	Sub-Consultant	Total Cost Original
Hourly Rates	\$205	\$175	\$155	\$145	\$135	\$95				8/21/2018
Task 0 - Pre-Design of North Shore VGGS (Complete Jan 2018)										
0.1 - Review Design Layout Alternatives	8	16	24		70	5	123	\$18,077		\$18,077
0.2 - Evaluate alternate vacuum systems and Easement Documents	8	16	24		44	4	96	\$14,480	\$21,500	\$35,980
0.3 - Meetings and Site Visits	8	16	24			4	52	\$8,540		\$8,540
0.4 - Evaluate Design build concept and Present to Board	16	16	24			4	60	\$10,180		\$10,180
Subtotal Task 1	40	64	96	0	114	17	331	\$51,277		\$72,777
Task 1 - Procurement Management / Meetings / QA/QC										
1.1 - Procurement Management	8	12	16			4	40	\$6,600		\$6,600
1.2 - Meetings	12	12	16				40	\$7,040		\$7,040
1.3 - QA/QC	12	4					16	\$3,160		\$3,160
Subtotal Task 1	32	28	32	0	0	4	96	\$16,800		\$16,800
Task 2 - RFQ Preparation, Issuance, and Evaluation of SOQs (Complete Dec 2018)										
2.1 - Draft RFQ and Review	45	16	58			0	119	\$21,015		\$21,015
2.2 - Respond to District Comments and Issue Final RFQ	16	6	16			2	40	\$7,000		\$7,000
2.3 - Evaluation of SOQs	20	6		24			50	\$8,630		\$8,630
2.4 - Finalize selection of Proposed Shortlisted Entities	2	6				4	12	\$1,840		\$1,840
Subtotal Task 2	83	34	74	24	0	6	221	\$38,485		\$38,485
Task 3 - Preparation and Issuance of RFP										
3.1 - Prepare Baseline Design Documents		12	60		80	4	156	\$22,580	\$7,000	\$29,580
3.2 - Prepare Draft RFP	40	30	4	40		4	118	\$20,250		\$20,250
3.3 - Respond to District Comments and Issue Final RFP	24	32	16		30	4	106	\$17,430		\$17,430
3.4 - Prepare Draft Legal Documents & Two Meetings	66	8		12		4	90	\$17,050		\$17,050
Subtotal Task 3	130	82	80	52	110	16	470	\$77,310	\$7,000	\$84,310
Task 4 - Proposal Evaluation, Selection Criteria, and Contract Support										
4.1 - Assistance with Proposer Inquiries and Project Agreement Support	8	4	20	4		1	37	\$6,115		\$6,115
4.2 - Reviewing and Commenting on Proposals/Evaluation Support	20	4		18		3	45	\$7,695		\$7,695
4.3 - Board Presentation	14	10		4		3	31	\$5,485		\$5,485
4.4 - Contract Negotiations	24	24		8		3	59.02	\$10,567		\$10,567
Subtotal Task 4	66	42	20	34	0	10	172.02	\$29,862		\$29,862
Subtotal Tasks 1 to 4	311	186	206	110	110	36	959	\$162,457	\$7,000	\$242,234
Direct Costs:										\$1,720
* TOTAL COSTS:										\$243,954
Amendment #3 Approved Budget (May 2017):										\$158,550
Additional Budget Request for Design Build Effort:										\$85,404
* TOTAL COST for DESIGN-BUILD PROCUREMENT:										\$243,954
* Note: Post award support services are not included in this scope.										

EXHIBIT A 2019 RATE SCHEDULE

Classification / Billing Title	Hourly Billing Rates
Principal	\$205.00
Managing Engineer	\$205.00
Senior Project Manager	\$200.00
Project Manager	\$175.00
Senior Engineer	\$175.00
Senior Operator	\$175.00
Project Engineer	\$155.00
Engineer	\$155.00
Associate Engineer	\$145.00
CADD Designer	\$135.00
Senior Drafter	\$135.00
Drafter	\$130.00
Field Inspector	\$120.00
Project Accountant	\$108.00
Project Coordinator	\$95.00

Professional Reimbursement

The hourly billing rates include the cost of salaries of the KEH employees, plus sick leave, vacation, holiday and other fringe benefits. The percentage added to salary costs includes indirect overhead costs and fee. All employees classified as “non-exempt” by the U.S. Department of Labor will be compensated at 1½ times salary, as per State and Federal wage and hour laws. Billing rates will be calculated according for these overtime hours.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus five percent for items such as:

- a. Maps, photographs, reproductions, printing, equipment rental and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for employee-owned vehicles used in connection with the work will be at the rate per mile equal to the Privately Owned Vehicle (POV) Mileage Reimbursement Rate as established by the United States General Services Administration for the dates the POV is in use.

The foregoing Schedule of Charges is effective through December 31, 2019.

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